



## KMS 255 Residential Accommodation Policy

### Related policies and documents:

- KMS 017 Student Disciplinary Code of Conduct**
- KMS 250 Safeguarding Policy**
- KMS 258 Residential Misconduct and Eviction Policy**
- KMS 400 Equality Policy**
- KMS 550 Health & Safety Policy and associated appendices**

- Full Time Resident and Duty Students Guides**
- Resident Student Contracts and Conditions of Occupancy**
- Statement of Principles & Practice – Residential Provision at Kingston Maurward College**



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## Residential Accommodation

### Introduction

This policy aims to ensure that the College provides a safe, functional and supportive environment for students living in residential accommodation. It describes how support for resident students operates within the wider framework of the College and how it meets its statutory obligations.

### Accommodation

Residential accommodation is available at Kingston Maurward College (KMC) for up to 50 students.

The accommodation is arranged in five houses with single bedrooms and shared communal areas, including a shared central common room equipped with a free of charge licenced TV. The common room is also used for planned events and activities as well as informal socialising.

Hostels accommodate under 18 and over 18/HE students separately.

All residential students are accommodated in hostels on the campus wholly owned and run by the College.

Student accommodation is separated by age and gender. Students will normally remain in their allocated room for the entire academic year. The exception to this will be those who reach the age of 18 when they move to an over 18 FE hostel. Students may request to change their room subject to availability. However, where unforeseen circumstances occur, the College may need to make alternative accommodation arrangements.

Support for resident students is available 24 hours a day during term-time. Students are encouraged to return home during half term holidays but support is available if they remain on Campus.

Priority for accommodation is given to first year students who live furthest away from the College and is then on a first come first served basis. Other students with exceptional circumstances may also be considered; these will be assessed on an individual basis.

All applicants will be interviewed by the Senior Residential Warden using a questionnaire to assess on an individual basis.

Students may be declined a place in accommodation if there is a concern about their health, welfare and safety while resident.



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## Responsibilities

Overall responsibility for residential accommodation lies with the Deputy Principal, Learning and Performance.

The Senior Residential Warden will also work closely with the Assistant Principal Student Experience & Progression in all aspects of holistically improving the residential students' experience of living at KMC.

The Wardening Team is on call 17:30pm – 08:30am Monday – Friday and throughout the weekend.

From 08:30am – 17:30pm Monday – Friday, the Student Welfare team are responsible for providing welfare support to residential students.

The Emergency Response Team provides additional support as necessary 24 hours a day.

Maintenance and repair of the accommodation are the responsibility of the Premises & Estates Manager.

The Wardening Team is also responsible for reporting concerns to the Premises & Estates team.

Residential students are also encouraged to report faults and repairs in their accommodation either in person, via a dedicated email address or by accessing a dedicated, closed Facebook group. Responses to issues raised or notice of intended works are also published on the closed Facebook group.

Only in exceptional circumstances will students be able to remain in residential accommodation during the Christmas or Easter vacations and they must contact the Senior Residential Warden as soon as possible to make arrangements. Permission to stay will be determined by availability and levels of warden cover.

Use of the accommodation during College holidays (including half terms) will not be possible if an external event is taking place or if no suitable supervision is available. Accommodation for full-time students during the summer break is not available as the houses are let to commercial bookings during this period; accommodation for Duty Students is arranged as required.



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The Wardening Team also work in close collaboration with academic teams, Student Welfare Team, Finance, Hospitality & Catering Teams, the Health and Safety Manager and the Student Admissions Team.

Resident students have responsibilities themselves, details of which are laid out in the Resident Student Guides (full time and duty students), the Contract and the Conditions of Occupancy.

## Support

The College is committed to providing its resident students with:

- A safe and supportive environment
- Support for personal, social and welfare issues that is available at times when the students need it
- The right to enjoy life at College and to pursue their studies freely within the law and the College regulations
- Facilities that are well-maintained and inspected regularly
- Opportunities for students to provide feedback and assurance that this will be acted upon as appropriate
- A culture of respect and care from staff and for each other
- Opportunities to participate in social activities with other residential students

The Wardening Team is available 24/7 for advice, guidance and support alongside the Student Welfare Team.

## Safeguarding

All students, staff and visitors must wear their lanyards visibly at all times. Residential students are identified by a green lanyard.

Robust systems and procedures are in place to safeguard all our learners and especially those who are vulnerable or who are under 18 years old. This includes risks relating to extremism and radicalisation.

The College has qualified designated child protection officers, a Designated Safeguarding Lead and a Deputy Safeguarding Lead; the Safeguarding Team can be contacted 24/7. All staff at the College undertake child protection and safeguarding training, including Prevent Duty, and have access to report concerns using the MyConcern system.

Students who are under 18 are required to be in their rooms by 23:00pm. Under 18 students must remain in their accommodation between 23:00pm and 08.30am unless otherwise instructed.



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The Duty Wardens take registers twice per evening to ensure all students are safe. All students are required to notify the Warden and hand in their Student Cards if they are leaving the site, to be collected from the Duty Warden on return.

Visitors, including family members and non-residential students, must report to the Duty Warden to sign in and leave the accommodation by 22:00pm. Students under 18 years are not allowed any visitors, other than family, in their bedrooms at any time.

Prior notice must be given to the Senior Residential Warden if they are staying off campus overnight away. Parental consent must be provided by the student's parent to the Senior Residential Warden, together with contact details if they are staying at an address that differs from their registered home address.

The College recognises that it is subject to the National Minimum Standards for the care and welfare provisions to students under the age of 18 years of age in residential accommodation.

### **Health and Safety**

All students and staff are required to follow College Health and Safety procedures and to comply with requests from the Health and Safety Advisor or other responsible persons.

The residential accommodation is inspected regularly by the Wardening Team and the Health and Safety Advisor subject to a minimum of 24 hours notification. The inspection will include bedrooms and students will be required to comply with any requests made in relation to Health and Safety or reasonable requests in terms of the cleanliness and tidiness of their room and communal areas.

### **Equality and Diversity**

The College actively promotes equality, diversity and tolerance and residents should ensure that they are aware of their responsibilities in this regard. Further information may be found in the College's Equality Policy and the Anti-Bullying and Harassment Policy.

The College has a zero tolerance policy concerning any behaviour on the grounds that it could be deemed as discriminatory against any person's race, gender, nationality, religion or belief, pregnancy and maternity, sexual orientation, age, disability or gender reassignment.

Accommodation is available for students with mild disabilities but we recommend that students discuss their needs with the Senior Residential Warden in advance.



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Where we are able to make reasonable adjustments, we will accommodate any student who falls within the criteria described above.

Wardens oversee all aspects of support for students and liaise closely with course teams to ensure that religious, dietary, language or cultural needs are met.

The College Chaplaincy Team provide a service for students of any faith or none and there are dedicated quiet spaces across the campus for reflection.

The Catering Team provide a highly flexible menu and can meet any request for specific dietary needs.

## Behaviour

So that we can maintain a safe, healthy and respectful environment for our resident students, we expect certain standards of behaviour from students. These are described in more detail in the student contract and Full Time Resident and Duty Students Guides.

A separate residential disciplinary code operates alongside the College disciplinary code, specifically designed to address residential issues (Residential Misconduct and Eviction Procedure).

This code gives the Senior Residential Warden, the Assistant Principal Student Experience & Progression, and/ or the Deputy Principal Learning & Performance, additional responsibilities in terms of addressing disciplinary matters for resident students.

The Senior Residential Warden, Assistant Principal Student Experience & Progression, and/ or the Deputy Principal Learning & Performance, together with the Principal, reserve the right not to accept any student that they feel would be unsuitable for residential accommodation based on evidence of previous unacceptable behaviour.

## Duty Students

Students who are on duty looking after animals are entitled to stay in College accommodation free of charge while they are on duty. Normally, this will be for one week at a time and may be repeated several times throughout the year.

Duty students will be required to adhere to the same standards of conduct as other resident students.



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Duty students are required to have their rooms tidied and remove all their belongings by 11:00am on the morning that they will be moving out. New students can move in between 17:30pm and 19:30pm.

Room keycards must be returned to the Senior Residential Warden or the Student Welfare team on the day that the room is vacated.

### Deposits and contracts

All resident students, including duty students, are required to sign a contract agreeing to the terms and conditions of residence.

All students, except duty students, pay a deposit in advance to cover costs of repairs where necessary. Any deposit not used will be returned to the student within four weeks of leaving College. Details are described in the Contract and Conditions of Occupancy.

In line with full-time residential students, Duty Students will be liable for any damage caused when in residence or should their accommodation require additional cleaning over and above the normal expectations.

### Monitoring

Residential accommodation services are subject to inspection under Ofsted's Social Care Standards.

Opportunities for student feedback regarding residential accommodation include: regular student 1-2-1 tutorials, a resident student representative on Student Council; Views and Complaints system; Residential Students Satisfaction Survey, Residential House Meetings and informal comment.

Residential accommodation has its own self-assessment review (sub-SAR).



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