



KMS 255 Residential Accommodation Policy



Created By:	Student Services Manager	Review Date:	July 2018
Approved By:	Strategic Management Team	Responsibility for Review:	Wardening Team/ Student Services Manager
Date Approved:	September 2016		

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 for up to 50 students. The accommodation comprises 5 houses with single bedrooms and shared communal areas. Twin bedrooms are available for duty students. Male and female students (under/over 18 years old students) are accommodated in separate hostels wherever possible. In the event of a hostel being shared by under/over 18s, a full Risk Assessment will be carried out.

There may be occasions when it will be necessary for some duty students to be accommodated in a house with a mixed age group i.e. 16 – over 18 years, this will be avoided whenever possible. When this cannot be avoided Risk Assessments will be completed to ensure the safety of students at all times.

Support for resident students is available 24 hours a day during term-time. Students are encouraged to spend time with their families during half-term holidays but support is available if required.

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 Residential Services Manager and the Student Services Manager 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.

Responsibilities

Overall responsibility for residential accommodation lies with the Deputy Principal, Curriculum and Quality and the Residential Services Manager reports directly to them.

The Residential Services Team of Wardens is on call 5:00pm – 8:30am Monday – Friday and throughout the weekend. From 8:30am – 5:00pm Monday – Friday, the



Created By:	Student Services Manager	Review Date:	July 2018
Approved By:	Strategic Management Team	Responsibility for Review:	Wardening Team/ Student Services Manager
Date Approved:	September 2016		

Student Support team are responsible for providing welfare support to residential students. The Emergency Response Team provide additional support if necessary 24 hours a day.

Maintenance and repair of the accommodation are the responsibility of the Premises & Estates Manager. The Residential Services Team is responsible for reporting concerns to the Premises & Estates team.

Only in exceptional circumstances will students be able to remain in residential accommodation during the Christmas or Easter vacations and they must contact the Residential Services Manager as soon as possible to make arrangements. 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. No accommodation is available for students during the summer break as the houses are let to commercial bookings during this period.

The Residential Services Team also work in close collaboration with academic teams, Student Services, Finance, Hospitality, the Health and Safety Advisor and 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.

Safeguarding and Child Protection

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.



Created By:	Student Services Manager	Review Date:	July 2018
Approved By:	Strategic Management Team	Responsibility for Review:	Wardening Team/ Student Services Manager
Date Approved:	September 2016		

The College has qualified designated child protection officers and a Designated Safeguarding Lead. All staff at the College undertake child protection and safeguarding training, including Prevent Duty and how to report concerns.

Students who are under 18 are required to sign in with the duty warden before 11pm.

Visitors, including other college students, external friends and family may enter houses up until 10pm. Residents must obtain a visitor's pass from Residential Services i.e. the Duty Warden for any guests after 5pm.

Students under 18 years are not allowed any visitors, other than family, in their bedrooms at any time.

Students under the age of 18 must sign in every night before 11pm to confirm to the Duty Warden that they are in their accommodation. They must remain in their accommodation between 11pm and 08.30am unless otherwise instructed, and give prior notice to the Residential Services Team if they intend staying away overnight. If they are staying off campus overnight away from their registered home address they must provide contact details and a parental consent form completed and signed.

Male and female students under 18 are housed separately from those over 18 years. If someone turns 18 while they are in accommodation they may be moved to an alternative house or where necessary, individually Risk Assessed and DBS checked.

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

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 Residential Services Team and the Health and Safety Advisor subject to a minimum of 24hours 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



Created By:	Student Services Manager	Review Date:	July 2018
Approved By:	Strategic Management Team	Responsibility for Review:	Wardening Team/ Student Services Manager
Date Approved:	September 2016		

may be found in the College's Equality and Diversity 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 Residential Services Team in advance. Where we are able to make reasonable adjustment, we will accommodate any student who falls within the criteria described above.

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 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 Residential Services Manager and Deputy Principal Curriculum and Quality, additional responsibilities in terms of addressing disciplinary matters for resident students. The Deputy Principal Curriculum and Quality, and the Residential Services Team 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. Duty students are required to have their rooms tidied and all their belongings put on the beds by 9:15 am on the morning that they will be moving out. New students can move in between 5:30pm and 7:30pm. Room keycards must be returned to the Residential Services Manager or the Student Services team.

Deposits and contracts

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



Created By:	Student Services Manager	Review Date:	July 2018
Approved By:	Strategic Management Team	Responsibility for Review:	Wardening Team/ Student Services Manager
Date Approved:	September 2016		

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.

Monitoring

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

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

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

Related documents

Resident and Duty Students Guides

KMS 250 Safeguarding Policy

KMS 258 Residential Misconduct and Eviction Policy

KMS 017 Student Disciplinary Code

Resident Student Contract and Conditions of Occupancy

Health and Safety policies and procedures

Equality and Diversity policies and procedures



Created By:	Student Services Manager	Review Date:	July 2018
Approved By:	Strategic Management Team	Responsibility for Review:	Wardening Team/ Student Services Manager
Date Approved:	September 2016		

Equality Impact Assessment Form

Name of Policy: Student Residential Accommodation Policy

Assessed by: Deputy Principal Curriculum & Quality

Date of Analysis: 06/07/16

1: Identify aims of the policy

What is the purpose of the policy and who is intended to benefit?

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.

The policy will benefit primarily resident students but it will also affect staff, other students and visitors.

2: Assess likely impact

How might this policy have an impact on staff, visitors or learners in terms of disability, age, race, gender, religious belief, trans-identity, and sexual orientation.

Positive Impact No Impact Negative Impact

If you have identified **negative** impacts, you need to revise your activity to ensure that you are not disadvantaging any group on the grounds of disability, age, race, gender, religious belief, trans-identity, and sexual orientation.

If you have identified **positive** impacts or **no impact**, please explain your decision.

This policy ensures that students living in College accommodation are free from discrimination, bullying or harassment and can enjoy their stay in residence at College

3: Checklist

1. Which of the following groups have you consulted?

Staff Students KMC Committee Other stakeholders
(please specify)

Will be ratified by SMT

How frequently will you monitor the impact of this activity?

½ termly termly annually other (please specify)



Created By:	Student Services Manager	Review Date:	July 2018
Approved By:	Strategic Management Team	Responsibility for Review:	Wardening Team/ Student Services Manager
Date Approved:	September 2016		