

Accommodation Code of Conduct

Date: July 2020



Policy cover sheet

Name of policy:	Accommodation Code of Conduct
Purpose of policy:	To define expectations of good conduct in relation to living within University-managed student accommodation and the potential sanctions if a resident does not adhere to the Code
Intended recipients:	All students that apply for and take up accommodation through Staffordshire University Accommodation Office
Approval for this policy given by:	Ian Munton, Director of Library and Student Services 
Date of approval:	17.07.2020
Proposed review date:	01.05.2021
Responsible for review:	Head of Residential Services and Accommodation Officer
Name of person completing this coversheet	Deborah Healy
Classification category of this policy:	

“Be Respectful, look after our community”

There is an expectation that everyone will be respectful and look out for one another while living in University accommodation. A benefit to living in our community is learning about individuals' differences and everyone growing from these experiences. If you have disagreements regarding the behaviour of friends or neighbours, it is good to speak directly with that individual about their behaviour and the way that it affects you. Remember, they may not realise their behaviour is a concern to you or others. As an adult, you can calmly and respectfully discuss with the individual about unwanted behaviours, and this will enable you to live together as a more cohesive group. A tip, have the conversation when you are calm, be friendly, and know that it is OK to speak with someone about issues that arise.

Conduct expected of accommodation users: Our values

The University aims to provide an environment for all residents that is comfortable, safe, clean and supportive. This document outlines the standard of conduct the University expects of its residents so that everyone can live as described above. Whilst residing in University-owned or nominated accommodation you form part of a community of residents during the duration of their licence. Like any community its success is dependent on all residents behaving in a manner that demonstrates respect and trust towards everyone, helping to ensure a clean, safe and pleasant place to live.

In student accommodation the University expects residents to:

- Behave in a responsible manner that will help to foster mutual respect and understanding between all members of the residential community;
- Act within the law and not to engage in any activity or behaviour that is likely to adversely affect those around them;
- Act in accordance with any government advice that is issued to the UK
- Behave and communicate in ways that do not unreasonably offend others. Examples of unreasonably offensive behaviour include using abusive or obscene language and engaging in any form of discriminatory or anti-social behaviour;
- Treat everyone with respect, whether they are a resident, member of staff or guest;
- Treat all residential property with respect;
- Comply with reasonable requests of members of staff;
- Adhere to the University's Health and Safety policies and to any specific requirements that apply to student accommodation;
- Observe fire alarms, related procedures and evacuate buildings when alarms sound; and
- Complete the online induction.

Poor conduct: types of behaviour regarded as a breach of licence

Forms of inappropriate behaviour are set out below and non-adherence may lead to disciplinary action as detailed in student accommodation disciplinary procedure and the Universities disciplinary procedure. The list should not be considered as being exhaustive.

- Unacceptable behaviour arising from not adhering to current government guidelines.
- Unacceptable behaviour arising from the consumption of alcohol or other substances.
- The possession or use of illegal drugs or any substance that has a similar effect to illegal drugs.
- Failure to respect the rights of others to freedom of speech within the law, as required by s.43 of the Education Act (No.2) 1986.
- Disorderly, threatening, bullying, or offensive behaviour or language whilst in the accommodation.
- Any action that did cause, or could have caused, a health and safety concern in the accommodation.
- Any behaviour that damages the University's relationship or reputation with its local communities, as evidenced by complaints from residents, residents' groups, local representatives or the police.
- Abusive behaviour or language, harassment or bullying of any kind, towards another resident, member of staff or a visitor by any means, including social media, whether on or off the premises and whether conducted through University or personal equipment.
- Any interference with fire detectors, fire alarms or fire extinguishing equipment which will also be dealt with as illegal activity.
- Damage to or defacement of, residential property or the property of other residents, whether caused intentionally or recklessly.
- Misuse or unauthorised use of residential premises and property, including running a business and computer misuse.

In Staffordshire University accommodation, students must comply with the terms of the Student Code of Conduct, and the Terms and Conditions of Residence. Specifically, this means:

Prohibited Activities and Items

Government Guidelines and COVID-19

The university has a duty of care to all residents within accommodation and must always work in line with current guidelines and laws set out by the UK government.

The University will always expect students to follow the latest government advice that has been issued. If any residential student is found to not be adhering to the guidelines or laws set out by the government then disciplinary action will be taken.

Visitors

In line with government advice there may be times within the academic year that visitors are prohibited from entering your accommodation. Once you are an established household within your flat or house you must adhere to government guidance on visitors.

When government guidance changes, the usual visitor's procedure as outlined in the code of conduct and within the residential guide must be adhered to.

Misuse of drugs

The University operates a zero-tolerance policy towards the use of drugs. The possession of controlled substances or drug paraphernalia within the direct vicinity of the halls of residence and residential halls car parks, grounds, use and/or supply of illegal drugs, any controlled drugs listed in the Misuse of Drugs Act 1971, Drugs Act 2005, Psychoactive Substances Act 2016, including subsequent amendments and/or any substances capable of producing a legal high, hallucinogenic or similar effect (if proven) will result in the immediate termination of the Agreement and the residents exclusion from University-managed accommodation.

Smoking

Smoking is not permitted inside any University building. If a resident is found or suspected to have been smoking inside University-managed accommodation they may face disciplinary action. Any cost of repairs as a result of smoke damage will be charged to those responsible. Involvement in further similar incidents will result in escalated disciplinary action being taken. Electronic 'cigarettes' or similar devices are also prohibited in the same manner. Smoking is only permitted outdoors, at least five meters away from any doors or windows.

Fire prevention

All residents must adhere to all fire regulations and evacuation procedures and must not cause a fire hazard. Residents are expected to:

- attend the compulsory fire meetings;
- not obstruct communal areas or fire escape routes nor prop open, or tamper with, the fire doors (as they are designed to reduce the spread of fire) and not to abuse, interfere or otherwise tamper with any of our fire prevention and detection equipment;

- never leave cooking unattended;
- ensure that any personal electrical items are electrically safe. The ResLife Team can assist with this;
- only use cooking equipment and any portable items that create a heating effect in kitchens; and
- ensure that printed material/banners etc. are not displayed in fire escape routes such as corridors and stairwells.

For the purposes of fire safety, the following items are not allowed in student accommodation (including but not limited to):

- inflatable items;
- candles, incense sticks/burners or other naked flame;
- fireworks, petrol, paraffin, bottled gas;
- oil burners, halogen lights;
- e-cigarettes, hookah or shisha pipes;
- deep fat fryers; and
- sunbeds.

Evacuations and Personal Emergency Evacuation Plans (PEEPs)

All residents have a responsibility to make themselves aware of all exit routes from their accommodation. There will be at least one official fire drill where residents are required to evacuate the building and move to the fire assembly point. This also applies to unplanned evacuations.

Any resident who has a disability that prevents them from safely evacuating the building within three minutes is required to complete a PEEP. The ResLife Team are available to provide support to residents who need to complete a plan.

General prohibited items (including but not limited to):

- weapons of any description including replica and toy weapons;
- pets of any description other than authorised assistance animals;
- items which may cause damage to the property or individuals;
- brewing and distilling equipment;
- nitrous oxide canisters; and
- bicycles are prohibited from the accommodation but may be stored in designated areas;

Excessive noise

It is important that residents are able to rest and study within the accommodation at any time of day and noise levels must be kept at a reasonable level throughout the day. After 11pm and before 7am is a period when many individuals will be most sensitive to high levels of disturbance and noise must be kept to a minimum. This can be achieved using headphones and keeping conversation at a low and consistent level.

Internet services

The licence includes internet services. Access to the services is governed by the Terms and Conditions of the provider, Fair Use Policy and the University's Information Technology Policy and any breach may result in disconnection.

This may include but not limited to:

- access to or downloading from websites reasonably deemed to be inappropriate;
- sending of abusive communications;
- operating unauthorised servers;
- downloading illegal content; and
- operating a business

Equipment

Any equipment provided by the University must not be removed from the location for which it is intended. All items must be kept clean and used for the purpose they are designed for. Any soft furnishing brought into the building must be authorised by a member of ResLife and be fire safety compliant. Items must not be placed in corridors or any other access route.

Hygiene

Residents are responsible for removing refuse from individual rooms and communal kitchens. It is important to do this regularly to ensure the living environment is safe and hygienic. For the same reason washing of crockery and utensils should be cleaned in a timely manner. Failure to keep kitchens in a condition that is reasonably deemed to be habitable will result in cleaning staff being engaged to carry out remedial cleaning, the cost of which will be passed on to all users of the kitchen. 24 hours' notice will be provided prior to any cleaning taking place.

Vacating accommodation

To avoid any additional cleaning charges all areas should be left clean and free from personal possessions. This includes the study bedroom, bathroom, kitchen and corridor.

The above code forms part of the Accommodation Licence Agreement.

REFERENCES

Any policies referenced in this document can be found at

<https://www.staffs.ac.uk/legal/policies>

Current Government advice can be found at:

<https://www.gov.uk/>

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