



BCA HANDBOOK

For Duty Students

Welcome to BCA Residence 2018/19

Welcome to Berkshire College of Agriculture and our accommodation.

This handbook has been produced by the Warden Team to provide you with a guide to day-to-day living at BCA. Please keep it in a safe place so you can refer to it throughout the year, when needed. If you are unsure about any of the points, please do not hesitate to contact the duty warden team. Inevitably there has to be some rules which have been implemented to help with the smooth running of our accommodation system and to ensure your safety and wellbeing.

The quality of life in our residential community is dependent on the students who live in it. Please help us to continue BCA's tradition of delivering a first class, supportive and friendly service and to also respect and care for your residential peers.

We have an extensive student support system which not only consists of the Warden Team and Student Development Team but many others such as our Student Welfare Manager, our Learning Support Department and our Transition and Progression Manager. Please ensure you utilise all of the services which BCA offers.

On behalf of myself, the Student Development Team and Warden Team, we wish you the very best of luck during your studies and hope you take away some very happy memories which will stay with you for many years to come.

Anne Entwistle

Vice Principal Safeguarding & Student Services

The Warden Team

The Warden Team: Adam, David, Richard and Vicki are the Senior Wardens and they work on a Rota with the Duty Wardens Jack, Roz, Marcus and Alison

Residential Manager / Head Warden

The Residential Manager, Adam Robinson has overall responsibility for the welfare, social, disciplinary and residential life of BCA students. You can contact Adam by email aprobinson@bca.ac.uk or you can find him in The Zone.

The Warden Team

The Head warden and his team of wardening staff are responsible for student welfare and discipline on campus. The Wardens are on duty around the clock to assist students with any problems they might face. Their role is to maintain discipline, provide support and pastoral care, and to ensure that students gain their qualifications and will work closely with academic staff. The duty wardens carry a duty mobile telephone so they can be contacted at all times.

Wardens can be found in The Zone during the day and during the evening. If you cannot find the warden they can be contacted by phoning the Duty Warden's mobile: **07771 573099**.

USEFUL CONTACT NUMBERS



Duty Warden Mobile	07771573099	
Adam Robinson (Residential Manager)	01628 827505	APRobinson@bca.ac.uk
Absence Line	01628 824444	Text: 07950081234
BCA Reception	01628 827400	Enquiries@bca.ac.uk

EMERGENCY CONTACT NUMBERS

Fire/Police/Medical Emergency	999	(IF USING INTERNAL PHONE (9)999)
Police (Non-Emergency)	101	
ChildLine	0800 11 11	www.childline.org.uk
Samaritans	116 123	www.samaritans.org
Talk to Frank	0300 1236600 / 82111 (TEXT)	Frank@talktofrank.co.uk
NHS Advice Line	111	www.nhs.co.uk

ALCOHOL (UNDER 18)

Alcohol must not be purchased, brought onto or consumed anywhere on the college premises.

You must not return to campus under the influence of alcohol. Any alcohol which is found in Under 18 accommodation (**Folkestone/Hurley**) or in possession of Under 18 students on campus will be disposed of and parents/guardians informed. You will also be sent home.

YOUR PARENT/GUARDIAN WILL BE INFORMED IF YOU FAIL TO COMPLY WITH THE ABOVE REGULATIONS OR IF YOU ARE MISSING AT ANY TIME.

APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

ALCOHOL (OVER 18)

Alcohol may only be purchased and consumed in The Zone. This is only during The Zone's opening hours in the evening. Alcohol is not permitted in any of the Halls of Residence (**Including over 18 accommodation**)

Any Over 18 student found to be supplying alcohol to Under 18 students (on site and off site) will face disciplinary action.

APPROPRIATE DISCIPLINARY ACTION WILL BE TAKEN.

It is forbidden to drink any form of alcohol in any outdoor areas around campus. Any student found drinking outside may be subject to disciplinary action and their alcohol confiscated and disposed of. The brewing and drinking of home-brewed alcohol is not permitted at college. Also, no barrels, gas/dispensers or optics may be brought on to or used on campus.

It is strictly forbidden for students and their guests to drive under the influence of

alcohol/drugs anyone found doing so will face Disciplinary Action and the college reserves the right to immediately contact the Police.

The Warden Team may request a student's car keys if they feel there is a risk that the student might drive whilst under the influence. The keys will be kept by the Senior Warden and if appropriate will be returned to the student the next day.

ACCOMMODATION

All rooms provided for duty students are shared. Here is a breakdown of the rooms we use.

Male Duty Resident Room: 1 Shared room with 1 Bunk Bed

Under/Over 18 Female Duty Resident Room: 2 Shared rooms. 1 room holds 4, 1 Bunk Bed and 2 single Beds.

(Duty Student Accommodation) East (E) *Folkestone (F) and Hurley (H)*

Each bedroom includes the following:

Single Bed or Bunk Bed, mattress with mattress protector, cupboard, sink, overhead sink light, Wireless Internet (free internet access), notice board.

Shared Washing Facilities: (individual lockable cubicles or doors).

Three individual showers and toilets

Kitchen/Common area:

Fridge Freezer, microwave, iron and ironing board, chairs and tables, notice boards, work surfaces, storage cupboards, sink with hot and cold water.

BCA will not provide the following (students are expected to bring their own)

- Crockery (plates, dishes etc)
- Cooking utensils (pots, pans etc)
- Cutlery (knives, forks, spoons)
- Tea towels

- Bedding
- Cleaning products i.e. surface cleaner, disinfectant, washing up liquid.
- Desktop Computer/Laptop (the college cannot provide these)

Washing powder/detergent is not provided for the washing machines. A full inventory will be completed when you move in and room checks are carried out by the warden team every half term.

We provide free internet access however due to the college network we are unable to allow access to some internet sites and online gaming on Desktop Computers/Laptops and Games consoles.

ACCESS

BCA reserves the right to gain access to your room or hall at any point. A member of the warden team or authorized staff (Cleaning staff and maintenance staff) may need to gain access to your room or block for the following reasons

Reasons for access:

- Cleaning at agreed times or in the case of necessary deep cleans.
- Fire Drills
- Locating you in the event of absence or concern for your welfare.
- Reasonable suspicion of illegal activities / substance which contravenes tenancy agreement or code of conduct.
- In emergencies such as fire, suspected fire, floods etc.
- Where complaints have been received such as noise, suspicious smell / items in rooms, unauthorized visitors or anti-social behavior.
- Where a safety lock has been removed from the window and / or box.

ABSENCE

The warden team **must be informed** of any absences by texting or calling the warden phone, failure to do so will result in disciplinary action. This ensures that in the event of any evacuations we are accounting for all present and absent residents,

it also allows us to ensure that our signing in procedure runs smoothly.

You must also ensure that you inform someone from the yard if you are going to be absent from duties. Absences should be reported to the absence line by calling **01628 824444** or texting **07950081234** along with **Absent/Student ID, reason.** **You are responsible for reporting your own absences.**

ACTIVITIES

BCA provides a varied and active social life for learners. The Warden Team will be arranging a wide variety of activities during the year so please support them and make sure you make the best of the opportunity. Have fun and enjoy yourselves! Keep up-to-date with what's going on by checking the Student notice-board in The Zone or ask the Warden Team. There will be a charge for some external social events but we endeavor to keep the cost down.

Indoor Sports: to use either of the Gym`s you will have to complete a PARQ form. You will then have a basic induction and there must be a member of staff there to supervise you.

GET INVOLVED: The Zone is the center of social life for residential students. It is your dedicated space to use in the evenings to socialize and to take part in the various activities. The Zone has a pool table, table tennis table, games consoles, TV, DVD player, board games, and a selection of computers which are free for you to use. There is also a bar which serves a selection of cold drinks and snacks. We also serve a selection of alcoholic drinks (Over 18 students only). The Zone is also the venue for the Warden Wind Down evenings where students can relax at the end of the day. The wardens will provide free hot drinks and savory or sweet snacks for all of the residents who take part.

The Zone also acts as the meeting point for any Offsite / Onsite activities such as archery, bowling, bouldering, high ropes and low ropes, laser quest, orienteering, swimming, cooking, shopping trips, quizzes, bingo nights, music nights, debates, information talks, ice skating, theme park trips, dodgeball, basketball, assignment workshops and many more! If there is an activity or hobby you are passionate about please tell us and we will do our best to run it for you.

The Zone is available for residential students to use from **19:00 - 22:30 Sunday** and **18:00 - 22:30 Monday - Friday.**

BEHAVIOUR

BCA expect students to respect others treat others how you wish to be treated. The college expects everyone students and staff, to create a fair, safe and enjoyable environment in which to live, study and work.

Anyone found in breach of the Student Code of Conduct will be subject to disciplinary procedures in some circumstances. You may be removed from campus and in some cases the Police may be contacted.

BEDDING

No bedding is provided in any of the halls. You must ensure that you bring a bed sheet, duvet and duvet cover, pillows and pillowcases with you. Students failing to use a bed sheet or those who remove the mattress cover will be charged.

BOOTS

In the interest of hygiene and to prevent cross contamination we request that equine students living in whilst on duties remove their boots when walking inside the accommodation there are lockers in the boot room available for you to use. This is to prevent anything which may have been picked up on the yard being spread inside the student accommodation.

CODES OF CONDUCT

In order to maintain a safe and secure environment for everyone living and studying in accommodation at BCA College, it is necessary to have certain recognized codes of practice which apply to everyone. By signing the acceptance and declaration contract, you have agreed to abide by these codes of practice.

CAR PARK

Residential students are expected to use the Sports Centre car park or the main car park (The barrier is shut from 22:30 until 07:30) Any unauthorized vehicles found in the BCA residential Staff car park will be asked to move.

Residential students must have a valid BCA vehicle permit for their car which can be requested from the Transport Dept.

COMPLAINTS PROCEDURE

If you or your Parent/ Guardian are unhappy with your experience in accommodation, we would always want to work with you to come to an acceptable resolution. However, if you are still unhappy you can direct your complaint to our Residential Manager. Our Residential Manager reports directly to Anne Entwistle Vice Principal Safeguarding & Student Services.

A copy of the Colleges complaints procedure is available upon request.

CLEANLINESS AND HYGIENE

You are responsible for keeping your room clean and tidy. It is also the responsibility of ALL resident students using the facilities to keep the communal areas clean, tidy hygienic and safe for all residents to use. The Domestic Services Team offers a limited cleaning service; they will need clear access in rooms and communal areas to carry out their duties.

ALL bedrooms will be entered each day. The housekeeping staff and the wardening team will monitor all residential areas and impose disciplinary action and extra cleaning charges will be imposed upon students who repeatedly fail to keep their rooms/communal areas clean to the required standard. You can find the cleaning Rota in the communal area of each residential Hall.

We have an expectation that Residents will maintain the residential area and ensure litter is put into the bin. There will be a broom/ dustpan and brush provided for you to use to sweep corridors and outside the Halls of residence we want you to take pride in where you live.

CATERING

Duty Students and their Parents/Guardians are responsible for making sure that there is money in the students Wise Pay account for meals. Either you or your parents/guardians can add money to your balance online by credit/debit card.

We recommend approximately £50 per week to cover your Breakfast/ Lunch and Evening meals. There are only basic cooking facilities in the accommodation (Microwave/Kettle/Toaster/Fridge Freezer).

Please note there is no meal service on a Friday evening.

Care must be taken when purchasing your food to ensure you leave enough money for that week. For example, branded drinks are more expensive than having water. The wardens will work with students to help budget their spending.

Breakfast is usually a full cooked English breakfast with continental choices. Cooked meals are provided at Lunch and Evening meals, lighter lunches can be obtained from either Cheeki`s café or North café.

Please see notice boards in the restaurant/cafe for your weekly menu. You will be able to get your meals from the following College catering facilities:

Courtyard Cafeteria: Breakfast, Lunch, Evening Meal

Cheeki`s Café: Breakfast and Lunch

North Café: Breakfast and Lunch

The Courtyard Cafeteria opening hours are as follows;

Monday - Friday	Breakfast	8.15 am - 9.30 am
	Lunch	12.00 pm – 13:30 pm
	Evening Meal	17.30 pm - 18.00 pm

There are also a number of vending machines at various locations on campus for drinks, confectionery and snacks. Snacks are also available at the BCA shop which may be open some evenings depending on popularity.

We expect courtesy to be extended to the catering staff at all times. Swearing or shouting will not be tolerated. We also expect you to tidy up after yourselves. Non-compliance with the BCA code of conduct will be dealt with initially by the duty wardens and if necessary, incidents will be reported to the Residential Manager.

CURFEW

All under 18 students must sign in before 23:00. You can sign in at The Zone or a member of the warden team will be outside of the halls at 22:35 – 23:00. You may sign in earlier if you wish but you will have to find a member of the warden team who may be performing other duties on campus. Under 18 students are not allowed out of the halls after 23:00. This includes standing on the doorstep talking to other residents and having the main doors to F and H block open. CCTV is checked by the duty warden to ensure compliance. You will not be permitted to exit your blocks until 07:00 the next day unless there is an emergency and the duty warden has been informed.

DOORS

The main doors to the hostels **MUST** be fully closed behind you whenever you enter or leave a hostel. This is for security and safeguarding reasons to prevent unauthorized people entering your hostel. Disciplinary action will be taken against students who are found to be leaving these doors open.

DRUGS

The possession, supply or production of drugs is covered by the Misuse of Drugs Act 1971 and it is against the law. Accordingly, the College undertakes to deal with students who commit such offences and who may thereby bring the college into disrepute. The College also recognizes that it has a duty of care towards its students. It will therefore endeavor to provide health education and information about

the dangers of illicit drug use and will refer those who need help to the appropriate support agencies/staff members.

Where there are suspicions of drug/substance abuse on college premises, the college may call the police and reserve the right to search any room and/or persons at any time in this regard.

BCA operates a zero tolerance policy in relation to the supply, possession and use of drugs. This also applies visitors who take part in this activity anywhere on the campus. Students subject to disciplinary action in line with the Student Disciplinary Policy and Procedures, in respect of drug/substance abuse will have their offer of accommodation removed, and may be excluded from BCA.

END OF DUTY WEEK

At the end of your Duty Week you are expected to leave residence by 19:00.

Please ensure:

- Remove all personal possessions.
- Leave your room in an acceptable state.
- All rubbish is removed.
- You remove any of your food from fridges/freezers and you leave the kitchen area clean and tidy if you have used it.
- You return your room key/fob to the duty warden.

If rooms or halls are left in an unsatisfactory state or there is any damage, you will be charged and in exceptional circumstances you may not be permitted to stay again.

EQUIPMENT SAFETY

Student-owned cooking stoves, heating rings, microwaves, toasters, electrical heaters (radiators) and other heating appliances are not permitted in halls. Other items of electrical equipment may be permitted if they are safe.

All electrical equipment brought into BCA halls of residence must meet the current electrical regulations and be fitted with correctly rated fuses. The power sockets must not be overloaded; block adapters are not permitted as these are easily overloaded. Students are permitted either 2- two way extension cables or one four way extension cable as long as they are fused correctly

Where an item is found to be unsafe it will be disconnected and confiscated by the Warden Team. A notice will then be served on the student to inform them of the action taken.

Equipment identified as being unsafe or appliances that require significant power and/or cause overloading to ring main circuits may, in consultation with the Health and Safety Manager, be confiscated. They will be returned at such a time that you are able to take them home.

If you are unsure about equipment safety or power requirements, you should contact the Campus Estates and Facilities Manager who will be able to advise you. You can do this via the warden team.

ITEMS NOT ALLOWED TO BE BOUGHT INTO HALLS INCLUDE

- Cubed adapters
- Microwaves
- Slow cookers
- Equipment with foreign / continental plugs.
- Items relating to the preparation of food/hot drinks such as toasters and kettles must only be stored/ used in the kitchen areas.

FIRE SAFETY AND EQUIPMENT

You must familiarise yourself with the premises, escape routes, location of firefighting equipment, alarm systems and evacuation procedures. You must carefully read the fire regulation notices which are displayed in all bedrooms. The warden team will inform you of these procedures when you move in.

BCA takes a serious view of any actions that could jeopardise the safety of students or staff. Appropriate disciplinary action will be taken in line with the Student Code of Conduct. Anyone found tampering with any fire or safety equipment will be required to pay the full costs of any damage or loss incurred. Students who misuse fire equipment will be charged and disciplined accordingly.

You are reminded that it is a criminal offence to interfere with fire and safety equipment.



FIRE DRILLS

The wardens will organize fire drills throughout the year. Please cooperate by responding to the alarm in a timely and orderly manner. On evacuation, all students must report to the designated area as specified on the Fire Regulation notices. In the event of a fire drill being unsatisfactorily carried out, a repeat fire drill may be necessary to ensure that all residents are familiar with the evacuation procedure.

ON DISCOVERING A FIRE:

- Operate nearest fire alarm by breaking the break glass point.
- Inform the wardens
- Leave the building by nearest signed exit
- Report to assembly point
- Do not attempt to put out the fire or put yourself at risk.
- The duty warden and the fire service will automatically be called.

ON HEARING A FIREALARM:

- Leave the building by the nearest signed exit.
- Report to assembly point
- You must leave when required, even for a drill. Disciplinary action will be taken for non-compliance.

It is necessary to make you aware of the fire safety equipment that is installed in the halls.

FIRE INFORMATION

Fire Doors

The spread of smoke during a fire kills more people than the actual fire itself. Fire doors have a vital role to play in allowing people to escape from a building but they cannot do their work if they are wedged open. The Colleges Safety Policy and Fire Regulations prohibit the practice of wedging open fire doors. Anyone found doing so will be charged.

Fire Blankets

These should be used to smother fires:

- i) Involving burning clothing
- ii) For liquid fires, the blanket should be placed carefully over the fire.

Portable Extinguishers

- i) Water- Suitable for wood or paper fires. NOT to be used on electrical or burning liquid fires.
- ii) Carbon Dioxide- Safe for use on electrical equipment.

Smoke Detectors

All halls are fitted with smoke detectors in bedrooms and corridors.

Anyone using fire equipment to fight a fire must do so if it is safe to do so. They must ensure their own safety at all times.

HEALTH AND SAFETY

Under current health and safety legislation, responsibility for safe premises and behavior extends beyond the provider of services. You have a personal responsibility to conduct yourself in a way which does not put yourself or others in danger. You must not interfere with safety equipment which is provided for the protection of everyone.

HEALTH AND MEDICAL

We understand that an individual's condition or illness regarding medical treatment is confidential and the Warden Team understand the importance of privacy but, non-disclosure is equally important and may prevent individuals from receiving the best possible support. Non-disclosure could lead to avoidable dangers to the

individual and others and may result in accommodation places being re-considered.

The Residential Manager will respect complete confidentiality where such information is given but may need to pass this information on to a next of kin if this is appropriate. The Residential Manager using their own judgement or, on the advice of a doctor or local health authority, may temporarily exclude a student from College residency in extreme cases of infectious condition or ill health.

Matters relating to safeguarding will initially be referred to the Residential Manager who may then liaise with the Student Welfare Manager and/or the Vice Principal for Safeguarding and Student Services.

If at any time you are not well, you **must** first report this to the Duty Warden on 07771573099, you must also inform someone from the Yard team failure to do so will result in disciplinary action. If you are going to be absent from any lessons you must report this firstly to the duty warden and then report your absence:

- By **phone**, the telephone number is: 01628 824444 or
- By **email**, enquiries@bca.ac.uk
- By texting the word **Absent/Student ID, reason to 07950081234**

If you become ill at any time, the Duty Warden will use their discretion to decide if you need to go home.

This is to prevent you from making others unwell and it is understood that students who are too ill to attend lessons/or duties are too ill to stay in residence. We will expect that one of your Next of Kin contacts will attend the college when requested to collect you this could be at any time. Or they will arrange for suitable transport (taxi/other friend or relative) if they are unable to collect you themselves.

It is not possible for Duty Wardens to stay up with or monitor sick students during the night. Students are advised to visit their own doctors where possible. In the case of emergencies, please speak with the Warden Team.

In the event that an Under 18 student has to be taken to hospital, the Duty Warden will contact the Parent/ Guardian. We expect that the Parent/ Guardian will attend to accompany/transport the student to hospital. In the unlikely event that the Parent/Guardian is unable to attend the Duty Warden will accompany the student to the hospital. It is expected that the Parent/ Guardian will arrive in reasonable time to take over responsibility for the student.

HAZARDS

Please let the warden team know immediately if you think something in your accommodation is dangerous. The Warden Team will report your concerns to the Health and Safety manager who will carry out a thorough inspection.

Fire Hazard

Cooking: Do not leave the hob, the oven or grill unattended. Ensure the cooker is cleaned regularly as hazard can arise from fat residues.

Fire door: Ensure fire doors are kept shut at all times. Never prop a fire door open.

Cigarettes: All accommodation is nonsmoking. Please ensure cigarettes are extinguished before putting in the wall mounted cigarette bins.

Candles: Candles (including decorative), incense sticks, fairy lights and other naked flames are prohibited.

Escape routes: Keep corridors, hallways and stairways clear at all times. You will find a red key box next to windows, please use this to open your window restrictor only in case of emergencies.

Flammable liquids: Liquids such as Kerosene, petrol, lighter fluid, and methylated spirits are strictly prohibited in halls.

Fall Hazards

Stairs: It is important that you keep stairways clear and use them responsibly and carefully.

Floors: Keep floors clear and free from any trip hazards.

Windows: Only unlock window restrictors in emergency situations, you will find the

key in the break glass box next to every bedroom window.

Electrical Hazards

Plugs and Sockets: Use only fused extension leads, preferably ones with circuit breakers.

Heaters: Please not bring your own heater. Please advise the Warden Team if your hall is too cold. Never cover electrical heaters.

Electronic Device Chargers: Please do not charge electronic devices like phones and iPads overnight or in the bed with you whilst you sleep there have been a number of case`s in the news where fire`s and serious injuries have been caused.

ID CARDS

All residential students will be required to wear their Student lanyards at all times.

KEYS AND KEY FOBS

The security of your room keys / fob is your responsibility and you should carry them with you at all times. U18 students who are going off site will be required to leave their key and Fob with a member of the student development or wardening team (students are not permitted to leave site if they have timetabled lessons or study session). Do not leave them with anyone else. If you lose them, you will be charged for the cost of a replacement key/fob. Please look after your keys/fob to avoid additional charges.

LAUNDRY FACILITIES AND IRONING

Coin-operated laundry facilities are provided near the halls of residence. The machines require £1 coins and 20p coins to operate. Change can be obtained from the Zone bar. If any problems/damage occurs to laundry equipment, you should report it to the Duty Warden.

LOCKERS

We provide lockers in the boot room for you to use to store any valuables in. You will

need to provide your own padlock and key to secure your locker. We request that you keep the valuables you bring to an absolute minimum the warden team reserves the right to request that the locker is opened if we suspect that any prohibited items are being stored inside.

LEGAL HIGHS

The use of Legal highs or any other dangerous risk taking activity is taken very seriously. And will result in serious disciplinary action up to and including dismissal from accommodation and college.

MONEY VALUABLES and PERSONAL PROPERTY

Students are strongly advised not to leave money and valuables in their rooms or motor vehicles or any unattended area. The College cannot be held responsible for the loss of money and/or valuables and/or damage to any property.

Duty Rooms are shared rooms so we encourage students to bring in their own security box to secure anything valuable. Larger items can be stored in the Lockers provided in the boot room you will need to bring in your own padlock.

The College cannot be held responsible for the loss of money and/or valuables secured in security boxes/lockers.

Students are responsible for their own personal property and the College will not accept any liability for any theft of, or damage to, such property. The Warden Team reserves the right to request a security box to be opened if there is a suspicion of any prohibited items inside.

NOISE IN HALLS

You are allowed to bring small portable stereo equipment providing they don't cause disruption to others. Televisions/ Large amplifiers and speakers and subwoofers are not allowed.

When you use audio equipment it should not be heard outside your room. Other students may be studying or they wish not to be subjected to your choice of entertainment. If you do not use equipment in a reasonable manner, the wardens

can insist that it is removed or even confiscated. Please do not feel that you have to put up with unreasonable levels of noise. The wardens can only investigate if we are informed in a timely manner. Try to be considerate about noise at all times but especially at night. Shouting, door slamming and general antisocial behavior causes disturbance to others.

We advise students where possible to politely ask their fellow residents to keep the noise down if they are being disturbed. However, if you feel uncomfortable asking or your requests are ignored please contact the duty warden on the wardens mobile.

Disturbance of other residents at night especially after 23:00 will result in disciplinary action being taken against the individual(s) involved.

Please remember to consider others around you. The residential area also houses a number of staff members and their families.

POLICY FOR UNDER 18s

The college endeavors to provide extra support for students under 18 years of age living in college residential accommodation and, to this end, has implemented additional regulations which are set out below. For the information of parents/guardian, the college cannot accept responsibility for the behavior and welfare of students who fail to comply with these regulations.

The care and provision of accommodation for under 18 year old students in halls of residence at the college is subject to the National Minimum Standards for Further Education Colleges and is inspected by Ofsted (www.ofsted.gov.uk).

The Warden Team will check your presence and safety within college residence unless you have permission to be off campus for the evening. Regular spot checks will be carried out to ensure that students are adhering to college regulations. If a student is found to be missing, (i.e. not in their room), every effort will be made to locate them. In the event a student is not found, the following steps will be taken:

1. Parents/guardian will be called and advised that their son/daughter/ward is missing.
2. If parent/guardian is not available and messages aren't responded to within 30 minutes, the police will be contacted to report the student missing.

All students under the age of 18 are required to abide by additional rules relating to their accommodation for reasons of safety and security as follows:

- If an under 18 Duty Student wishes to leave campus at any time unless accompanied by a member of staff they must have permission from their Parent/Guardian. Your Parent/ Guardian must inform the Duty Warden by calling or texting the warden phone. **This must happen before you leave campus if it doesn't you won't be permitted to leave.**
- Unless a student who has permission to be off campus has signed out and is off campus, all students under the age of 18 are required to be in their own hostels by 23.00.
- If you are signed out as being off campus you must return by no later than 23.00 and sign in with the Duty Warden. If you are staying elsewhere for the evening with a friend/ other relative you're Parent/ Guardian must inform the Duty Warden.
- You will not be allowed to sign out and leave campus after 21:30 this is to leave you plenty of time to get back to sign in before 23:00. This is at the discretion of the Duty Warden.
- All under 18 Male/Female visitors including other under 18 residential students must leave the under 18 Male/Female halls of residence by 23.00pm.
- Under 18 students are not permitted to enter the Over 18 accommodation (East/Gilbert) at any time.
- No over 18's are permitted in the under 18 accommodation (Folkestone/Hurley) at any time. The only exception to this is Over 18 Female Duty students who are on their duty week who are accommodated in *Folkestone (F)*

PROHIBITED ITEMS (NOT ALLOWED IN HALLS)

- **Offensive weapons** Students cannot bring, or allow to be brought, onto the College campus any firearms, ammunition, knives or anything else which is or may constitute an offensive weapon. Replica guns, water pistols, bow and arrows, crossbows, catapults, bb guns etc. are prohibited. DISCIPLINARY ACTION WILL BE TAKEN.
- **Darts** In addition to the danger posed to innocent bystanders, the damage caused by darts missing their intended target is considerable. It is therefore not permitted to play darts anywhere in the halls.
- **Pets** The keeping of animals is not permitted in halls of residence.
- **Candles** (including just for decoration) Scented Room Burners - Joss/Incense Sticks- Due to the high fire risk associated with these items, their use within halls is strictly prohibited and any such items will be removed by the warden team.
- **Footwear** Muddy footwear, spiked sports shoes, rollerblades and similar footwear must be removed when you enter your hall of residence. Lockers are provided in the boot rooms in all the hostels please use them! You will need to provide your own padlock and key do not leave footwear in the corridor outside your room.
- **Weight Training Equipment and Sun- beds** Handheld dumbbell weights are permitted but (please use sensibly). Exercise benches, home gym equipment or sun- beds are not allowed within halls.
- **Barbecues** Only officially organized barbecues can be held on campus.
- **Chainsaws and Petrol/Fuel Cans** Under no circumstances may students be allowed to keep/store chainsaws within halls. There is extreme risk of fire and explosion from flammable liquids and fumes. Under no circumstances are petrol/fuel containers (even empty) allowed within halls.
- **Car Parts and Battery Chargers** present a risk as dangerous gases are given off during battery charging. Chargers, batteries & car parts are not permitted anywhere within halls.
- **Fireworks** The storage or use of fireworks anywhere within the halls or on

College property is strictly prohibited.

- **Ball Games** Ball games are not permitted within, or close to, halls of residence or other campus buildings. Light fittings and windows are extremely costly to replace and all damage caused in such circumstances will be charged to those responsible.
- **Water fights are not allowed and as such water bombs, pistols etc. are not allowed.**
- **Paddling Pools** are not allowed.
- **Furniture** Students are not permitted to bring their own furniture into hall. This includes mattresses. The college has taken this decision with fire safety in mind.
- **Outdoor Education Equipment** The storage of outdoor education equipment in halls is not allowed. This includes archery equipment, kayaks and canoes and anything else that the Residential Manager feels is not suitable.
- **Lighter Fluid** is not permitted inside any of the halls of residence.

Damage caused to College property, willfully or otherwise, by student activities is deemed the responsibility of the individuals concerned. In the case of criminal damage the police will be informed.

FAILURE TO COMPLY WITH THESE RULES MAY RESULT IN EXCLUSION FROM HALLS

PRIVACY

Your room is your home whilst at College. Invasion of privacy by others without invitation is considered a serious breach of regulations.

In the event that a member of College staff wishes to enter a study bedroom, that member of staff will knock, wait for a response, knock again if needed and ask the occupant either to open the door or ask if they can come in. If there is no reply, the staff member has the right to enter the room. All staff will be clearly identified by the Staff ID badge that they have on display.

REPORTING DAMAGE OR FAULTS

All damage or faults to furniture, equipment or hall property must be reported to the Duty Warden so they can complete the necessary maintenance report.

SIGNING OUT SYSTEM

Duty Students under the age of 18 may only leave campus if they are accompanied by a member of staff or if they have followed the correct procedure.

Important: If you are not being accompanied by a member of staff your Parent/Guardian must contact the Duty Warden by calling/texting the Warden Phone to give permission. **This must happen before you leave campus if it doesn't you won't be permitted to leave.**

If you leave campus whilst you are on duties you must sign out with the Duty Warden and hand in your room key/fob. This can be done in The Zone. If you can't locate a warden please call the Wardens Mobile. When you return to campus you must sign in with the Duty Warden by **23.00pm**.

When you have finished duties at the end of the week you must sign out with the Duty Warden and return your room key/fob. This can be done at The Zone 19:30 – 22:30 (**Friday**) if you are leaving on a Saturday or cannot locate a warden then please call the Wardens Mobile.

SAFETY/SECURITY

Unfortunately there are occasions where opportunist thieves may take property of others. Your cooperation is essential in making sure the following basic safeguards are taken:

- All rooms must be locked when not occupied. Domestic Services/Wardening staff will lock any door they find left open.
- The amount of money and other valuables kept in halls of residence should be kept to a minimum.
- Please make sure the main door to your hall of residence is closed behind

you. Students that persistently fail to close the main door will be charged.

- Hallways, doorways and stairways must be kept clear at all times these are evacuation routes.
- Be alert to any unauthorized visitors and inform the Duty Warden. If you notice someone acting suspiciously or you don't recognize them.
- Keep pedal cycles locked and secure when not in use in designated areas.
- All suspicious incidents should be reported immediately to the Duty Warden.
- All window restrictors must be kept locked. Students must not remove the key from the key box (accept in a fire emergency) Any students found tampering or damaging the key box will face disciplinary action.

If you are unfortunate enough to become a victim of crime, you are required to report the details to a warden as soon as possible. If you wish to report the matter to the police, College will cooperate and support fully with the inquiry.

The Warden Team is on call 24 hours a day 7 days a week to respond to any emergencies. Close Circuit Television is operation on campus and is added security/protection for all residents and visitors to the college. The College also has links with the local police.

STUDENT VEHICLES

All students leaving vehicles on campus must register them and are required to park in the designated student car parks. Parking of vehicles around the site, on footpaths, in visitors car parks etc is not permitted. Vehicles parked in the wrong place may be clamped and charged. Students are asked to drive with due care and observe the speed limit of 10 mph whilst on campus. Any vehicle persistently breaking the rules will be excluded from the College premises. Students can register their vehicles at student enrolment or at the Transport Office afterwards. All vehicles are left on campus at the owner's risk. Dangerous driving will result in disciplinary action.

STUDENT FEEDBACK

We want you to enjoy a positive experience for the duration of your stay here at BCA. We will do our best to meet your expectations and we will throughout the year, ask for your comments, feedback and valued opinion on your BCA residential experience. This may be done through.

- Direct to the Residential Manager or any of the Warden Team.

SMOKING POLICY

All accommodation on campus is NON SMOKING. Any student found smoking inside residential accommodation (including out of windows) will face disciplinary action. Smoking is only permitted in the designated smoking areas (Outside the Skills Centre, Opposite the GT Building). Cigarettes must be extinguished responsibly and disposed of in the bins provided. Please ensure you smoke away from buildings and doorways the wardens will monitor compliance with this request. Smoking in the outside Residential area is not permitted during normal college hours (09:00 am – 16:30 pm Monday-Friday) this policy also applies to E Cigarettes and Vape Pens which must not be smoked inside.

VISITATION RULES FOR DUTY STUDENTS

You are personally responsible for the behavior of anyone you invite onto campus and you must ensure that the codes of conduct which generally apply are also known and adhered to by your visitors. This relates to social events, the bar and use of recreational facilities. It is down to the duty warden's discretion if a guest will be allowed on campus.

The Wardens reserve the right to ask any guest to leave the campus at any time. Any individuals spending what is deemed to be too much time on campus will have restrictions placed on how often they can visit.

Please be aware of the following procedures for your guest.

- No one under the age of 18 is permitted in the over 18 halls of residence at

any time.

- No one who is over 18 is permitted in the under 18 halls of residence at any time (unless they are a timetabled duty student)
- Your guest must not enter the halls of residence at any time.
- Your guest must leave campus by 22:30.

Please note:

We have separate visitation rules for our full time residential students. Duty students share accommodation with full time residential students. Our full time residential student's guests are permitted to enter the halls of residence.

We allow Under 18 male/female to mix in their room/hall, so under 18 males are permitted inside the under 18 female accommodation up until curfew time and vice versa.

Under 18 Residential Duty Student Visitor Procedures:

Under 18 residential duty students are permitted one male/female guest outside the residential area and in The Zone subject to the time restrictions below.

Permitted Duty Student Guest Times: Sunday 19:30 - 22:30, Monday - Friday 19:30 – 22:30

Subject to:

(a) The student is solely responsible for his/her guest and must ensure that they do not infringe or compromise the terms of this handbook and the Residential Regulations.

(b) The guest must be signed in and out by a member of the warden team in The Zone. Please call the duty wardens mobile if a warden can't be located in The Zone. The guest will be required to provide identification to verify their age. If they have a car onsite their registration number will be taken.

(c) A student is only permitted to sign in one visitor.

Over 18 Residential Duty Student Visitor Procedures:

Over 18 residential duty students are permitted one male/female guest outside the residential area and in The Zone subject to the time restrictions below.

Permitted Duty Student Guest Times: Sunday 19:30 - 22:30, Monday - Friday 19:30 – 22:30

Subject to:

(a) The student is solely responsible for his/her guest and must ensure that they do not infringe or compromise the terms of these *Residential Regulations*.

(b) The guest must be signed in and out by a member of the warden team in The Zone. Please call the duty wardens mobile if a warden can't be located in The Zone. The guest will be required to provide identification to verify their age if they have a car onsite their registration number will be taken.

(d) A student is only permitted to sign in one visitor.

WASTE AND RECYCLING

The waste and recycling bins are located at the back of the staff residential car park, in the far right corner. Students should dispose of waste appropriately. Please collect your recyclables and your waste and dispose in the appropriate bins provided. The cleaning staff will empty the bins located in your rooms but will not empty them if they are overly full. **HANDY TIPS TO REDUCE WASTE**

- 1). Cook meals together
- 2). Purchase food which is in minimal packaging
- 3). Reusable bags
- 4). Share unwanted foods with your fellow residents.