



## Halls of Residence Student Conduct Statement

This Student Conduct Statement provides clear guidelines on your responsibilities as residents. You are required to familiarise yourself with these responsibilities and abide by the terms and conditions of your contract. This Student Conduct Statement forms part of your Halls of Residence accommodation contract. Any resident who breaches the terms and conditions of the contract or Student Conduct Statement will be dealt with in accordance with the provision of regulations as detailed in this document.

Any alleged conduct that constitutes a criminal offence may be reported to the Police.

The Halls of Residence contract you have signed includes a statement that says that you will behave reasonably during your time in the Halls of Residence. This includes not doing '...anything which causes distress to other students in residence or brings the University / Orlando Village into disrepute.'

No one will interfere with the way you live in Halls unless:

- Your behaviour affects others who live in Halls and prevents them from studying or enjoying their stay in Halls of Residence.
- You are rude to Student Services / Management Team or Security staff or ignore reasonable requests made of you.
- You damage University / Orlando Village property.

We will deal immediately and firmly with breaches of your Halls of Residence contract. This includes (but is not confined to)

- Drunken, abusive and threatening behaviour
- Unacceptable levels of noise (see paragraph 3.23 of your contract)
- Tampering with fire alarms and fire extinguishers
- Damage to (the fabric and fixtures) in Halls of Residence
- Behaviour that puts others at risk
- Smoking in non smoking areas.
- Drug misuse/distribution
- Allowing your visitors to disturb or upset other residents

### **Antisocial Behaviour**

Residents and their guests must always be considerate towards fellow residents and the staff of Orlando Village.

Residents are entitled to live free of disruption, intimidation or harassment from other residents.

Offensive, indecent, disorderly, threatening or disruptive language or behaviour by residents towards other residents, University / Orlando Village staff, tradesmen, neighbours and visitors will not be tolerated.

Official disciplinary action may be taken against unruly and drunken behaviour or misconduct, and may be reported to the police. Residents must not do anything which is likely to cause injury, to put safety at risk or to damage belongings.

### **Harassment and bullying**

Orlando Village is committed to a policy of equality of opportunity and aims to ensure that no University of Bolton student is subject to harassment or bullying of any nature in the teaching, learning, or working environments so that they are treated with dignity and respect.

Our policy and procedures seek to encourage students to come forward with their concerns so that they can be dealt with promptly, impartially and with sensitivity. You can contact our Halls staff if you think that you are being bullied or harassed even if the incident(s) have not occurred in halls.

Differences of attitude, culture, background or misinterpretation of social signals can mean that what is perceived as harassment or bullying by one person may not seem so to another. Examples of unacceptable behaviour that are covered by our policy include (but are not limited to) the following: physical conduct; unwelcome sexual advances; demeaning comments about a person's appearance; the use of obscene gestures; spreading malicious rumours or insulting someone; isolation or non-cooperation; and excluding someone from social activities such as organising a social event and deliberately not inviting a student colleague.

Orlando Village Management will not tolerate bullying and harassment of any kind. All allegations of bullying and harassment will be investigated and appropriate action will be taken.

### **Noise**

Individuals must always be considerate towards fellow residents. All residents are entitled to live and study peacefully in their accommodation. Excessive or unacceptable noise at any time which disturbs other residents will not be tolerated, whether it is residents within the same flat, residents in neighbouring flats with the Halls, or people living in neighbouring properties.

Noise should not be heard outside the confines of your room at anytime during the day or night.

### **Parties**

For safety reasons parties cannot be held in the Halls.

### **Visitors and Overnight Guests**

Residents are allowed to receive visitors in their bedrooms between the hours 8:00 am and 12 midnight.

One overnight guest is permitted per resident for a maximum of two nights at weekends only. You are responsible for the behaviour of all visitors you bring to the Halls. If you wish to have a visitor to stay overnight (as above) you should arrange this at the Warden's office at least 24 hours beforehand.

You must also check that none of your flatmates object to your request. You will be required to pay for the visitors stay at the Warden's office. You will be issued with a receipt.

Your visitor must not be left alone in either your bedroom or communal areas of the flat without you being present in the flat.

If your visitor is parking at the Halls they must register their vehicle at the Warden's office.

### **Drugs and use of illegal substances**

The 'Misuse of Drugs Act 1971' makes it an offence to possess, use or supply to other persons, any controlled drug. The Act also makes it an offence for the occupier of the premises or a person concerned in management of premises to knowingly permit or suffer any of several activities to take place on those premises. The activities specified in the Act include smoking cannabis or cannabis resin, and supplying or attempting to supply a controlled drug to another person. Orlando Village Management Team, acting on behalf of the landlord, is obliged to comply with the Act and notify the police if a student is found to be in possession of drugs or to be supplying or producing illegal substances.

Staff, students, and visitors are clearly required to comply with the law and therefore Residents may not bring in or cause or allow to be brought into the accommodation any unlawful drugs or other such substances.

Anyone found using, supplying or producing illegal substances will face disciplinary action and may be evicted without notice or warning.

Psychoactive Substances commonly known as Legal Highs and Nitrous Oxide commonly known as Laughing Gas

In May, 2015 the British Government announced a Psychoactive Substances Bill with a view to banning the sale of Psychoactive Substances in the UK.

The use, possession, supply or offer to supply Psychoactive Substances commonly known as 'Legal Highs' and Nitrous Oxide commonly known as 'Laughing Gas' in the Halls of Residence will be considered a breach of contract.

Anyone found using, possessing, storing or supplying Psychoactive Substances or Nitrous Oxide will face disciplinary action and may be evicted without notice or warning.

### **Offensive Weapons**

Keeping or using a firearm or any other offensive and dangerous weapon, such as an air pistol, a martial arts weapon, a ball-bearing gun, a catapult or a knife, is strictly prohibited with the Accommodation and the areas surrounding them.

Using any object in an offensive or dangerous manner which is likely to frighten others is also prohibited.

Residents who break this regulation may be evicted without notice or warning.

### **Damages**

Each resident shares responsibility for their flat, including the furnishings and fittings of communal areas, and has a personal responsibility for their study bedroom. Please refer to the invoice sheet for financial penalties.

Residents are responsible for reimbursing the cost of repairing any damage caused to the Halls. Charges which exceed the £200 bond will become payable as a debt. In the event of malicious damage the Orlando Village Management team may instigate disciplinary procedures.

Where it is impossible to identify the individual(s) responsible, any charges will be shared amongst the residents sharing the facility, who will be held jointly liable.

## **Cleaning**

Residents are responsible for keeping their accommodation, and all shared areas of the premises to which they have access as key holders, in a clean and tidy state.

Cleaning staff will clean the kitchen and bathroom of each flat once per week at which time any kitchen waste will be removed. It is your responsibility to remove any bedroom waste and kitchen waste which will not fit in the bin provided.

## **Cleaning kitchens and charges**

If the cleaning staff deem the kitchen to be in an unacceptable state, a Kitchen1 notice will be displayed in your kitchen. Residents have 24 hours from the time of this notice to tidy the kitchen. If after 24 hours the kitchen is unacceptable all residents will be issued with a Kitchen2 notice informing residents of a £10 penalty charge per resident. If a kitchen receives 2 or more Kitchen1 notices during an academic year the Halls Team Leader will convene a kitchen meeting and inform residents that any more unacceptable kitchens will become a disciplinary matter.

What happens to the penalty charge? The charges are used as a contribution towards the costs of additional staff time to clean the kitchen back to an acceptable standard.

## **Reporting Repairs**

Please refer to the Maintenance Reporting Procedure available from the Warden's office and in your welcome pack. Residents are responsible for reporting maintenance defects and repairs to the Halls staff in a timely manner.

## **Fire Safety**

Residents must be aware of the Fire Regulations and evacuation procedures. All fire doors must be kept closed; fire equipment must never be tampered with. Any use of fire equipment for whatever reason, must be reported to the Warden's office.

All residents must attend a fire lecture scheduled for the beginning of each semester. Failure to attend a fire lecture could result in termination of your contract and eviction.

All residents must leave their flat when the fire alarm sounds. Evacuation is essential even if it is a false alarm or a fire drill. Accommodation may be checked to ensure that you have complied with this requirement.

Under no circumstances are the following allowed in the Halls:

- Chip pans
- Candles
- Incense
- Heating Appliances (except with prior approval)

Residents must remain in the kitchen whilst cooking and ventilate the kitchen by using the extractor fan and opening kitchen windows.

Residents will be charged for any damages or misuse of fire equipment. Where it is impossible to identify the individual(s) responsible, any charges will be shared amongst the Residents sharing the facility, who will be held jointly liable.

## **Our Actions**

### Confiscation of Property

Any member of the Halls staff or Student Services may confiscate items which are the property of residents or their guests if in the opinion of the staff member it is causing detriment to other residents, near neighbours, the building, fixtures and fittings. Examples of items which may be confiscated include water pistols, skateboards, footballs, musical equipment which is being played too loud and candles and incense.

A receipt will be issued to the owner of the equipment and the item(s) will be stored and made available for return to the owner at the end of the licence period.

Breach of contract procedures – How we will deal with this

Stage 1. Halls Staff or Security staff will talk to you the first time there is an incident and make a record of what was said and your response.

If you ignore what staff say to you and continue to behave in this way the Halls Senior Team Leader will interview you. He will confirm the outcome of the meeting in writing and will tell you what is expected of you.

In more serious cases, the Halls Senior Team Leader will deal with a breach of contract immediately.

Stage 2. If you ignore what the staff on site say to you and you behave in an unacceptable way again, they will send the record to Orlando Village Senior Management who will review the case.

Stage 3. For serious breaches of contract, or a series of minor ones where it is obvious that you do not intend to improve the way you behave you may be given notice to leave the Halls of Residence.

Stage 4. Where we consider that there is a very serious breach of contract i.e. that your behaviour threatens the safety of others, you will be asked to see Orlando Village Senior Management immediately and you will be asked to leave the Halls without notice.

At Stages 3 and 4 of the procedure you may be represented by a member of the Students' Union