

Reporting Faults

It is important that you report any faults that you notice as soon as possible to the staff on duty so that the problem may be rectified.

Rubbish

- The bins in the kitchens are labelled for recycling and general waste. Black bin bags are for normal rubbish and coloured bags are for recycling only. Please put rubbish in the correct bin.
- If the rubbish bin in your room gets full you may empty it into the bins in the kitchen, however, you must separate recyclable rubbish from general waste.

Safeguarding

If you see something that's of concern, please speak to a member of staff, or contact a member of the safeguarding team:

safe@grantham.ac.uk or **01476 400200**



Claire Temprell:

Lead Safeguarding Officer



Sarah High:

Deputy Safeguarding Officer



Lorna Hollands:

Deputy Safeguarding Officer



Jo Bowman:

Deputy Safeguarding Officer



Deborah Wood:

Deputy Safeguarding Officer



Steve Parsons:

Deputy Safeguarding Officer



Lisa Smith:

Deputy Safeguarding Officer

Signing in/out

8.00am - 5.00pm

There is a signing in and out sheet by each exit door in Sedgwick Halls which must be filled out every time you leave and return to accommodation. This is for your own safety. If you have a valid reason for not being able to sign the book you must text or ring the accommodation mobile instead.

AFTER 5PM

You must sign out with the duty member of staff, either face-to-face, by phone or by text.

Smoking

Grantham College is a no smoking campus. Smoking or vaping is not permitted anywhere in accommodation. There is a designated smoking shelter on the college site next to the Refectory and the Riverside path near the accommodation.

Turn off TVs and Lights

These are frequently left on in the kitchens when there is no one in them. Please turn them off.

Visitors

- You must sign in any visitors that you have and give their name and details to the staff on duty. They must be signed out and left by 11pm.
- Under 18s are not permitted to be visitors of over 18 year olds and vice versa.

Washing up

Washing up must be done and not be left piled up. It is the responsibility of everyone in the corridor to do this. Sanctions will be imposed if this is not adhered to.



 **Grantham College**
& University Centre

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Communication

- For those who would like to make suggestions there is a suggestions/ feedback box by the bridge door in Sedgwick Hall.
- You may also inform staff on duty and they will record your concern/issue in the message book which management read and then action.
- We will ensure that we feedback any actions that we take regarding issues/ concerns raised by you.
- A member of staff will always have the accommodation mobile so you may call or text issues as well.
- Some issues that are raised at the weekend may have to wait until Monday when the appropriate staff/departments are in.
- The Accommodation Student Voice is a forum for residents to raise issues and discuss anything that needs to be looked at or actioned. The representative for each corridor is chosen by those in the corridor. You will be asked to do this when the Autumn Term begins.
- Student surveys are also sent round. These are a good way to express what you like and what you feel needs changing. etc

Cleaning

- **Bathrooms:** There is a rota detailing which days staff will clean the bathrooms in each corridor. The bathrooms are all cleaned on a weekly basis, so please ensure that the cleaner is able to do yours on the appropriate day. **This is mandatory.**
- **Bedrooms:** You are expected to keep your room clean and tidy. The vacuum and other cleaning items can be obtained from the member of staff on duty.

Curfew Times

Curfew Times:

- **Sunday-Thursday:** There is an 11pm curfew (in rooms) for all Sedgwick Hall students under and over 18.
- **Friday-Saturday:** 16-18 year old students without permission to be out must be back in the building by 11pm but can still be up for a reasonable time. Those students with

- permission to be out must be back in the building by the time stated by their parents but no later than 2am.
- **Over 19s:** If you have not returned by 3:30am the member of staff on the night shift will contact you to make sure that you are okay. You must also make sure that you sign yourself in and out.

Damages

Any damage that you cause will be charged directly to you or will be taken out of your deposit.

Electrical Equipment

- All electrical equipment must be PAT tested. PAT testing will take place on Monday 9th and Tuesday 10th September.
- You must make sure that any equipment that is to be tested is laid out on your bed. You must not remove the PAT testing label as you will be charged for your equipment to be tested again.
- If you bring any electrical equipment during the term you must inform staff and it must be PAT tested before it can be used. This includes extension cables/multi-way adaptors and mini fridges which are allowed in bedrooms.

Fire Alarms and Evacuation Procedures

- Exit the building by the prime escape route, the fire escape at the end of your corridor. You should not bring yourself back into the communal area unless absolutely necessary.
- The fire alarms are tested every Wednesday morning.
- The detectors are sensitive, so deodorant, hairspray and vaping will all set alarms off. Please use sprays in your bathroom with the door closed. This will help prevent unnecessary evacuation procedures and unnecessary call outs for the fire brigade which have a cost.

Fridge and Freezers

- Wrap up any food left in fridges and make sure it is not left uncovered. Ensure that food is eaten by its 'use by' date. Fridges are checked each week and any out of date food will be disposed of. Staff will keep a record of items that have been disposed of. This is for your own safety and to prevent food poisoning.
- The fridges and freezers have been replaced. Any damages or breakages to these new fridges and freezers will be charged to the ones responsible. Should no-one own up the charge will be split across everyone who is resident in the corridor concerned.

Keys

Make sure that you look after your keys as there is a charge of £50 to replace each key or fob.

Medical Information

- If you wish to register with a local GP please contact either Sarah High or Jo Bowman.
- If you feel unwell and go to see the GP you must let the member of staff on duty know that you are going.
- Should any of your medical details change during the year you must let either Sarah High or Jo Bowman know so that they may update your records and make the duty staff aware in case of an emergency.

Noise

After 11pm there should be no noise audible outside of your room. You can still listen to music and watch TV. If listening to music please use your headphones. Excessive noise will be dealt with.



Overnight Absences

- 24 hours notice must be given for all overnight absences and an Overnight Absence Request Form must be completed.
- **For Further Education students** (16-18 year olds) staff will also contact parents to check permission.
- **For Higher Education students & those 19 and over**, the form just needs to be completed.

Overnight Visitors

- In order to have a visitor stay overnight you must request permission from either Jo Bowman, Sarah High or Claire Temprell. This will be recorded in the message book
- All visitors must be signed in. This means their name, age and mobile/telephone number will be recorded in the message book.
- Visitors must have ID. If the staff on duty is not happy with their ID the visitor will have to leave.
- Visitors under the age of 16 will not be permitted in accommodation.
- Unacceptable behaviour by the visitor will result in you be held responsible.
- Visitors must notify staff when they leave and must sign in and out.

Personal Belongings/Insurance

Your personal belongings should be covered on your home insurance policy. Please check that you have this cover.

Prohibited Items

The following are not to be brought into accommodation and will be immediately removed if seen by a member of staff.

- Alcohol.
- Deep fat fryers, kettles, toasters in bedrooms - all prohibited items will be removed until you can take them home.