

LEARNER RELATED POLICY: ENSURING THE SAFETY OF RESIDENTS BETWEEN THE HOURS OF 6.00 PM AND 6.00 AM

This policy is bi-annually reviewed to ensure compliance with current regulations

Approved/reviewed by	
Senior Leadership Team	
Date of next review	January 2021

This policy and procedure is subject to The Equality Act 2010 which recognises the following categories of individual as Protected Characteristics: Age, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race, Religion and Belief, Sex (gender), Sexual orientation, Disability, Socio-Economic Disadvantage

**POLICY AND PROCEDURE FOR ENSURING THE SAFETY OF RESIDENTS
UNDER THE AGE OF 18 BETWEEN THE HOURS OF 6.00 PM AND 6.00 AM
AND AT WEEKENDS**

Boston College recognises that it has a twenty-four-hour duty of care for its students under the age of 18 who are resident in the Hall of Residence.

The duty of care will be undertaken by a wide range of staff during the normal College working day and also by a smaller team outside of these hours.

Outside of normal College working hours, residents will be under the care of the Hall of Residence Warden, Night Wardens or International Office staff.

BETWEEN THE HOURS OF 6.00 PM AND 6.00 AM

Boston College has Night Wardens who are employed to ensure the safety of College buildings, property and residents in the Hall of Residence between the hours of 6.00 pm and 6.00 am.

During these times the Night Wardens are available and contactable at all times. The Night Wardens are entitled to a 30-minute break during their shift but will always have their mobile phone with them and can be contacted during the whole of their shift.

Residents in the Hall of Residence are introduced to the Night Wardens when they arrive at the College and are all given the Night Wardens mobile phone number. Residents are also given the phone number for the International Office mobile phone.

The International Student Handbook gives detailed information about the role of the Night Wardens and what they can expect from them.

WEEKEND WARDEN

Boston College has a Warden who lives on site and is available during the hours of 6.00 am to 6.00 pm at weekends. The Warden is always contactable on the Night Wardens mobile phone number.

The Warden is part of the College Safeguarding team and is fully trained in First Aid.

The Warden will provide support to the Night Wardens as required – for example if a Night Warden needs a chaperone to enter a resident's room or in a first aid emergency.

Residents in the Hall of Residence are encouraged to engage with the Night Wardens and Weekend Warden who are responsible for ensuring their safety and wellbeing outside of office hours.

INTERNATIONAL OFFICE MANAGER

The International Office Manager or representative is always contactable by mobile phone.

International students are given the International Office Manager's contact details at recruitment, prior to arrival and on arrival at the College.

LEAVING THE CAMPUS

It is essential that College staff are aware if any resident under the age of 18 years leaves the campus between the hours of 6.00 pm and 6.00 am.

Students wishing to leave the campus must inform the Night Warden following the procedure below.

STAYING AWAY FROM THE HALL OF RESIDENCE OVERNIGHT

Any resident under the age of 18, who intends to stay away from the Hall of Residence overnight will require their parents/guardian's approval for this. Parents/guardians should email the International Office stating the dates that their approval is given for. Residents should also ensure that they can be contacted if this becomes necessary.

The Wardens will be advised of any residents who will be staying away overnight so that their records can be maintained.

TRIPS AND EXCURSIONS

If a resident is taking part in a trip or excursion organised by the College and they will be away from College, the Wardens will be advised, giving details of the expected time of return.

PROCEDURE FOR UNDER 18 'S LEAVING THE CAMPUS AFTER 6.00 PM IN THE EVENING

All residents under the age of 18 must follow this procedure when they leave the campus after 6.00 pm in the evening.

Any residents not following this procedure will be breaking the Hall of Residence rules and will be subject to the Hall of Residence disciplinary procedure.

- Residents under 18 must inform the Night Warden that they are leaving the campus. This can be in person, by calling at the Security Office, by phone or text to 07598 166520 or by email to security@boston.ac.uk.

- Residents should advise what time they expect to be back on campus.
- Residents are expected to be back on campus by 11.00 pm every evening.
- Residents under 18 who leave site before 6pm but expect to return late must also follow the above procedure.
- Residents do not have to tell the Night Warden where they are going, but if any information is offered this will be recorded.
- Residents returning to the campus must advise the Night Warden using one of the methods above.
- The Night Warden will record the times of residents leaving and returning to campus.

IF A RESIDENT DOES NOT REPORT THEIR RETURN

Where a resident under the age of 18 has notified their absence from the campus and has not notified their return, the Night Warden will attempt to make contact with them to ascertain their whereabouts and safety.

Initially the Night Warden will phone or text 30 minutes after the expected return time. If they do not make contact with the resident the Night Warden will attempt contact again after 15 minutes and again a third time after a further 15 minutes.

If no contact has been made after 1 hour the Night Warden will make further enquiries which will include speaking with friends/flatmates and if felt appropriate entering the room in accordance with the College policy for doing so.

If there is no contact at this point the Night Warden will contact the police. The International Office Manager will be informed.

MISSING RESIDENTS

If a resident is considered to be missing from the Hall of Residence, the College will work with the authorities to locate the resident in accordance with current Statutory Guidance on Children who Run Away or Go Missing from Home or Care.

RECORD KEEPING

The College will maintain records of residents who leave the campus and their return to ensure the safety and wellbeing of its residents under the age of 18. These records will be monitored for the same purpose.

Equality Impact Assessment

1. What is the name of the policy?

Learner Related: Ensuring the Safety of Residents under the age of 18 between the hours of 6pm and 6am and at Weekends

2. What is the aim of the policy?

To provide guidance to ensure safety of residents under the age of 18 outside of usual college hours.

3. Who does the policy impact on? (Staff, learners, partners etc.)

Staff, learners, parents, internal and external partners

4. Who implements the policy?

Business Development Directorate, International team

5. What information is currently available on the impact of this policy?

(This could include data that is routinely collected for this policy and/or minutes from management or team meetings. It could also include conversations with students and/or staff who have used this policy in their day to day role).

Feedback from staff, students, parents, agents, internal and external partners. Minutes of International Team meetings.

6. Do you need more information before you can make an assessment about this policy?

(If yes, please put down what information you need and identify in the action plan, how you intend to collect it)

No

7. Do you have any examples that show this policy is having a positive impact on any of the equality characteristics shown in Table.1?

The health, safety, wellbeing and whereabouts of students under the age of 18 is managed at all times

8. Are there any concerns that this policy could have a negative impact on any of the equality characteristics shown in Table.1?

Table. 1

Category	No	Yes	Please supply any additional comments
Race	x		
Disability	x		
Gender	x		
Gender re-assignment	x		
Age	x		
Sexual orientation	x		
Religion/belief	x		
Pregnancy/maternity	x		
Marriage/Civil Partnership	x		
Socio-economic	x		
Rurality	x		

Actions are to be taken as a result of the Equality Impact Assessment			
Action Required <i>(clearly state where within existing management structures these actions will be performance monitored)</i>	Person responsible	Comp date	Review details - impact and outcome
Signed:	Position: Director of Business Development- Paul Collins		Date: January 2019