

LEARNER RELATED POLICY: ENSURING THE SAFETY OF RESIDENTS UNDER 18 BETWEEN 6:00PM AND 6:00AM AND AT WEEKENDS

This policy is biennially reviewed to ensure compliance with current regulations

Approved/reviewed by	
Approved by: Executive Director: Business, Innovation and Partnerships	
Reviewed by: International Manager	
Date of next review	April 2023

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

1. Document Control

1.1. Document Details

Title	Ensuring the Safety of Residents Under 18 between 6:00pm and 6:00am and at Weekends
Author	Adrian Humphreys / Tammy Doughty
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1.2. Revision History

Version	Date	Author	Comments
1.0	April 2021	Claire Foster / Tammy Doughty	Definitive Release
1.1	May 2022	Adrian Humphreys / Tammy Doughty	Reviewed as part of HOR Working Group

1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

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 by a smaller team outside of these hours. Outside of normal College working hours, residents will be under the care of the Weekend Wardens, Night Wardens, International Office staff or occasionally, the Live-In Warden as and when required.

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.

Night Wardens are First Aid trained.

During these times, the Night Wardens are always available and contactable. 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 team of Weekend Wardens who are employed to ensure the safety and welfare of residents in the Hall of Residence between the hours of 10.00 am and 4.00 pm.

Weekend Wardens are First Aid trained.

During these times the Weekend Wardens are available and contactable at all times. The Weekend Wardens are entitled to a 30-minute break during their shift if it is over 6 hours 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 Weekend Wardens when they arrive at the College and are all given the Weekend Wardens mobile phone number.

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

LIVE-IN WARDEN

Boston College has a Residential Warden who lives on site and is available during the hours not covered by Night and Weekend Wardens.

The Residential Warden is always contactable during these hours on the Residential Wardens mobile phone number.

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

The Residential Warden will provide support to the Night and Weekend 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, Weekend Wardens and the Residential Warden who are responsible for ensuring their safety and wellbeing outside of office hours.

Wardens are appointed by the College in accordance with Standards 15 of the Ofsted Minimum Standards for Further Education Residential Accommodation.

INTERNATIONAL OFFICE MANAGER

The International Office Manager or a representative of the International Office is always contactable by mobile phone in the event of an emergency.

International students are given the International Office Mobile and other 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 are expected to speak to the Night Warden, and not assume that they have been seen leaving the campus.

Residents should advise what time they expect to be back on campus.

Residents are expected to be back on campus by 9:30 pm every evening. Permission can be sought for a pre-planned activity.

Residents over 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 on the Daily Log.

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 contact 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 and the International Office Manager, Safeguarding and other senior managers if appropriate 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.

DATE POLICY AGREED	21.04.21
AGREED BY	Claire Foster - Principal CEO Tammy Doughty – International Manager
SIGNATURE	