

LEARNER RELATED POLICY: STAFF ACCESSING ROOMS IN THE HALL OF RESIDENCE

This policy is bi-annually 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	January 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, Socioeconomic Disadvantage

1. Document Control

1.1. Document Details

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1.2. Revision History

Version	Date	Author	Comments
1.0	January 2021	Claire Foster / Tammy Doughty	Definitive Release
1.1	May 2022	Adrian Humphreys / Tammy Doughty	Reviewed with HOR Working Group

1.3. Distribution

Name	Email	Organisation
All Staff	Uploaded to SharePoint	Boston College

This policy outlines the circumstances in which Boston College staff may need to gain access to rooms occupied in the Hall of Residence. It gives guidance on the procedure to be followed if staff need to access rooms occupied by students under a Licence Agreement. Staff who may be likely to need to enter rooms include (but not limited to) International Office, Caretaking, Maintenance and Cleaning staff, Night Wardens, Weekend Warden and Safeguarding Officers.

Residents will receive information about this policy in their International Student Handbook. Parents of students under the age of 18 will also be advised about this document and how to access a copy of it.

If the resident is under 18 years of age, this policy should be read in conjunction with the 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'.

LICENCE AGREEMENT

All residents sign a Licence Agreement at the beginning of their occupation of their room in the Hall of Residence. Clause 5.3 of the Licence Agreement permits Boston College to retain keys to each room and to exercise the right to use the keys and gain free entry at any time. Clause 11 requires the resident to allow access to the room for the purposes of cleaning, maintenance and inspection.

PRIVACY OF LICENCE HOLDERS

The privacy of residents will be considered at all times. The rights of Boston College under clause 5.3 of the Licence Agreement will be exercised with discretion and only when considered necessary. However, it is recognised that there may be circumstances which will override the residents right to privacy. Where there are real or perceived concerns relating to, but not limited to safeguarding, criminal activity, immediate safety and security of other residents and/or College buildings, these will take precedence. Searches of resident's rooms and possessions will be undertaken in compliance with Section 85AA of the Further and Higher Education Act 1992.

MAINTENANCE/CLEANING

Residents will, wherever possible, be made aware of planned access to their rooms, for example cleaning or maintenance activity. Residents will be advised where cleaning of their rooms has to be changed from their usual day. Where external contractors are employed for routine maintenance and cleaning the International students will be informed where reasonably possible.

RESIDENTS UNDER THE AGE OF 18

Boston College has a responsibility to ensure that students under the age of 18 living in the Hall of Residence are safe at all times. In order to ensure this, residents are

expected to comply with the procedure for ensuring the safety of residents between the hours of 6.00 pm and 6.00 am.

College Night Wardens will ensure that any residents who have left the College site after 6.00 pm have returned safely to the site as specified in the above policy.

Confirming that residents are on site may in some circumstances include checking their rooms.

PROCEDURE FOR ENTERING RESIDENTS ROOMS

Where College staff are required to enter residents' rooms the procedure outlined below will be used: -

1. When entering a resident's room, staff must knock loudly and wait. It will usually be possible, when hearing movement, to tell if there is anyone in the room. If, after a few seconds, there is no response staff must knock loudly again, state who they are and that they are going to enter the room. At this point the door may be unlocked and entry gained.
2. Whilst inside the room the door must be wedged open (where practicable).
3. In most cases, with the exception of Cleaning, Maintenance and Site Services staff it is expected that there will be more than one member of staff present.
4. Where a resident under the age of 18 is not accounted for, the Night Warden will knock on the resident's door and wait for a verbal response then follow the entry procedure.
5. Where a Night Warden or Weekend Warden needs to enter a room, whenever possible, he/she will find an adult of the same gender as the occupant of the room to act as chaperone before knocking again, announcing themselves and entering the room. There may be circumstances whereby staff will decide that immediate action is required. In this situation the Warden will enter the room without a chaperone.
6. If it is necessary to speak privately to a resident and it is not possible to do this in their room with the door wedged open, the resident should be asked to go to a more suitable location for example kitchen, Common Room, Security Office, International Office etc.

7. Depending on the reason for entering the room it may be necessary to take photographs using a College device only. This is acceptable, and residents are advised in their International Student Handbook that this may happen. Photographs should be appropriate, limited to evidence and not identify the resident. If this is the case images will be stored securely and deleted in a timely manner, in accordance with ISO 27001.

Welfare checks may be undertaken by the Night Wardens, Weekend Warden or Residential Warden and IO Staff to ensure that residents are complying with the procedures for ensuring their safety. When undertaking welfare checks, staff will follow the guidelines above.

Where a member of staff has entered a room using the above procedure the International Office Manager will be notified and this will be recorded.

