

p27 from the Manual of Guidance

APPENDIX C

Residences

Access Policy

As a general rule, no access will be granted to residences which are student's homes during their stay at University. Political parties, election candidates, tradesmen, salesmen, government officials and others are not allowed a general right of access. Election or promotional material may be left in the Post Room or individual mail boxes. Persons in possession of a Magistrates Warrant authorising access will be afforded immediate access but will be accompanied by the College Porter or a Security Officer to observe and minimise damage. Tradesmen will be allowed access in the event of a service emergency when not to allow access would place residents in danger. Where a fault has been reported, this may not be taken as a de facto blanket grant of permission to respond by a tradesman and access should be gained by appointment. If the task is an emergency then the Porter should be informed and where possible should accompany the tradesman to the room. This section in no way impinges upon the rights of Colleges to impose other rules essential to good order and harmonious communal living.

There is a documented procedure setting out the specific reasons for which a College Porter or Security may enter Residence areas. There is no general right of access for University staff to students' rooms but when this is authorised under the procedure, the protocol for doing so must be observed.

SECTION D11

Protocol for entering Student Rooms.

Introduction

Porters require access to the communal areas of the residences at all times for a variety of reasons. For example, to check the fire extinguishers in kitchens or to put up notices. The porters work a 24-hour shift system. Their work that involves contact with staff and students must of necessity be carried out during daytime hours. Tasks that do not require face to face contact with students, such as checking fire extinguishers and putting up notices, are often best carried out at night. Porters should always announce their presence before entering communal rooms such as the kitchens, for example, by knocking on the door.

In addition to access to kitchens and other communal areas in the residences, Porters may require access to residence rooms or communal bathrooms in order to carry out investigations for a variety of reasons. They may need to enter rooms in order to investigate the source of unacceptable noise or to investigate when a resident has not been seen for a considerable time. Porters should always be accompanied when entering residence rooms unless invited to enter the room by the resident. In most cases the person accompanying the Porter will be another Porter, a Security Officer, an Assistant Dean or the Residence Officer. In an emergency the presence of another person, such as another resident , is preferable to not being accompanied at all.

Procedures to be followed.

- 1 Investigating complaints of events that are currently taking place or where there is an urgent need to enter a residence room.

These investigation must be carried out at the time of the event. Examples of such situations are

- Where there are fears that the resident may have suffered harm
- Investigation of a noise complaint
- Investigate of possible serious or illegal activities.

The Porter should

- Knock on the door
- Make an announcement that it is “the Porter”

If the door is answered

- Ask to be admitted to the room and carryout the investigation as required

If there is no answer to the knock on the door or permission to enter the room is not granted

- Use the radio to request the attendance of another Porter, Security Officer or Assistant Dean

- The Porter should remain outside the room until the additional Porter, Security Officer or Assistant Dean arrives.
- On the arrival of the additional Porter, Security Officer or Assistant Dean the Porter should knock on the door, open the door slightly and again make the announcement that it is "the Porter"
- The Porter should then open the door fully and, if necessary, enter the room

2 Investigation of situations that are ongoing and where there is no great immediacy

These situations should not require access to a residence room outside normal daytime hours. The Porter should wait until daytime hours and ask to be accompanied by the Residence Officer.