

## Statement of Residential Principles and Practice

Highbury College has residential provision for approximately 75 students. The provision includes a Hall of Residence on Highbury Campus and Homestay/Host Family accommodation in the Portsmouth area. Homestay accommodation is provided on a full board basis and the Hall of Residence on a self-catering basis.

Students aged under 18 years of age are accommodated within the on-site Tower Hall of Residence are placed on discrete floors for those aged 18 and under and are supervised by Hall Wardens. Students who choose to live with Homestay/Host Family accommodation are placed with families who have DBS checks and are supervised by Host Families.

Accommodation for all age groups is accredited by the British Council Accreditation UK framework. Homestay/Host Families are inspected annually.

The College is committed to allocating accommodation to students irrespective of disability, race, religion, gender, sexual orientation, gender re assignment and marriage/civil partnership.

The College welcomes all applications for accommodation and will seek to meet demand, with priority given to those students who do not live in the travel to work area. However, all applications will be considered on the basis that an individual is capable of living independently. Students with disabilities can be allocated specialist rooms in the Hall of Residence.

Where concerns arise about medical or welfare issues or about the ability of an individual to live independently, an individual assessment will be made. Where possible, support arrangements will be put in place. If it is decided that the best interests of an applicant would not be served by allocating a residential place, alternatives will be discussed.

The College requires all students who have a criminal record to disclose any relevant convictions on their application form. Disclosure of a criminal record will not necessarily bar an individual from accommodation, however failure to disclose a criminal record may result in their removal.

Students have access to several Recreation Areas including the Deck, "The Flat" as well as communal areas in the Hall of Residence. Students also have access to a Prayer Room and a Chaplain who visits the College on a weekly basis. An activity programme is published at the start of each academic year.

### **Support for students in residential and homestay accommodation**

The College is committed to providing a safe and supportive learning and living environment for all residential and homestay students. We are committed to keeping students safe from all types of potential harm. To this end the College provides a range of support services to meet individual student need. These include:

- The Estates & Accommodation Team, Student Engagement Team, International Team, Health and well-being team, Mentoring team and Safeguarding team

To help us keep students' safe all residents are asked to adhere to a number of rules, including a strict curfew for those aged 16 -18.

There are a number of Policies that apply to students including a Student Code of Conduct, Safeguarding Policy, Equality Policy, Disciplinary Policy. Copies of all policies can be found on Canvas and in the Student Handbook.

### **Accommodation processes and procedures**

The allocation of residential and homestay accommodation is via a specific application form. Students are informed of the room or family that they have been allocated to by the Estates & Accommodation Team or the Student Engagement Team.

## Disclaimer/Allocation Policy

- Highbury College will do everything to fully comply with students' accommodation requests. However, all requests are subject to availability therefore we sometimes cannot meet all requests. Priority will be given to full-time Highbury College students and to those students who do not live in the travel to work area. Individuals applying for a room in the Halls of Residence may be required to undergo a Risk Assessment if deemed necessary by the College's Health and Safety manager.
- All rent is payable in advance for both the Tower and Host Family.
- All students in college organised accommodation are subject to the College's Code of Conduct. Any breach to the Code of Conduct and/or the License Agreement and/or Host Family Agreement may result in disciplinary procedures and expulsion from the accommodation and/or the College.

## Privacy Notice - How We Use Your Personal Information

Highbury College is the Data Controller of personal information about you. Our address is Highbury College, Tudor Crescent, Portsmouth PO6 2SA. Our Data Protection Officer is Zoe Martin whose contact details are at the bottom of this notice. As a public body the information collected in the Application Form is of public interest. Where the information we collect is special category personal information (e.g. medical information) we will process it because there is a substantial public interest for us to do so. The information is used to support your application for a residential place in the Tower or in host family accommodation. Your information may be shared with other organisations such as Local Authorities, funding agencies, inspection organisations such as the British Council agents and other government organisations, Host Families or your appointed agent or representative.

In an emergency situation your details may be shared with your parent/next of kin contact and other support services. If under 18, details of your progress will be shared with your parents/guardians/next of kin throughout your course.

All your personal information will be held securely in your personal file (both paper and electronic) for a period of three years after you have moved out of the accommodation. It will then be disposed of securely.

You retain the following rights:

- The right to ask us what personal information about you we are holding and to have access to a copy of your personal information
- The right to have inaccurate personal information changed by e-mailing [info@highbury.ac.uk](mailto:info@highbury.ac.uk) or by contacting Reception
- The right to restrict the processing of your personal information (in certain circumstances)
- The right to object to the processing of your personal information
- The right to lodge a complaint with the Information Commissioner's Office in relation to how Highbury College has processed your data at [www.ico.gov.uk/concerns](http://www.ico.gov.uk/concerns)

If you have any concerns about the above, please contact [dpo@highbury.ac.uk](mailto:dpo@highbury.ac.uk) or 02392 383131.

## Accommodation Questionnaire

### YOUR DETAILS (PLEASE COMPLETE IN BLOCK LETTERS)

Title:	First Name:	Surname:
Date of Birth: ___/___/___	Gender:	
Address:		
Tel. No:	Mobile No:	Email:
Expected move in date: ___/___/___	Expected move out date: ___/___/___	
Name of Agent/Representative (if applicable):		
Name of Course:		

### YOUR ACCOMMODATION PREFERENCES (PLEASE TICK)

	YES	NO		YES	NO
Accommodation arranged by Agent			Do you require a vegan diet?		
Own Sourced Rented Accommodation			Do you require a gluten-free diet?		
Hall of Residence (Available from January 2021)			Do you require a nut-free diet?		
Host Family: Self-Catering			Do you require a lactose intolerant diet?		
Host Family: Half-Board (Breakfast & Dinner)			Do you require a dairy free diet?		
Host Family: Full Board (Breakfast, Lunch, & Dinner)			Are you happy to live with a family who have child(ren)?		
Do you require a vegetarian diet?			Are you happy to live with a family who smoke?		
Do you require a diabetic diet?			Are you happy to live with a family that has cat(s)?		
Do you require a halal diet?			Are you happy to live with a family that has dog(s)?		

### YOUR INTERESTS (Please tell us about your hobbies and interests)

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### METHOD OF PAYMENT (Please TICK)

Credit Card <input type="checkbox"/>	Debit Card <input type="checkbox"/>	Cash <input type="checkbox"/>
Bank Transfer <input type="checkbox"/>	Payment by Agent/Representative <input type="checkbox"/>	

**CRIMINAL CONVICTIONS**

To help the College reduce the risk of harm or injury to our students caused by criminal behaviour of other students, we must know about any relevant criminal convictions that you have. Relevant criminal convictions are only those convictions for offences against the person, whether of a violent or sexual nature, and convictions for offences involving unlawfully supplying controlled drugs or substances where the conviction concerns commercial drug dealing or trafficking.

Convictions that are spent (as defined by the Rehabilitation of Offenders Act 1974) are not considered relevant and you should not reveal them. You must put an x in the box if you have a relevant criminal conviction that is not spent. If you enter a tick in the box, you will not be automatically excluded from the application process. However, the College may want to consider the application further or ask for more information before making a decision.

If you are convicted of a relevant criminal offence after you have applied, you must inform the College. Do not send details of the offence; simply tell the College that you have a relevant criminal conviction. The College may then ask you for more details.

**If you have a relevant criminal conviction, enter x in the yes box. Yes  No**

**DISABILITY/SPECIAL NEEDS** (Please tick those that apply and give details of any special needs)

- No disability
- You have a social/communication impairment such as Asperger’s syndrome/other autistic spectrum disorder
- You are blind or have a moderate/severe visual impairment uncorrected by glasses/contact lenses
- You are deaf or have a moderate/severe hearing impairment
- You have a mental health condition
- You have a long standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy
- You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D
- You have a physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches
- You have a disability, impairment or medical condition that is not listed
- You have two or more impairments and/or disabling conditions
- You have moderate/severe allergies
- Please give details of any special needs: \_\_\_\_\_

**I agree that all of the provided information in the Accommodation Questionnaire is correct to the best of my knowledge.**

Name of Student (PRINT):	Signature of Student:	Date:
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## Health Questionnaire for International Students in Highbury College Organised Accommodation

First Name:	Surname:
Date of Birth:	Country of Origin:

### GENERAL HEALTH

Do you have a long standing or permanent health problem?	Yes	No
If yes, please give details:		
Are you taking any prescribed medicine or drugs regularly at the present time?	Yes	No
If yes, please give name and details of the medicine you are taking:		
Do you have a disability or a mobility impairment?	Yes	No
If yes, please give details:		
Do you have any known allergies?	Yes	No
If yes, please give details including symptoms experienced and treatment required.		
Do you have any problems with hearing?	Yes	No
If yes, please give details:		
Do you have any problems with your eyesight?	Yes	No
If yes, please give details:		
Do you require a special diet for medical reasons?	Yes	No
If yes, please give details:		

Have you suffered from or had symptoms of :					
Blackouts, fits, migraines, headaches anxiety states, other nervous disorders	Yes	No	Hepatitis A and Hepatitis B infections	Yes	No
Hay fever, asthma, persistent cough, bronchitis, Tuberculosis, spitting blood	Yes	No	Kidney or bladder problems	Yes	No
Fainting, shortness of breath, chest pain, heart problems	Yes	No	Arthritis, rheumatic fever, back trouble	Yes	No
Indigestion, or problems with the stomach and liver	Yes	No	Skin disorders, Eczema, etc.	Yes	No
If you have answered Yes to any of the above, please give dates and whether you still have problems:					

### IMMUNISATIONS

	Yes	No	Please give date of last immunisation		Yes	No	Please give date of last immunisation
Diphtheria	Yes	No		BCG Tuberculosis	Yes	No	
Tetanus	Yes	No		Hepatitis A	Yes	No	
Polio	Yes	No		Hepatitis B	Yes	No	
Measles	Yes	No		Meningitis C	Yes	No	
Mumps	Yes	No		Yellow Fever	Yes	No	
Rubella	Yes	No		Typhoid	Yes	No	
Any Other							

## Parent(s)/Guardian(s)/NOK 24 Hour Contact Details

**PLEASE USE CAPITAL/BLOCK LETTERS**

Student's Name:		D.O.B	
Parent/Guardian Name:			
Address:			
Daytime Contact Telephone:			
Evening Contact Telephone:			
Mobile Number:			
Email Address:			
Parent/Guardian Name:			
Address:			
Daytime Contact Telephone:			
Evening Contact Telephone:			
Mobile Number:			
Email Address:			

## Parental Consent Form (For Students Under the Age of 18)

It is important that students under the age of 18 and their parent(s)/guardian(s) understand that the College campus does have an adult environment. The College is committed to safeguarding our students and providing a safe and secure environment. The College also provides extensive academic and pastoral support for its students. However, the College and its Host Families *do not* accept any responsibility to act in loco parentis for students under the age of 18 even when the College organises the accommodation for the student.

Regardless of age, we expect students to assume adult level responsibility and to have the skills to be able to study and live independently and to accept College policies. It is important for parent(s)/guardian(s) to note that outside of timetabled lessons, students are not supervised, but are free to participate in an activity of their choice which may not be College related. Students under the age of 18 are expected to always inform their Host Family or the College of their whereabouts and their expected return time. Curfews must always be adhered to.

### Medicines, Medical Treatment & First Aid

In the UK, an individual may give valid consent to medical treatment notwithstanding that they are under the age of 18, where they have sufficient understanding of the nature and implications of the treatment, and as such may not require parental consent for medical treatment to be carried out.

You also understand that if your child takes regular prescribed medicine he/she is expected to self-medicate and must provide a letter from their Doctor to the College. Prescribed medicines should be kept secure and only in amounts that meet their individual personal needs. You also understand and give your permission to the College First Aid trained staff to administer first aid if required.

**Do you feel that your child has the ability to follow GP and/or Pharmacist advice and self-medicate if necessary? YES / NO (please circle)**

**Do you give your consent for your child to self-medicate? YES / NO (please circle)**

### Offsite Activities, Work Placements/Experience and Independent Travel

You give permission for your son/daughter to participate in off-site activities including educational visits, course-related projects and work placements/work experience. You understand and give permission for your son/daughter to travel independently including to/from airport to the College. You understand that outside timetabled lessons, students are not supervised, but are free to participate in an activity of their choice which may not be College related. Students under the age of 18 are not allowed to go to nightclubs, casinos, or high risk sporting activities.

### Photographs

Highbury College may like to take photographs/ film for the purpose of promoting the College and is seeking consent for this to happen. Images of your child may appear in the College's printed publications, on video, the Highbury website and our linked social networking sites.

**Do you and your son/daughter consent to the filming, recording and photographing of your son/daughter by Highbury College for the purposes described above. YES / NO (please circle)**

### Privacy - How We Use Your Data (please see page 2 for privacy information)

Name of Parent/Guardian (PRINT)	Signature of Parent/Guardian	Date:
Name of Parent/Guardian (PRINT)	Signature of Parent/Guardian	Date:
Name of Student (PRINT)	Signature of Student	Date: