

Committee	Learning, Teaching, and Research		
Agenda Item	10		
Date paper prepared	08/02/2023	Date of committee meeting	15/02/2023
Subject	Policies and handbook applicable to students staying in Port Arthur House		
Author	Gemma McGregor		
Action requested	For review & discussion		
Purpose of the paper	The purpose of this paper is to make the LTR committee aware of the policies and student handbook that we have drafted for the use of students staying in Port Arthur House		
Brief summary of the paper	<p>An outline is given of the policies and supporting material that has been developed for students staying at Port Arthur House (PAH). The student handbook and the safeguarding risk assessment is attached for information.</p> <p>The committee is invited to endorse the work that has been completed in respect of students staying in PAH</p> <p>The committee is invited to comment on the material provided and to request any further information they might wish to review</p>		
Consultation	PAH working group, Student support team, SMG, SMT		
Resource implications	PAH business case has been approved by F&GP		
Risk implications	Risk assessment in relation to safeguarding has been developed. Reputational risk if policies and procedures are not fit for purpose.		

Link with strategy	Links to our enterprise strategy in supporting growth of 'off island' student engagement. Links to our tertiary education strategy to become a 'destination of choice' and best possible experience for all students.
<u>Equality, Diversity and Inclusion</u>	EIA for PAH attached
Island Community Impact	Potential positive impact for Shetland being able to support off-island students
Paper status	<input checked="" type="checkbox"/> Open – The paper may be circulated to non-members of the committee and published online without restriction. <input type="checkbox"/> Restricted – The paper must not be circulated to non-members or published online until after the committee meeting. <input type="checkbox"/> Confidential - The paper must not be circulated beyond the committee members and should not be published online. [Please note papers may still be subject to Freedom of Information requests – see below].
<u>Freedom of information</u>	Choose an item. If closed/ withheld, select date this will become 'open': Enter a date.

Administration to support students staying in Port Arthur House (PAH)

The ground floor of Port Arthur House has been refurbished to provide ten rooms to accommodate students studying with UHI Shetland. In developing the administration to support this accommodation we have consulted with the UHI accommodation team and the team at SAMs (who have a similar residence) and adopted best practice to develop our supporting material. The material aligns with that used by UHI for its residences. We will also be using the UHI booking system 'Star Rez' to facilitate booking and payment. The working group to develop this material has included staff from our student support team as well as estates and facilities staff.

Documentation developed is summarised below:

Student Handbook (Appendix 1)

Safeguarding Policy and Procedure (Appendix 2)

Safeguarding Risk Assessment

PAH at risk guide for staff

Disciplinary procedure for student accommodation

EIA for Port Arthur House (Appendix 3, attached separately)

The committee is invited to endorse the work that has been completed in respect of students staying in PAH

The committee is invited to comment on the material provided and to request any further information they might wish to review

Appendix 1

UHI | SHETLAND

Student Accommodation

Port Arthur House Handbook

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Port Arthur House contact details

Address: Your Name/Room Number

Port Arthur House

UHI Shetland

Port Arthur

Scalloway

Shetland Islands

ZE2 0UN

Tel: 01595 772000 (UHI Shetland Scalloway Campus phone number)

UHI Shetland Port Arthur House Contacts

Head of Facilities: Angela Sutherland angela.sutherland@uhi.ac.uk 01595 772230

Scalloway Facilities Technician: Geoff Young geoff.young@uhi.ac.uk 01595 772208

Port Arthur Support Out of Hours number(s): 07385 526928

Geoff Young and Selina-May Miller

Safeguarding Lead: Caroline Hepburn caroline.hepburn@uhi.ac.uk

Vice Principal: Gemma MacGregor gemma.macgregor@uhi.ac.uk 07385 029906

What to do in an emergency

Safety first: call 999 if you believe an emergency is life-threatening. There is an external phone at the main door that will allow emergency calls to be made.

If you discover a fire: break glass box.

If it is safe to do so, please then call the Out of Hours number 07385 526928.

Security Emergencies

If you notice someone acting suspiciously, or are worried for your safety but it is not life-threatening please follow the instructions below:

During working hours (09:00-17:00):

Please contact the main Reception 01595 772000 and ask for the following:

Head of Facilities Angela Sutherland 01595 772230 angela.sutherland@uhi.ac.uk

Facilities Technician Geoff Young 01595 772208 geoff.young@uhi.ac.uk

Out-of-Hours: Call the Port Arthur Support number 07385 526928.

Facilities Emergencies

If there are any maintenance issues or concerns, or you are locked out of your room. You might see one of the Facilities Team in passing so please feel free to speak to them directly – otherwise, contact: 01595 772208 geoff.young@uhi.ac.uk

During working hours (09.00-17.00): Call or visit Scalloway Reception to request that a member of the Facilities team comes to Port Arthur House as soon as possible.

If there is no reply at Reception, please call the **Facilities Technician** directly 01595 772208.

Out of normal working hours: Call **Port Arthur House Support** 07385 526928

Please note any unnecessary call outs may result in a charge.

Welfare and Support

Help is always available when students need or want it. We have a number of ways to access support and find someone to talk to.

Our **Safeguarding Lead** is Caroline Hepburn. Caroline will be primarily based at Port Arthur House so you will see her frequently, and you can email caroline.hepburn@uhi.ac.uk or guidance.shetland@uhi.ac.uk.

UHI Shetland also have a **Student Counsellor**, Gwen Williamson. You can speak to Gwen about counselling or other support by emailing gwen.williamson@uhi.ac.uk or guidance.shetland@uhi.ac.uk

Your **Personal Academic Tutor (PAT)** is also another person you can talk to, and they can help refer you to any support, welfare concerns or funding queries you might have.

Out of hours welfare support is available via **Spectrum Life** [Spectrum.Life](#)

Or **Togetherall** [Togetherall](#)

Please see the appendix at the end of this handbook for a list of useful contacts and support in a wide variety of areas.

Keys

On arrival, you will be allocated your room keys from Facilities Technician Geoff. We will ask you to sign to say you have received them. It is very important that you keep these safe at all times.

Locked out of your room?

During the working day please visit the Facilities office in the main building at Scalloway Campus. Geoff Young is the Facilities Technician and will be able to assist you. Alternatively, you can visit Reception at the Scalloway Campus, and they will be able to help.

Out of normal working hours call **Port Arthur Support** (07385 526928). There may be a delayed response at weekends and after hours as staff must travel to site to attend.

Residents who lock themselves out of their rooms repeatedly (i.e., more than twice) will face a call out charge. Please keep your room key on you.

Lost your key(s)?

If you lose your Port Arthur House key, please let the Port Arthur Facilities team know **immediately**. You will be charged for a replacement and if there is a requirement to replace the whole lock, then an additional charge will be incurred. If you are unsure about anything to do with keys or locks, please check with the Port Arthur Facilities Team.

How to request non-emergency repairs and report damages, faults, maintenance issues

The Port Arthur House Facilities Team maintain the fabric of the building, furniture, fittings, electricity and plumbing. From time to time something may need to be replaced or repaired. When this happens, please email:

PAH.shetland@uhi.ac.uk and a member of the Facilities Team will be in touch.

There is also the facility to log faults in your StarRes portal.

Port Arthur House Facilities

All rooms at Port Arthur House are single occupancy with en-suite. Maximum occupancy is one adult per room. Children under 16 are not permitted to stay at Port Arthur House.

The television supplied in the Port Arthur House lounge is covered by a TV licence. If you have a television or computer in your room on which you watch TV, you will need your own TV licence.

Each bedroom contains:

- Bed with mattress and mattress protector
- Desk and wheeled chair
- Wardrobe
- Waste bin
- Curtains
- Extension lead (UK plugs)

Ensuite bathroom:

- Toilet
- Toilet roll holder
- Bathroom overhead light
- Shower
- Washbasin
- Shower screen

The Lounge

- Couch / seats
- Coffee table
- Curtains / blinds
- Television
- Dart board
- Table tennis

The Kitchen/Dining area

- Kitchen cabinets and drawers
- Sink with draining board
- Electric oven and cooker hood
- Microwave oven
- Kettle
- Toaster
- Fridge / freezer x 2

The Laundry Room

- 2 washing machines
- 2 tumble dryers
- Henry Hoover (first store cupboard/nominated cleaning cupboard)
- Mop/bucket (first store cupboard/nominated cleaning cupboard)
- Broom (first store cupboard/nominated cleaning cupboard)

Car Park

- Off street free car parking

WiFi

Port Arthur House has WiFi which is included in your accommodation fee.




The wireless network is named 'Eduroam' You can connect to this with your student ID and password.

Use of this network is subject to abiding by the acceptable use policies provided by UHI. You can find these here:

<https://www.uhi.ac.uk/en/lis/service-desk/acceptable-use-policy/>

You can find the latest instructions on connecting to WiFi on UHI's website:

<https://www.uhi.ac.uk/en/lis/wifi>

Android 10 (and below) 	Android 11 (and above) 	iPhone / iOS 
	<p>Individuals with devices running Android version 11 and onwards will need to be aware of changes to how they connect to eduroam. It is no longer possible to choose the "Do not validate" option in the "CA Certificate" dropdown.</p> <p>You can check and update your version of Android with the guidance on google support</p>	
<ol style="list-style-type: none"> 1. Go to Wi-Fi in settings 2. Select "Eduroam" 3. For "EAP Method", choose "PEAP" 4. For "Phase 2 authentication", choose "MSCHAPv2" 5. For "CA Certificate", choose "Do not validate" or "unspecified" 6. Enter your Identity which is your StudentNumber@uhi.ac.uk 7. Leave "Anonymous Identity" empty 8. Enter your password. This is the same as your computer account. 9. Tap on Connect 	<ol style="list-style-type: none"> 1. Go to Wi-Fi in settings 2. Select "Eduroam" 3. For "EAP Method", choose "PEAP" 4. For "Phase 2 authentication", choose "MSCHAPv2" 5. For "CA Certificate", choose "Use system certificates" 6. If you have an option for "Online certificate status", choose "Request certificate" status 7. For "Domain", enter "uhi.ac.uk" 8. Enter your Identity which is your StudentNumber@uhi.ac.uk 9. Leave "Anonymous Identity" empty 10. Enter your password. This is the same as your computer account. 11. Tap on Connect 	<ol style="list-style-type: none"> 1. Go to Wi-Fi in settings 2. Select "Eduroam" 3. Enter your Username which is your StudentNumber@uhi.ac.uk 4. Enter your password. This is the same as your computer account. 5. Select "Join" at the top right. 6. If a certificate page appears, select "Trust" at the top right of the screen.

Please contact the ICT department if you have any issues connecting to Wi-Fi.

ict.shetland@uhi.ac.uk

What to bring with you to Port Arthur House

- **Bedding and bed linen:** All rooms have a single bed. A mattress protector is provided but if you wish to bring your own waterproof protector to prevent accidental damage please do so.
- **Towels**
- **Toilet paper**
- **Tea towels, cleaning sponges or cloths, cleaning items such as washing up liquid, washing powder**
- **Coat hangers**
- **Headphones**

- **Personal crockery, cutlery, cooking pots, utensils and chopping board.**
There will be some shared items that are available to borrow for a limited period – until you get your own.
- **Items to personalise your room:**
 - **Posters and Pictures** can be displayed on the pin board. No tape/blue or white tac on the walls or fixtures and fittings
 - **Rugs, plants, cushions** are all permitted but please ensure rugs do not present a trip hazard.
- **Food** – please note this is self-catering accommodation so you will need to provide your own food. There are cupboards and fridge-freezers in which to store your food.

What NOT to bring with you to Port Arthur House

The following items are not permitted at Port Arthur House

- **Your own furniture:** Please speak to the Port Arthur House Facilities team if you need a small piece of furniture, and any agreed items must be removed upon your departure
- **Curtains**
- **Soft fabric lampshades**
- **Halogen lamps**
- **Electric blankets**
- **Heaters**
- **Candles/wax melts and burners/incense sticks**
- **Plug in air fresheners**
- **Tea lights**
- **Toaster**
- **BBQs**
- **Chip fryers / deep fat fryers**
- **Weapons of any description**

Insurance

Port Arthur House is fully insured, but it is the resident's own responsibility to insure their own personal belongings against loss, damage or fire and theft.

You must not do anything which would cause our insurers to increase our insurance policy premiums or to reject an insurance claim.

Safe use of electrical equipment

The Port Arthur Facilities Team, or their representatives, reserve the right to remove electrical equipment that they deem unsafe.

Please do not bring any electrical equipment with you that may not conform to British standards. UK standards differ from other countries and to maintain health and safety we will confiscate all non-British equipment we find, even if it is not currently in use. Please do not overload the extension lead as you could short circuit equipment or cause fire.

Arrival at Port Arthur House

As far as possible, students should arrive at Port Arthur House during normal working hours (09:00-17:00).

Please email PAH.shetland@uhi.ac.uk to confirm your estimated time and date of arrival.

You will be met at Scalloway Campus' main reception by a member of the Port Arthur Facilities Team.

You will be given your keys, relevant information documents, and a brief tour of Port Arthur House.

Inventory

Please be sure to check your accommodation and complete the Inventory Form provided.

It is important that you carefully record (by photograph and in writing) anything that is missing or damaged as an official record of the condition of the room and communal living areas when you move in.

The Port Arthur House Facilities Team will check the condition of the room/property when you leave, and you will be charged for any missing items or damage.

Staff right of entry and inspections

If Port Arthur House Facilities Team require access to Port Arthur House, whenever possible and practical, 24 hours' notice will be given to residents.

The privacy of residents will be respected at all times, but UHI Shetland reserves the right of entry at any reasonable time by authorised personnel in the course of their duties. We will always seek permission from you before we enter to your room, unless in an emergency.

The type of fault will determine how many staff need to attend for other maintenance tasks.

Inspections

As part of the regular maintenance of the building and also to provide an opportunity for you to speak to the team, the Head of Facilities or Vice Principal will usually inspect Port Arthur House at least once per semester. Inspections will include a brief overview of your bedroom. We recognise that your room is your own personal space, but these inspections help UHI Shetland ensure that the fabric and furnishings of the building are sound and not damaged and that the safety of yourself and others is looked after. **We will usually give you 48 hours notice of our intention to inspect the property. You will be given an anticipated inspection time. We would expect your room to be in a clean and appropriate state.**

Any damage found because of misuse, breach of the Terms of Occupancy, or contravening rules may result in a charge for any damage to the fabric of the building. Any repeat behaviours may be charged as a re-offence and any materials confiscated. If we feel that the property has not been properly maintained, you may be asked to leave the property.

Living at Port Arthur House

When living in shared accommodation it is essential to behave in a considerate manner towards your fellow residents. Facilities are shared and therefore you have responsibility for the cleanliness, tidiness and use of common areas which requires collaboration. Others may have different standards and expectations, so it is important to discuss these respectfully. By ensuring you always clear and clean up after yourself helps maintain a comfortable and hygienic living environment for all residents.

Sharing accommodation with other students can bring many advantages in terms of student experience and social life but comes with an element of joint responsibilities.

Sustainable living

We request that residents at Port Arthur House be mindful of using resources, energy and facilities responsibly to live sustainably and with consideration to the environment. Please use water, electricity and lighting only as necessary. Please rethink, reuse, reduce or recycle consumables.

Shared responsibility for cleanliness of shared areas including. kitchen, lounge, laundry, corridors

You and your fellow residents in Port Arthur House are all jointly responsible for cleaning up after yourselves and maintaining an acceptable hygiene standard throughout Port Arthur House.

This includes wiping up any spillages, cleaning the cookers and worktops after use, washing and putting away your dishes and cutlery.

A cleaner will clean the communal areas once a week.

Cleaning Day: Monday

Communal areas include the hallway, laundry room, kitchen/diner and lounge area. Please ensure that all your personal dishes and cutlery are tidied away to allow staff access to all surfaces and sinks to clean effectively.

The cleaners are not responsible for washing up dishes or cleaning up after you – this remains the responsibility of the residents. The cleaners will give a general clean to the communal areas. Any concerns about the cleanliness will be passed onto the Facilities Manager or the Vice Principal.

Residents are responsible for emptying bins in their rooms, bathrooms and the kitchen bins and recycling as and when this is needed.

There are recycling bins available at Port Arthur House and we encourage our students to recycle and live sustainably.

Rubbish can be disposed of in the external metal skip outside. You will be shown where these are when you arrive.

Random checks are made on the Port Arthur House communal areas and action will be taken if necessary.

If on inspection the level of cleanliness is not satisfactory, we reserve the right to contact external cleaning contractors and the cost will be charged on to all residents. In public areas of the residence, it is important to ensure these areas are clean and usable for the enjoyment and comfort of all the residents. Residents are expected to take their turns in cleaning the communal areas. A sample rota is provided below

Week 1 Rooms 1&2

Week 2 Rooms 3&4

Week 3 Rooms 5&6

Week 4 Rooms 7&8

Week 5 Rooms 9&10

Residents are responsible for cleaning their own bedroom and bathroom.

Please keep your bedroom and bathroom clean and tidy. There is a vacuum cleaner, broom, mop and bucket available for your use. These are kept in the Cleaning Cupboard. We provide a waste bin for your room, which you should empty regularly.

Departure clean-up

When you move out, you are expected to leave all the accommodation in a clean and tidy condition including removal of all food and drink from the fridges and cupboards. Your room, bathroom and all communal areas are included in the final departure inspection.

Charges may be made if extra cleaning is required at the end of the tenancy or, if in the interest of the other occupants, an interim clean is required. UHI Shetland reserves the right to apply an administration charge of £50 should this be required.

Laundry

You are responsible for your own personal laundry and the laundering of your own bedding and towels. Capsules, tablets or powder can be used in the washing machines.

The washing machines and tumble dryers are coin operated. You will need to insert a £1 coin to be able to operate the machines.

It is important that you do not leave your washing in the washing machines or tumble dryer when they have finished, as this will prevent others from using them.

Safety and Security

We recommend you lock your bedroom at all times when the room is unoccupied and keep your key with you. The main door to Port Arthur House should be locked at all times.

- Make sure the door is fully closed and locked behind you when you leave the building
- Do not allow access to the building to anyone unless you are satisfied that they are a resident or a guest, or a UHI Shetland staff member

UHI Shetland cannot accept any responsibility for loss or damage to personal property.

Removal of dangerous or prohibited items

Students are prohibited from bringing dangerous or offensive weapons into Port Arthur House or any other UHI Shetland property. Any items of this nature found will be confiscated, and you will be subject to disciplinary action.

Fire Awareness

There are many simple things we can all do to prevent the risk of fire:

- Keep the cooker hob free
- Switch off electrical items (such as chargers) when not in use

All emergency and fire escape routes must be kept clear of any obstructions at all times. Fire doors should never be wedged open.

Any tampering with the fire safety equipment – including covering or disconnecting smoke detectors, call points, extinguishers or fire blankets – is endangering the lives of the other residents. This is extremely serious and will be referred to the UHI Shetland Senior Management Team. This may result in disciplinary procedures which may result in eviction from Port Arthur House and referral to the police.

Fire alarm test and drills

- Fire alarm tests (Wednesday morning 08:30)
- Fire Drills at least once a term – random.

Lift

The lift is not to be used.

Smoking

Smoking is strictly prohibited at Port Arthur House in all areas: communal areas plus bedrooms and bathrooms. This includes all tobacco products, e-cigarettes, vapes or vaping equipment, or other smoking products.

There is a smoking shelter located directly to the side of Port Arthur House. We ask that you dispose of your cigarette ends carefully, ensuring they are fully extinguished before depositing them in the designated bin.

Drugs

Drugs of any kind are strictly prohibited at Port Arthur House. Staff have a legal duty to report any information regarding illegal drug use. If you feel you are having problems with drugs, or are worried about a friend, please do not hesitate to seek advice from the Student Support team, or your Personal Academic Tutor.

Alcohol

For residents over 18, alcohol is permitted. Please note that in Scotland the law applies at all times, and alcohol should not be supplied to anyone under 18.

Please bear in mind your own personal wellbeing and that of others when you drink. If you have visitors or guests who are drinking, you are responsible for them. You will be charged for any damages or cleaning required if caused by yourself or one of your guests.

UHI Shetland staff reserve the right to remove alcohol from anyone under the age of 18 while on our campus.

Illness

If you become ill while at Port Arthur House, and you wish to seek medical advice you should call 999 if it is life threatening, or NHS24 on 111 for free advice from a medical professional for non-urgent medical matters. There is also a first aid box in Port Arthur House.

If you are taken to hospital, please do let either your Personal Academic Tutor, or a member of the Port Arthur team know.

Guests

Please avoid having groups of visitors in the accommodation at any one time. It is common courtesy to speak to your fellow residents before inviting guests to Port Arthur House, and in the spirit of communal living, please do ensure that any visitors are respectful of your housemates.

Residents are responsible for the behaviour of their guests and will be held responsible for any nuisance caused or damage to property. Residents must accompany their guests at all times.

Any member of the Port Arthur House staff team has the right to refuse admission to any guest or visitor.

Vandalism and damage

If you are found responsible for damage or vandalism to any fixtures, fittings, furniture or decoration within your room or communal areas, you will be liable for any costs incurred in rectifying the problem. If there is damage to the common parts and no-one accepts responsibility, then all residents using that area will be billed collectively.

Ball games around the JGC and Port Arthur House are prohibited due to risk of damage to cars and buildings.

Discipline and student conduct

Please make yourself familiar with the contents of this handbook. This, along with the Student Conduct Policy (available online at [Student Conduct Policy \(uhi.ac.uk\)](https://uhi.ac.uk))

which are the main sources of information for student conduct at Port Arthur House. Ignorance of the rules is not considered an excuse.

For major indiscretions, breaches of rules and regulations, or for repeated anti-social behaviour, disciplinary action may be taken. This may include expulsion from the accommodation.

In the first instance, any instances of unacceptable conduct may be dealt with summarily, or by a disciplinary panel.

The Head of Facilities or Head of Student Experience shall undertake this process; however, it may be escalated to the senior management team (Principal / Depute Principal / Vice Principal) should the seriousness of the incident(s) warrant. At any disciplinary hearings you are entitled to be accompanied by the student support officer, a fellow student, Highlands and Islands Students Association (HISA) rep, or a member of staff.

Complaints procedure

If you have a complaint relating to your accommodation, please initially report this to one of the UHI Shetland Port Arthur House contacts or by emailing PAH.shetland@uhi.ac.uk

They will aim to resolve the issue as quickly as possible.

However, if you are unhappy with the outcome and wish to make a complaint, you can put it in writing either through the Red Button on our website at [About us - Complaints \(uhi.ac.uk\)](#), or by reporting to any member of staff. The staff member will make every effort to respond to your complaint or if it needs investigating, will pass it on to the Head of Student Experience.

Early departure

There may be several reasons why you would need to leave Port Arthur House early. Please refer to your tenancy agreement for further guidance.

What to do before leaving PAH

You must leave Port Arthur House at the end of your occupancy period. You must take all your belongings and leave your room and bathroom in a clean and tidy state.

Please email PAH.shetland@uhi.ac.uk with confirmation of the date you intend to leave. This helps ensure all health and safety checks can be done in advance for vacated rooms.

Upon departure you must:

- Remove your belongings from your room, bathroom, and communal areas
- Check that all inventory items are present and in the correct place
- Remove all rubbish from your room and make sure it is neat and tidy
- Empty all your belongings from the kitchen area including fridges, freezers, remembering your crockery and utensils.
- Return all furniture to its original position
- It is a good idea to take photos of your room and shared areas before leaving in case of any dispute over the condition of your room.
- **Return your key to the Scalloway Campus reception.**

Appendix A: List of Support

Emergency (Police/Ambulance/Coastguard) number: 999

Out of hours / medical non-emergency: NHS24 on 111

Scalloway GP (General Practitioner) Surgery: [01595 880219](tel:01595880219)

Gilbert Bain Hospital (Lerwick): [01595 743000](tel:01595743000)

UHI have a very comprehensive list of support and how to here:

<https://www.uhi.ac.uk/en/students/support/support-for-your-wellbeing-and-mental-health/health-and-wellbeing/mental-health>

Spectrum Life allows you to access a 24/7 mental health phoneline. This is a free service to our students.

The lines are staffed by trained counsellors and psychotherapists. You can call or use WhatsApp/text

0800 0318227 (phone)

07418 360780 (WhatsApp/text) – just text ‘Hi’

You can talk to them about anything such as stress, anxiety, low mood, financial worries, loss and grief, relationship difficulties and substance abuse.

[Spectrum.Life](https://www.spectrum.life)

Togetherall is a digital mental health support service which is available 24/7 and is completely anonymous. There is an online community with professional trained guides to ensure everyone's safety. In addition to this there are lots of resources where you can work through self-help courses covering topics such as anxiety, sleep, weight management, depression and many more.

[Togetherall](https://www.togetherall.com)

Appendix 2

Safeguarding Policy and Procedures for Student Accommodation

1. Purpose

1.1 Shetland UHI recognises that it is the responsibility of the organisation to safeguard the wellbeing of our students. This document lays out the policy and procedures for safeguarding and supporting the wellbeing of the students who are currently residing in the Port Arthur student accommodation.

Shetland UHI's Vision:

Shetland UHI will be an inspirational hub of innovation and learning designed to meet the needs of the people of Shetland, nationally and internationally.

Shetland UHI's Values:

We will achieve our Vision by:

- ***Working together*** - Fostering activity and interaction across the organisation and between staff and students.
- ***Working for Shetland*** - Addressing skills needs, supporting innovation and applied research for the Shetland economy as the university for Shetland, with the University for the Highlands and Islands (UHI).
- ***Working sustainably*** - Embedding sustainability in the curriculum and in our practice.
- ***Working to become resilient*** - Encouraging staff development and aspiration, exploring and achieving new income streams.
- ***Working with partners*** - Developing relationships with employers, schools, communities, SIC and relevant national and international institutions.

Shetland UHI aims for each student to have a seamless and supportive UHI Shetland journey, with enrichment, engagement, and accessibility at the heart of their experience.

1.2 The purpose of this policy and procedure is to lay out clear and robust procedures, supported by policy, to support students who are residing in the Port Arthur House residences. Students should know where to go to get support and help at any point of their tenancy at Port Arthur House.

1.3 This policy identifies those staff responsible for ensuring and supporting the wellbeing and safeguarding of the students who are living in the student accommodation.

Scope

2.1 This policy applies to employees of Shetland UHI, and *external contractors*

2.2 This policy is supported by UHI student policies, listed in Point 6 below.

3 Policy

The UHI Shetland Safeguarding Policy and Procedure for Student Accommodation is underpinned by the UHI Safeguarding Policy. This is a comprehensive safeguarding document that is used across the partnership and has rigorous procedures. The policy however is lacking in reference to student accommodation.

In the first instance, the UHI Safeguarding Policy should be referred to, and local procedures followed. The UHI Shetland Safeguarding Lead should be notified of any incidences of safeguarding or concerns involving any student residents at Port Arthur House using the normal safeguarding mechanisms.

4 Procedures

Over 18 students

- A Safeguarding Risk Assessment for Port Arthur House is complete, and refreshed regularly
- People named in Section 5 are familiar with the Linked Policies and Procedures in Section 6
- People named in Section 5 have completed the UHI Safeguarding Mandatory Staff Training.
- Student residents are made aware of support (in person and via Spectrum Life and Togetherall) and how to access support

Students age 16-17

- Students under 18 are only admitted to Port Arthur House accommodation at the discretion of the Senior Management Team (Principal / Depute Principal / Vice Principal).
- Safeguarding Lead will meet with the young person within their first week of arrival
- Student's PAT and Safeguarding Lead need to be communicating regularly about the young person

5 People and Responsibilities

- The UHI Shetland Safeguarding Lead will be the main point of contact for students and student wellbeing
- The Head of Student Experience is the Deputy Safeguarding Lead
- Others who may be involved in a student's wellbeing
 - Student Counsellor
 - Guidance & Student Support
 - PAT
 - Head of Section
 - Port Arthur House Out of Hours (call-out) staff (x2)

6. Linked Policies & Procedures

- UHI Safeguarding policy
- UHI Safeguarding procedure
- UHI Student Accommodation Procedures
- UHI Shetland Port Arthur House Students at Risk Guide for staff
- UHI Suicide Intervention policy and guidelines/flowchart

Reviewed	By	Approved
January 2023	Vice Principal & Head of Student Experience and Safeguarding Lead	SMG 10 th January 2023

Appendix 3

EIA attached as separate document