



## Resident Handbook 2023/24

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Welcome to SRUC residences. This handbook is an information guide for students living Elmwood, Oatridge and Barony residences. We are here to help, whenever you need it. Please talk to residential staff whenever you need some help.

We welcome your feedback on your residential experience at [residentfeedback@sruc.ac.uk](mailto:residentfeedback@sruc.ac.uk)

### Your 24/7 Residential team

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Elmwood: Anne Mackersie (weekend daytimes) Anne-Marie Robb (evenings); Angela Wallace (evenings), Colin Smith (nights), Lee Shaw (weekdays daytime), Mike King (nights), Patricia Ferns (evenings).

Mob. 07768 762939

Oatridge: Adrian Henry (early evenings Mon-Thurs), Barbara McGrane, Manager (Mon-Fri daytimes), Gill Gosman (late evenings Mon-Thurs, alternate weekends), Jim Mackie (nights Sun-Weds), Robyn Motherwell (alternate weekends).

At Oatridge, from 4pm on Fridays and Saturdays and through the night, and 8pm-10pm Sundays, there is an emergency on-call service only (mob. no. below), managed by Gill and Lyn who live on campus. Weekend office hours are 9am-12pm, 1pm-4pm Saturday, and 2pm-8pm Sunday.

Mob. 07887 660552

Barony: Douglas Goldie, Joe Farnham, Paul Fotheringham, Pearl Edgar (Manager). Evenings from 5.00pm – 8.30am (Monday – Friday) and weekends on a rota.

Mob. 07990 553512

Tom Mulhearn, Residential Operations Manager

## A Welcome from Your Students' Association (SRUCSA)

Congratulations on starting your studies at SRUC! We know this has been a unique and often challenging time, but we are delighted that you made it here, and we will do everything we can to help you succeed. Living on campus can be challenging, but it can also be one of the most memorable times of your life if you make close friends who look out for you. Sometimes, you will need to provide your own entertainment and lucky for you, SRUCSA has a budget available to support the formation of new clubs and societies! So, if you and your fellow SRUC students have an idea for how you'd like to spend your free time together – we want to hear from you!

What is SRUCSA?

SRUCSA is the Students' Association for everyone studying at SRUC. We work to ensure that you have the best possible student experience by Engaging with you, representing you to SRUC, and promoting Communication between staff and students.

We are led by three Co-Presidents who are SRUC students like you. Each cover one faculty: Jeremiah Chibueze covers the North faculty, Damson Ellen the Central faculty, and Catherine Stewart covers the South and West faculty. Your Co-Presidents were chosen by SRUC students last year in our elections and you can reach out to them via Microsoft teams or email. SRUCSA also has two permanent staff members: James and Douglas.

How Do I Join?

That's the best part, by becoming a student at SRUC you automatically become a member of SRUCSA for free! So, we hope to see you (online or in person) at events this year. If you want to get more involved, we are looking for voluntary officers, sports and society leaders and class representatives. You can get in touch through our website ([srucsa.org.uk](http://srucsa.org.uk)), social media or email ([SRUCSA@sruc.ac.uk](mailto:SRUCSA@sruc.ac.uk)).



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@SRUCSA



[srucsa@sruc.ac.uk](mailto:srucsa@sruc.ac.uk)

## Your wellbeing

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Every campus has Campus Safeguarding Officers available during office hours (usually Faculty staff) who are here to help you with any concern you may wish to report or discuss confidentially concerning your safety and welfare or another student's. This can be a physical or mental health concern, physical, emotional or sexual harassment or abuse, or anxiety about your health, your studies, or coping with residential life. Residential staff are available to talk to during the evenings and overnight, and they will with your permission pass on any information you give them if it is something you need extra help for via our safeguarding procedure.

### Support services

**Spectrum Life:** SRUC is soon introducing a new 24/7 Student Support line, Spectrum Life. This is a free, confidential service to provide you with emotional and practical support for concerns big or small. Look out for posters and on Moodle for further information and contact details.

**Breathing Space** – a free and confidential service available to everyone.

Freephone: 0800 83 85 87

For further information about support services available contact your Pastoral Support Tutor in the Faculty Office.

And please, talk to a member of Faculty support staff or residential staff if you are struggling with something. Help is always there.

### GP Surgeries

You are strongly advised to register with a local medical practice, unless you have reasons to stay registered with your Doctor at home. Please let us know who you are registered with.

### Oatridge

The local health centre is in Broxburn at the Strathbrock Partnership Centre, where the three practices listed below are located.

01506 771800	Wood Medical Practice
01506 771771	Linden Medical Practice
01506 771700	Ferguson Medical Practice
01506 771871	Community Health Service

## **Elmwood**

Bank Street Medical Group

01334 651201

[Fife.f20413cuparbankstreet@nhs.scot](mailto:Fife.f20413cuparbankstreet@nhs.scot)

Eden Villa Medical Practice

01334 651223

[Fife.edenvilla@nhs.scot](mailto:Fife.edenvilla@nhs.scot)

## **Barony**

Lochthorn Medical Centre, Edinburgh Road, Heathhall, Dumfries, DG1 1TR

Telephone: 01387 259944

Moffat Surgery, High Street, Moffat, DG10 9JP

Telephone: 01683 220062

Dental Practice

Blue Door Dental Practice, 22 Castle Street, Dumfries, DG1 1DR

(Local Health Centres are located in Dumfries and Moffat)

## Equality & diversity

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We need to accept, respect, and try to understand each other's differences and choices, whether in gender, age, physical ability, appearance, race, sexuality, religious beliefs.

If we fail to do this then any of us can suffer unwanted harassment and exclusion. We all need to continually learn and try to treat each other with respect, fairness and dignity. That makes for a better residential community.

Harassment can involve a range of behaviours which are unacceptable to the recipient and which can create an intimidating, hostile or offensive environment for employment, study or social life. The defining feature is that the behaviour is unwanted by the recipient and unwarranted by the working or study/social relationship, and also would be regarded as such by any reasonable person. Harassment, victimisation and bullying may include:

- Derogatory or derisory remarks, verbal abuse, insults and threats
- ridicule or belittling of an individual
- repeated gibes in reference to personal traits or appearance
- offensive verbal or practical jokes
- exclusion from normal conversation or social events
- display of offensive material on social media
- physical attack
- incitement of others to commit any of the above
- suggestive comments, sexual innuendo and foul language or expletives of a sexual nature
- unwelcome advances, attention, invitations or demands for sex
- unnecessary and unwanted physical contact
- offensive comments/jokes about an individual's gender or chosen gender identity
- offensive comments/jokes about an individual's sexuality
- offensive comments about ethnicity including appearance
- offensive comments about an individual's religious grounds

## What if this happens to you?

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If you would like more information on harassment or to find out what to do if you feel you are a victim of harassment talk to teaching or residential staff, or a Campus Safeguarding Officer, or see the ***Bullying and Harassment Policies and Procedures*** on the student Moodle resource. Do not hesitate to report any harassment or bullying that you either suffer or witness.

## Alcohol & Drugs

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Alcohol is not permitted in the residences with the exception of the over 18s flats at Oatridge. Underage drinking is not permitted. Supplying alcohol to any student under 18 is a disciplinary offence. Alcohol found where it is not permitted, will be destroyed with no reimbursement of the cost.

Consumption or possession of any illegal substance on campus is a disciplinary and criminal offence. We have students under 18 living in our residences and the apparent tolerance of some drugs in wider society does not apply at the College. Please do not consume, supply, or bring onto the premises, any illegal drugs or psychoactive substances ("legal highs").

SRUC has an alcohol and drug policy to support students that may need help, so please speak to a member of staff if you are concerned about your own or another student's alcohol or drug use.

Please report any suspicious activity which you suspect may be connected to the use or supply of drugs, and if you become aware of dealing on campus, or of strangers coming onto the campus to supply drugs, please report this. Do not allow yourself to get involved in this type of activity and be on your guard against pressure and exploitation from others.

## **Regulations for students under 18**

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The College has a duty of care to protect young people, and therefore students under the age of 18 must comply with the following requirements, otherwise we cannot protect you and cannot permit you to live on campus unless you accept these conditions.

You must not consume alcohol or be under the influence of alcohol on campus.

You must inform residential staff if you are going off campus in the evenings and you must be back in your own residence by midnight otherwise parents/guardians will have to be contacted if you cannot be located.

Checks will be done on your whereabouts during the evening to make sure you are safe.

You cannot have overnight guests and you must not invite anyone from another residence into your accommodation after midnight.

No student over 18 can be in an under 18 block or area after midnight.

These restrictions are to keep you safe and are just for a few weeks of your life. Please comply!

## **Fire Safety**

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When hearing the fire alarm you should:

- Evacuate the building immediately via the nearest safe exit and proceed to your designated fire assembly point and remain there
- Do not re-enter the building or leave the assembly point until duty staff have given the all-clear

If there is a fire and the alarm is not yet sounding, sound the alarm at the nearest break-glass point and inform duty staff.

### **Fire alarm tests**

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Fire alarm bells are tested once a week. Please see notices for the time of the test in your residence. When the alarms are being tested, you do not have to evacuate. At all other times you must not ignore the fire alarm.

### **Mis-use of life-saving fire safety equipment**

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Please do not tamper with any fire equipment. This includes covering your smoke detectors. Smoking in your bedroom and covering your smoke detector is seriously reckless behaviour which risks your life and the lives of other students. You could easily fall asleep and start a fire from your bedding.

Only use fire alarms and fire appliances for their proper purposes. Termination of your accommodation contract may be the consequence of misusing fire-fighting equipment or maliciously activating a fire alarm. A criminal conviction and sentence is also a possibility.

Door closers are fitted to all doors and must not be removed, disconnected or tampered with. Please report faulty fire door closers for repair. Do not wedge fire doors open. Propping open fire doors is an offence and can put lives at risk because of the risk of spreading deadly smoke.

Please do not obstruct corridors/stairwells as these are your means of escape in an emergency. Leaving floors wet or slippery is particularly dangerous.

### **Preventing false alarms**

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The main causes of fire alarm activation are:

Fumes from cooking: this can be prevented by ensuring the kitchen door is closed during and after cooking.

Toast, burnt food and grill pans: when using the grill or hob food should never be left unattended. If you are called away, the toaster/cooker should be switched off and all food



removed from the heat source. It is also important that the toaster/grill is cleaned regularly to stop deposits collecting in or near heating elements.

Steam: if doors are not closed properly steam from showers can escape and activate alarms. Don't shower for too long!

Aerosols: too much deodorant or hairspray can activate detectors. Use aerosols well away from detector heads.

Hair straighteners: take great care not to leave hair straighteners on or unattended. Check before you leave the room.

Chargers: these can overheat if left on or left on bedding, and should also be PAT tested. Do not go out and leave a charger plugged in.

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### **Barbecues**

Barbecues are only permitted when agreed in advance with your Residential Manager and in a designated location.

### **Noise & anti-social behaviour**

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Please be considerate to other students. Unreasonable noise at any time is not permitted, and certainly you should be quiet after midnight. If staff ask you to keep the noise down, please be polite and co-operate, for the benefit of the residential community. Anyone causing a noise or safety hazard with a vehicle will have parking privileges suspended.

## Residential Code of Conduct

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Students in SRUC accommodation are required to observe the Residential Code of Conduct. Disciplinary action can be taken for infringements of the Code and this can include eviction from the residences. The Residential Team are here to ensure that the residences are a safe and comfortable place for all residents. Please comply with the Code and co-operate with any reasonable request from residential staff.

### **A fire and general safety**

- You must follow all fire, health and safety and security procedures
- Do not tamper with firefighting equipment or cover smoke alarms
- You must not make false or malicious calls to the emergency services
- No petrol, oil or vehicle parts are permitted in the residence
- No candles, nightlights, naked flames or other fire risk items are permitted
- You cannot store a bicycle in the residence except in approved areas
- Do not prop open fire doors
- Do not access roof or other restricted areas
- Do not hang out of upper floor windows
- You must not remove window restrictors
- Do not throw or drop anything from a window
- You must ensure any electrical equipment you bring is PAT tested
- No offensive weapon or dangerous equipment is permitted e.g. firearms, airguns, bb guns, knives

### **B respect and care for others**

- Do not cause noise nuisance
- Do not disturb other residents at night, or during the day
- Organising or taking part in any initiation ceremony is strictly not allowed
- You have a duty to read and uphold the bullying and harassment policy
- You must not abuse or insult anyone by reference to their race, gender, sexual orientation, religious belief, physical or learning disability either verbally, by gesture or in writing or by displaying offensive images, ignoring or isolating another student, or encouraging others to do this or spreading malicious gossip
- Do not display offensive or demeaning images or posters
- You must not force or pressurise anyone into any act against their will either directly or indirectly
- You must never enter anyone's bedroom without their consent
- You must not misuse the personal or private information of others
- You must act with respect and courtesy to all students and staff
- Do not steal other people's food
- There must be no reckless, harmful or dangerous behaviour of any kind

## **C personal security**

- Do not give your room key or fob to other students
- Keep your bedroom/flat door locked at night and at all times you are out
- Do not invite strangers into the residence
- All students under 18 must be in their own residence by midnight (see curfew policy for under 18s)
- No student over 18 can be in an under 18 block or area after midnight
- No unauthorised guests are permitted at any time

## **D alcohol & drugs**

- No alcohol is allowed (with the exception of approved over 18 areas)
- Do not consume alcohol on campus if you are under 18
- You must never supply or encourage the use of alcohol to anyone under 18
- Never add alcohol to or spike someone's drink without their knowledge; its a serious criminal offence
- Do not take, supply or store illegal drugs or substances. You risk breaking the law

## **E property**

- Do not help yourself to someone else's food or belongings without their permission: this is stealing
- Do not use other people's belongings without their consent
- You must not damage college property or the property of others
- You cannot remove college property e.g. furniture from its proper place

## **F vehicles**

- Only authorised vehicles are allowed on campus
- Do not exceed the speed limits displayed
- You must drive safely with due care and attention on campus
- Do not rev up unnecessarily or perform hazardous manoeuvres for fun
- Do not create a noise nuisance with your vehicle
- You must comply with parking regulations on campus

## **G general housekeeping**

- Do not hang items from windows
- No smoking is permitted in or near the residences. Please use the designated smoking shelters only
- No use of vapes is permitted in or near the residences
- Do not drop litter
- No animals, domestic or wild are allowed
- You cannot swap rooms without permission from the Residential Manager
- You cannot co-habit in our residences

## **Keys, damages, maintenance**

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Do not give your room keys or fob to anyone. For each key or fob lost there will be a £10 charge and £50 if a lock has to be changed because of a lost key or fob.

Do not leave your key in your room when you go to classes as your room will be locked by the cleaners when you are out.

Please respect your accommodation, including the furniture and fittings. Any damages caused by you or your guests will be charged to you. Damage in communal areas is a shared charge if the responsible person is not known.

Should any damage occur please report it straight away. If something is damaged when you move in please complete a Room Check Sheet and hand it in at the Residential/Campus & Estates Office.

Any repairs required in your flat/room or section should be reported to the residential/Campus & Estates Services office. For out of hours emergencies please contact the residential staff on duty.

Maintenance staff and outside contractors may require access to your room to carry out repairs and maintenance. Prior notice of their visit cannot be guaranteed. All personnel should have some form of identification; please ask to see it if you are in any doubt about someone requiring access to your room.

## **Security**

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Ensure that your section door is locked at all times, and your bedroom door at night. It is also essential that you close your windows when you go out. Thefts can occur when students leave their rooms unattended and unlocked, however briefly. Do not allow strangers to enter the building.

## **Window restrictors**

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Safety window restrictors have been fitted to some windows. Any student breaking or interfering with these restrictors will be subject to disciplinary procedures. Charges will be levied against all residents in the flat if the window catches in the kitchen/common room or hallway are broken or tampered with and the responsible person is not identified. You must never remove window restrictors. If your room is too hot and you cannot turn your radiator off, report it for repair.

## **Litter and smoking**

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Please do not throw litter on the ground or from windows; this is disrespectful to staff and students who work on the grounds and dangerous to wildlife.

There is no smoking allowed inside any of the residential blocks and this includes vaping. Please dispose of cigarette ends in the ash trays provided. Smoking in residential areas is a disciplinary offence and is a fire and health hazard. Do not throw cigarette butts on the ground.

## **Cars on campus**

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All cars and contents are left at the owner's risk and no liability is accepted for any damage to or loss of a vehicle. All vehicles must be registered with the Residential/CES Office.

All car owners must ensure their cars are road worthy, with mot and tax, and must have a full driving licence and motor vehicle insurance. Careless, reckless, inconsiderate or dangerous driving will be dealt with and may involve the police, and/or a campus vehicle ban.

Please always give way to horse riders and livestock and adhere to the speed limits on campus.

## **Departure**

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On departure day please leave your room in a clean and tidy condition and lock the door. Please remove all rubbish and personal belongings from your bedroom and the kitchen. Any items left behind will be kept for 2 weeks and if not claimed will be disposed of. Unreturned keys or fobs will be charged at £10 per key, and £50.00 for any replacement lock needed. Please inform the Residential Manager of your departure date.

### **Paying your accommodation fees**

If you are paying your own accommodation fees you can set up monthly payments. For account enquiries contact [Pearl.Edgar@sruc.ac.uk](mailto:Pearl.Edgar@sruc.ac.uk) (Barony), [Lee.Shaw@sruc.ac.uk](mailto:Lee.Shaw@sruc.ac.uk) (Elmwood), [Barbara.McGrane@sruc.ac.uk](mailto:Barbara.McGrane@sruc.ac.uk) (Oatridge).

### **Feedback**

We welcome feedback on your residential experience at [residentfeedback@sruc.ac.uk](mailto:residentfeedback@sruc.ac.uk)

Have a happy, hardworking and successful year.

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