

CAMPUS SECURITY, POLICE ADVICE & BEHAVIOUR GUIDANCE

STAYING SAFE

Leeds is a safe and well policed city, but it's good to know what you can do to stay safe during your time at university. We've put together this guide to help you reduce the risks to yourself, to help you understand your responsibilities as a Leeds Beckett student and to point you in the direction of the support that is available to you.

ACCOMMODATION

Private accommodations and halls owned by Leeds Beckett are among the safest places in Leeds for you to live. Even so, it's important that we all do our bit to help keep our halls communities safe. Take a look at the resources on our website to make sure you know how to keep safe during your time at university.

leedsbeckett.ac.uk/studenthub/safety-and-security

Our Residence Life team will also be providing online, telephone and face-to-face advice and support to students throughout their stay at university accommodation. Many halls have keycard locks on all rooms, flats and buildings as well as security teams on-site every day and night at most sites.

leedsbeckett.ac.uk/accommodation/halls-life/residence-life-team

POLICE ON CAMPUS

PC Mark Fox is a full-time Police Liaison Officer who works across both Headingley and City campuses to provide advice and support to students and to investigate any potential police matters.

Mark Fox (PC 4993)

Higher Education Liaison Officer (Police)
Leeds Beckett University
mark.fox@leedsbeckett.ac.uk

The West Yorkshire Police website also offers advice to students on how to keep you and your friends safe.

[westyorkshire.police.uk/advice/personal-safety-and-posSESSIONS/student-safety/student-safety](https://www.westyorkshire.police.uk/advice/personal-safety-and-posSESSIONS/student-safety/student-safety)

If you become a victim of crime during your time in Leeds, it is important to know where to go for support. Victim Support is a charity that offers support to victims and witnesses of crime. Support is offered through online resources and telephone contact.

[victimsupport.org.uk/help-and-support/get-help/support-near-you/yorkshire-and-humber/west-yorkshire](https://www.victimsupport.org.uk/help-and-support/get-help/support-near-you/yorkshire-and-humber/west-yorkshire)

SECURITY ON CAMPUS

We have CCTV and 24/7 security across both our campuses and at many halls of residence. Security also conduct regular building patrols to ensure your welfare and safety.

LOOKING AFTER YOUR POSSESSIONS

The easiest way to look after your possessions is to make sure you have them on you at all times e.g. phone, wallet, purse, laptop, rucksack. Don't leave your valuables unattended. If you leave a room on campus, take them with you or leave them with a friend.

A good idea is to mark your valuables using a security marker like a UV Pen. Adding an invisible mark with something that identifies you as the owner (E.g. a post code, your surname) can make it easier for the police to return your things to you when they find them.

You can also register with Immobilise which is a free service where you can register your possessions making it easier for police to return stolen items to you.

[immobilise.com](https://www.immobilise.com)

Please remember that most of the university buildings have public access, and not all people on site are students or staff.

PERSONAL SAFETY

Looking after your personal safety while you are at our university is a key part of making sure you have the best time you can. In Leeds, there are plenty of groups and organisations whose aim is to help you to look out for yourself and your friends. The Knowledge campaign is run by the local police, universities and students' union aiming to help students stay safe while they live in Leeds.

TRAVELLING AROUND

At night, do not travel on your own and make sure you take well-lit routes, even if it takes a bit longer. When getting public transport late at night, try and wait at a stop or platform where there are other individuals around.

Do not have earphones in when walking or put them to a level that ensures you are aware of your surroundings. Try to refrain from having your face lit up by the screen and be aware of people in proximity to you. Earphones are an indication that you potentially have an expensive device on you.

Students who need to get home safely but have no money for a taxi can do so during certain hours of the night by calling Amber Cars and citing they would like to use the Student Safety Scheme. When the driver comes to collect them, students give the driver their student ID card instead of cash. The Students' Union Helpdesk receives the ID cards from Amber Taxis within 3 days of their use in the scheme. Students are then informed via email that their ID card has arrived and they must come pay their fare to collect it from the Students' Union Helpdesk.

Always carry your student ID card whether on or off campus, this supports access within the university and access to the Library 24/7. Always take an official car, check the details of the driver or note the 4-digit Council authorisation badge displayed on the dashboard. The genuine drivers would not mind if you took a picture, as it is all about your safety. UBER are good as the audit trail is on your phone.

If you're travelling on a bike, we recommend using a D-lock as these are the most secure. Other chains, wires and bendy locks are easily cut with bolt croppers. This happens daily at Universities in Leeds. A D-lock would require a powered tool to get through, which would clearly alert others.

NIGHTS OUT

Stay connected to others and be sure to let someone know what you are doing and stay in regular contact. If you are going on a blind date or a first date, make sure a friend is aware and that they know where you are going. Keep in touch with your friend throughout the evening.

If you think you or a friend has had their drink spiked, then seek medical support. If you need help, there are a number of support teams in the city centre. You can get support from the SIA approved door staff at the venue you are in, Street Angels, Leeds Ambassadors, Angels of Freedom and police and paramedics. They all work within the city during the day and night and are linked to each other if support is needed.

Street Angels
homelessstreetangels.co.uk

Leeds Ambassadors
leedsbeckett.ac.uk/studenthub/student-ambassadors

Angels of Freedom
angelsoffreedom.org.uk

Also, if you or a friend feels frightened during a date or by your partner whilst out, then you can get support from staff at several venues across Leeds. It works by licensed premises displaying an 'Ask for Angela' poster or window sticker which signals that the pub, club, restaurant or bar is signed up to the scheme. In those premises staff know to take action if someone approaches the bar and asks if they can speak with 'Angela'.

Take responsibility for your personal belongings. Keep wallets, purses and mobile phones out of sight and on your person when not in use. Mobile phones can make you a target for thieves.

BEGGARS

You may see people begging and asking for money on the streets, particularly in the centre of the city outside the main shopping areas.

Do not give money to anybody if they ask to borrow it from you – they probably won't give it back. There are several local charities that you can contact if you want to help that offers support for vulnerable people on the streets of Leeds. Please contact either Simon on the Streets or Big change.

Simon on the Streets
simononthestreets.co.uk

Big change
bigchangeleeds.co.uk

If anyone at the university asks you for money, please inform the Student Immigration Advice & Compliance team or speak to Security.

leedsbeckett.ac.uk/studenthub/student-immigration-advice-and-compliance

CONSENT

We have a zero-tolerance approach to sexual harassment and have worked closely with Leeds Beckett Students' Union to create an online reporting facility for anyone affected.

leedsbeckett.ac.uk/studenthub/zero-tolerance

This video will explain to 'all' where they stand with sexual consent.

youtube.com/watch?v=oQbei5JGiT8

Further information:

leedsbeckett.ac.uk/studenthub/zero-tolerance/-/media/fe1e72260d7d48caa5f850825c126ba5.ashx

DRUGS

Taking drugs is against the law and a criminal offence. We work with PC Mark Fox to deal with low-level offences under the student code of conduct, leaving the issue with either the Director of Campus Services, or Governance and Legal for discipline.

If the offence is committed in a public place it will be dealt with according to law. If this is the case, Governance and Legal are notified and will deal after any Police proceedings under the student code of conduct.

Police proceedings could have an impact on any future employment as any adult caution or conviction appears on both a DBS (Disclosure and Barring Service) and CRB (Criminal Records Bureau) check.

If you or a friend when out in the city need emergency service assistance due to taking a substance, tell the paramedics and/or police what you have taken. This saves lives, as they then know how to treat anyone in need. You would not be in trouble. (Unless anyone is still in possession of an illegal substance).

CYBER CRIME / PHISHING

As a university we take digital security seriously, working hard to keep you safe. However, no matter the protection we put in place, you must also play your part to protect yourselves and the university. Firstly, make sure you use a secure password for your university account. Try not to use a word and numbers, hacking programs can easily guess those, try using three random words, along with a mix of upper and lower case letters with some numbers and special characters mixed in.

After your password, your email is the most vulnerable to attack. Phishing emails will appear to come from people you know but the links will take you to malicious sites that will attack your computer the moment you click. If you're not expecting an email, don't click any links, check with the sender first.

For more info, you can always visit the digital security pages on the library website at:

libguides.leedsbeckett.ac.uk/passwords_and_digital_security

It is important that you are vigilant and if you feel you are the victim of any fraudulent activity then please report to Action Fraud online or by phone.

actionfraud.police.uk

LEEDS BECKETT UNIVERSITY STUDENT CONTRACT

We expect you to conduct yourself at all times in a manner which demonstrates respect for the university, its students and staff, and members of the wider community. When you join you enter into a student contract which outlines our expectations on your behaviour.

leedsbeckett.ac.uk/information-for-applicants-and-students

leedsbeckett.ac.uk/-/media/files/public-information/student-regulations/student-contract.pdf

These include:

- Compliance with the university's regulations and policies on student behaviour and conduct, in particular the student code of conduct

leedsbeckett.ac.uk/-/media/files/public-information/student_code_of_conduct.pdf

- Listen to and respect the differing perspectives of those from different cultures and backgrounds
- Take care with our personal and professional identity, particularly in social and digital interactions and recognise the impact those interactions may have on others

HOW CAN YOU HELP YOURSELVES, FRIENDS AND LOCAL COMMUNITIES?

We expect you to conduct yourself at all times in a manner which demonstrates respect for the residential areas that many of you live in.

Our relationship with our neighbours is very important to us. As a Leeds Beckett University student, you need to be aware of the responsibilities you have while on campus and in the local community. You have a duty to behave appropriately as outlined in your student contract and if your behaviour is inappropriate the university will take disciplinary action.

We have a process for members of the local community to report anti-social behaviour and we will carry out disciplinary action on any Leeds Beckett University students found to be involved. Anti-social behaviour is not tolerated, and we will enforce our student code of conduct. Sanctions include:

- Warning
- Fines of up to £500
- Termination of student residency agreement
- Suspension
- Expulsion

You can find details of the university's expectations around your behaviour as well as the complaints process in the student contract 2020/2021.

UNIVERSITIES AND COLLEGES NEIGHBOURHOOD HELPLINE

We work closely with other universities in the city, Leeds Beckett Students' Union, Leeds Anti-social Behaviour team and West Yorkshire Police to minimise nuisance and anti-social behaviour in local neighbourhoods.

We encourage our neighbours to use this helpline and we work with Leeds Anti-social Behaviour team and West Yorkshire Police to respond to any nuisance or disorder.

We will take the necessary disciplinary action to enforce the student code of conduct.

PUBLIC SPACES PROTECTION ORDER

Leeds City Council implemented a Public Spaces Protection Order (PSPO) on 1 July 2020 for an area of North West Leeds, covering Headingley, Hyde Park, Weetwood, Little London and Woodhouse.

This was implemented to tackle serious anti-social behaviour, nuisance and disorder, as well as environmental issues.

The PSPO provides additional powers to prohibit and take enforcement action against certain behaviours in public spaces. Continued failure to comply with any requirements contained under the PSPO could result in enforcement action being taken, which could include a fixed penalty notice of up to £100 or action through the courts by Leeds City Council.

leeds.gov.uk/docs/North%20West%20Leeds%20PSPO.pdf

The Public Spaces Protection Order sets out prohibitions for behaviour within this area which you need to be aware of. These include:

- Anti-social behaviour and criminality.

This means you should not engage in criminal or anti-social behaviour at any time. This includes using abusive language towards others, damaging property (including graffiti) and shouting in the street.

- Noise nuisance, gatherings of two or more people and parties in residential streets and local parks.

This means that you should not hold gatherings or parties in gardens or streets.

- Leaving bins and bags of waste on streets and in public spaces.

This means that you must return your bin within the property boundary after collection and not leave bags of waste in gardens or on the street.

- Being in possession of and consuming alcohol or using psychoactive substances in public spaces.

This means you should not consume alcohol outside of the property boundary and to not take, or allow others to take, psychoactive or illegal substances in your accommodation.

NOISE

Most of the complaints we receive around noise are from house parties. Anti-social behaviour and repeated offenses of this kind will result in disciplinary action by the University. Sanctions include warnings, fines, suspension and expulsion.

Leeds City Council also responds to complaints about anti-social behaviour and noise nuisance. A legal notice issued by the council can result in a criminal conviction, confiscation of any noise-making equipment, fines of up to £5,000 and closure notices on a house to prohibit entry by visitors or even occupants. A criminal conviction can have a long-term impact on your life and your future career.

WASTE AND RECYCLING

You can check your bin days on the Leeds City Council website. Please don't leave wheelie bins on streets between collections as they can cause an obstruction for people who need to get past on the pavement.

leeds.gov.uk/residents/bins-and-recycling/check-your-bin-day

For more information visit Leeds City Council's A to Z of reusing, recycling and waste disposal guide.

leeds.gov.uk/residents/bins-and-recycling/a-to-z-of-reusing-recycling-and-waste-disposal?filterByGreenBin=Yes&index=All

NEIGHBOURHOOD RESPECT

Please be good neighbours and be aware of the responsibilities you have as members of the community and ambassadors for the university.

COVID-19 AND PUBLIC HEALTH

It is important that you follow the Government's latest advice on Covid-19 and abide by social distancing guidance and comply with the law at all times.

[gov.uk/coronavirus](https://www.gov.uk/coronavirus)

Social gatherings of more than six people are illegal in England from 14th September 2020. The law change will ban larger groups meeting anywhere socially indoors or outdoors. It does not apply to schools, workplaces or Covid-secure weddings, funerals and organised team sports.

If Leeds Beckett University students are seen to be breaking the law and causing danger to public health, we will take disciplinary action and there will be potential consequences for your academic career.

We've also introduced one-way systems and signage, hand sanitising stations, and identified where face coverings must be worn on campus. Face coverings will be available for staff and students.

We are encouraging the use of face coverings when students and staff are moving around campus but at the moment they are not mandated for teaching. In line with Government advice they must be worn in the library and when buying takeaway food on campus.

KEY CONTACTS

Security Contacts

0113 246 1698
City Campus

0113 230 7249
Headingley Campus

0113 812 3154
Out of hours

Lorraine Foster

Security Manager
Leeds Beckett University
134 Queen Square House

0113 812 3154
City Campus

0113 812 3165
Headingley Campus

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PC 4993 Mark J Fox

Higher Education Liaison Officer
(Police)
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[@WYP_Five0Foxy](#)

Leeds City Council

0113 222 4444
general.enquiries@leeds.gov.uk