

RESIDENTIAL ACCOMMODATION POLICY

Taratahi Agricultural Training Centre QMS Component			
Category:	FINANCE & ADMIN	Policy Number:	QMS 10
Title:	Residential Accommodation Policy	Date Approved:	20 March 2003
Prepared by:	Quality Manager	Date of Last Revision:	21 May 2010
Authorised by:	Taratahi Board	Next Review Date:	Nov 2011

1. PURPOSE

Because of the number of young students from outside the Wairarapa region who study at Taratahi's Masterton Campus providing residential Accommodation is essential for full time study.

Ensuring there are appropriate policies and procedures for staff and residential students to follow is therefore critical.

2. ORGANISATIONAL SCOPE

This policy relates to the Taratahi Residential Campus located at Masterton

3. DEFINITIONS

Residential accommodation includes all pods, student houses and single rooms

4. RESPONSIBILITIES

The Education Delivery Manager oversees all matters relating to Taratahi Residential Accommodation and delegates responsibilities to Residential Supervisors and other staff where appropriate.

5. THE PROCEDURE

5.1. Introduction

Taratahi residential accommodation is a means of accommodating students living away from home, but is also an important component of the educational experience students undertake when the study at Taratahi.

There are distinct advantages to be gained by Taratahi students living in a situation where interest may be shared, where the interchange of ideas and views is stimulated, and where the process of education includes the experience of community life. As such all NZ students under the age of 19 who study fulltime at the Masterton campus are required to live in the residential accommodation unless specific dispensation is sought from the CEO.

- 5.1.1. Application to live in Taratahi's residential accommodation.
As part of the process to apply to be a student at Taratahi, students must also indicate their need for residential accommodation.

5.2. Tenancy

- 5.2.1. Students shall occupy their allocated room for the term periods of the course of study/qualification they are enrolled in, excluding term breaks.
- 5.2.2. Taratahi reserves the right to use any or all of Taratahi's residential accommodation during term breaks for the purposes determined by Taratahi. Taratahi will be responsible for maintaining a check of fixtures and fittings before and after any such use.
- 5.2.3. Students are not permitted to occupy their allocated room during term breaks unless granted specific permission from the Education Delivery Manager. Because of this, students must return the keys of their allocated room at the end of each term.
- 5.2.4. Students must vacate their allocated room by 5.00pm on the last day of term. This may be extended until the next day with the prior consent of the Residential Supervisor which is must be sort prior to the last day of term.
- 5.2.5. During term breaks Taratahi will provide storage for students belongings free of charge.
- 5.2.6. A student shall not exchange their allocated room with another student's.
- 5.2.7. Students are required to treat with care the Taratahi residential accommodation, its fittings, furniture and decorations. Failure to do so will result in the student being liable for the cost of the damage or loss. (see Taratahi Fees Policy).
- 5.2.8. Students shall undertake to keep their room clean and tidy, and shall not make alterations to it, whether of a structural or non – structural nature.
- 5.2.9. Students are required to report to the Residential Supervisor any damage or loss to the Taratahi residential accommodation, its fitting, furniture and decorations as soon as they become aware of it.
- 5.2.10. Students are not allowed to keep any type of animal, bird, fish or other pet in their allocated room.
- 5.2.11. Students are not allowed to undertake any business or trade from their allocated room.
- 5.2.12. Students are not allowed to consume alcohol or drugs within any part of the Campus or Farm area, unless attending a CEO sanctioned event.

- 5.2.13. Smoking is not permitted in the rooms or buildings. Smoking is only permitted in designated smoking areas on Campus

5.3. Emergencies

Where there is reason to suspect a medical emergency, or the possibility of an infectious medical condition, then this must be reported to the Residential Supervisor or other senior staff as soon as practicable. The Residential Supervisor or senior staff must then advise the Health and Safety Coordinator. The situation is then handled under the procedures of the Emergency Situation Policy – Policy 14

The Residential Supervisor may, on the advise of a medical doctor exclude a student from the Residential accommodation on the grounds of sickness or ill-health until a clearing medical certificate is produced.

5.4. Room Entry

Residential staff members and senior management have the authority to enter Residential rooms allocated to students in the following circumstances:

- (a) to rectify a reported maintenance fault via a Facility Check sheet.
- (b) To visit and check on occupants who are/ may be unwell or where fears are held for their safety as a result or receiving a report that the student may be missing
- (c) To check on the welfare or safety of a student.
- (d) To prevent or investigate potential breaches of Taratahi policies, procedures or regulations including:
 - boisterous and disruptive noise; and/or
 - suspicion of consumption of alcohol in the room by a student(s) and/or visitor(s); and/or
 - suspicion of consumption of drugs in the room by a student(s) and/or visitor(s).
- (e) to complete a check that the room is maintained in a tidy condition.
- (f) to complete a facility check during Term Breaks

Senior residential staff, senior management who are accompanied by a reliable witness, and ideally the owner of the room may enter residential rooms for the purpose of conducting a room search where there are justifiable reasons to do so.

Absence/Leave

- 5.4.1. Student Absence from Residential accommodation. Students living in Taratahi Residential accommodation have an obligation to notify Residential staff when they will be absent from Residential accommodation

5.4.2. To ensure this information is readily available relating to student whereabouts. Every student who wishes to be absent from the Residential accommodation must complete at least one of the following:

- (i) the sign out book. (7 days)
- (ii) leave form
- (iii) weekend form

5.4.3. The Residential supervisor will complete a nightly review of the Absence Register to ensure all students are accounted for.

5.4.4. If there is grave concern for the safety and welfare of the student, the parents or guardians are to be advised of the situation as soon as practicable.

5.5. Specific regulations

Regulations relating to the following areas will be covered in other policies or the residential accommodation handbook.

- Curfew
- Visitors
- Electrical Appliances Use within the Residential accommodation
- Insurance
- Withdrawal from the Taratahi residential accommodation
- Security
- Safety and Emergencies
- Drugs and Alcohol
- Smoking
- Repairing or replacing damaged or lost property
- Sickness or injury.
- Students not permitted in staff houses
- firearms
- Work dogs
- suspending or expelling students
- Locking of rooms.
- Lights out
- Time to be in room
- Tidiness and condition of rooms
- Meal times
- Areas that are out of bounds
- Standard of dress
- Dining room behavior

5.6. Suspension from the residential accommodation

The Chief Executive Officer reserves the right to suspend or expel any student for serious breaches of rules or conduct.