

STAY SAFE STAY SECURE

A Guide For Students Living in University of Leeds Residences



2016/17

KNOWLEDGE.

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Introduction

Dear Student

Welcome to your time here in Leeds, and we hope that you will have both an enjoyable and successful time at both The University of Leeds and in the City of Leeds.

Leeds is a large vibrant city, and the vast majority of students do not come in to contact with crime during their stay, although you may hear about crime issues during your time here. The number of crimes committed in large purpose-built student residences is low, and certainly the level of crimes committed against students in University of Leeds Residences has now been falling now for a number of years. The crime prevention work that has been done so far has been recognised nationally, with accreditation achieved since 2009, from the Association of Chief Police Officers of England & Wales, under their Secured Environments scheme.

However, we can't look after you all of the time, and of those students previously affected by crime, as many as two-thirds may not have taken simple effective measures to protect themselves and/or their property. Consequently this booklet provides sound crime prevention advice, that we hope that you will adopt during your time here in Leeds, thereby allowing you to enjoy your time at The University, and in the City. Please therefore take your time to:

- **READ** this booklet carefully;
- **USE** the advice in both your Residences and when going out and about in Leeds;
- **REPORT** any crimes to either Site Staff; University Security Services; OR West Yorkshire Police.

Further advice is available from the www.westyorkshire.police.uk/studentsafety website; OR from the University of Leeds Crime Prevention Officer. Both provide valuable crime prevention advice for students during their time in Leeds.

Protecting Personal Property

Please use the following advice:

- Rent in University of Leeds managed residences includes insurance for most personal property room contents, but **CHECK** the policy to confirm exact details.
- Parental household insurance cover can also be extended to cover any other items, but please **DISCUSS** this with your parents!
- Compile a **LIST** of personal items, including identification numbers, e.g. IMEI number for mobile phones.
- Use an ultraviolet pen or etching tool, to **MARK** your property with your permanent home postcode and house number, as it will deter criminals, and people who handle stolen goods, e.g. NT42 9WA7 marked up, represents 7 West Street, Notown, NT42 9WA.
- Certain applications now have tracker software installed as extra security, in the event of a laptop or mobile phone being stolen, e.g. Apple i-Touch, i-Pad & i-Phone – please **CHECK** the details with your supplier.
- If not preloaded, then **DOWNLOAD** free tracker software on to your laptop, or buy a higher spec version, which will help the Police locate it when stolen, and which will lead to the arrest of the criminal(s), and the return of your property.
- Consider installing Computrace/Lojack software from Absolute Software www.absolute.com/en-GB/lojackforlaptops; www.preyproject.com; or Find My iPhone.



Advice & Support

Should you need further advice on how to protect your personal property, then contact the University Crime Prevention Officer on **0113 343 5005**.

Security in Residences

All University managed residences have been awarded national Secured Environments accreditation by the Association of Chief Police Officers, since 2009. In addition, large purpose-built student residences normally experience lower levels of crime, compared to small private rented sector housing, **BUT** this should not be a reason to take your personal safety and the security of your possessions for granted. The locations of such sites are well known, and criminals will be on the lookout to take advantage of any opportunity offered, so please use the following advice:

- Keep any keys, money, or attractive items **HIDDEN** out of sight in your room, during both academic term and holidays.
- Before leaving your room, ensure that your windows & doors are locked **SECURE**.



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- Close your **CURTAINS** at night, or when you are away for any amount of time.
 - **REPORT** any defects on windows, doors or locks immediately to the staff responsible for your residence.
 - Don't feel embarrassed, but **REPORT** any loss of keys/fobs to the staff responsible for your residence. Lost or stolen fobs can be rendered useless in minutes, and the University can arrange for locks to be changed, should a key go missing.
 - If you should see something suspicious, then **REPORT** it immediately to the staff at your residence; OR contact University Security Services. The University of Leeds provides Residences Watch and Dog Section patrols out of hours for University managed & partner residences, and mobile patrols can also be despatched during the day time.
 - If you should see a criminal act being carried out, then **CONTACT** West Yorkshire Police on **999** immediately to report the incident. Please also contact University Security Services thereafter, so that they can work with the Police on arrival.
 - Where possible, you will be provided with at least 24 hours notice, about someone intending to visit your accommodation formally. However, sometimes access may be required due to safety reasons or in order to carry out an urgent repair. However, as a resident, you are within your rights to **ASK** to see their ID card, and if you are uncertain, then please contact staff at your residence, or University Security Services out-of-hours.

Advice & Support

If you are concerned about your safety in University residences, then contact the staff on your site, or contact the University Crime Prevention Officer on **0113 343 5005**.

Drugs & Alcohol

We want you to enjoy your time here at Leeds, but a number of students are injured, or fall victim to crime each year, owing to significant levels of alcohol or drugs taken. Please use the following advice:

Drugs

The University of Leeds is concerned about the impact of all illegal drugs, such as cannabis, amphetamines, ecstasy, crack cocaine and heroin, on both the user, and their fellow residents. Drugs have different physical and mental effects when used or misused, and can carry different legal penalties if you are caught with them. Please remember that a drug **CONVICTION**, or even a caution, can get you expelled from University, and can also seriously restrict your eligibility for certain careers in the future.

Alcohol

Whilst studying at The University of Leeds, please drink safely and sensibly, as you put yourself at risk when you drink, your senses become dulled, and you are not able to think or respond quickly to incidents as they arise. Criminals will take advantage of such situations, **BUT** also you put yourself at **RISK** when crossing the road, and a number of students sustain traumatic injuries each year, whilst under the influence of alcohol. **PLEASE REMEMBER** that guidelines recommend only 3-4 units per day for adult males, **AND** only 2-3 units per day for adult females. (One unit is only a half pint of beer, cider or lager; one small glass of wine; OR 25 ml measure of spirits).

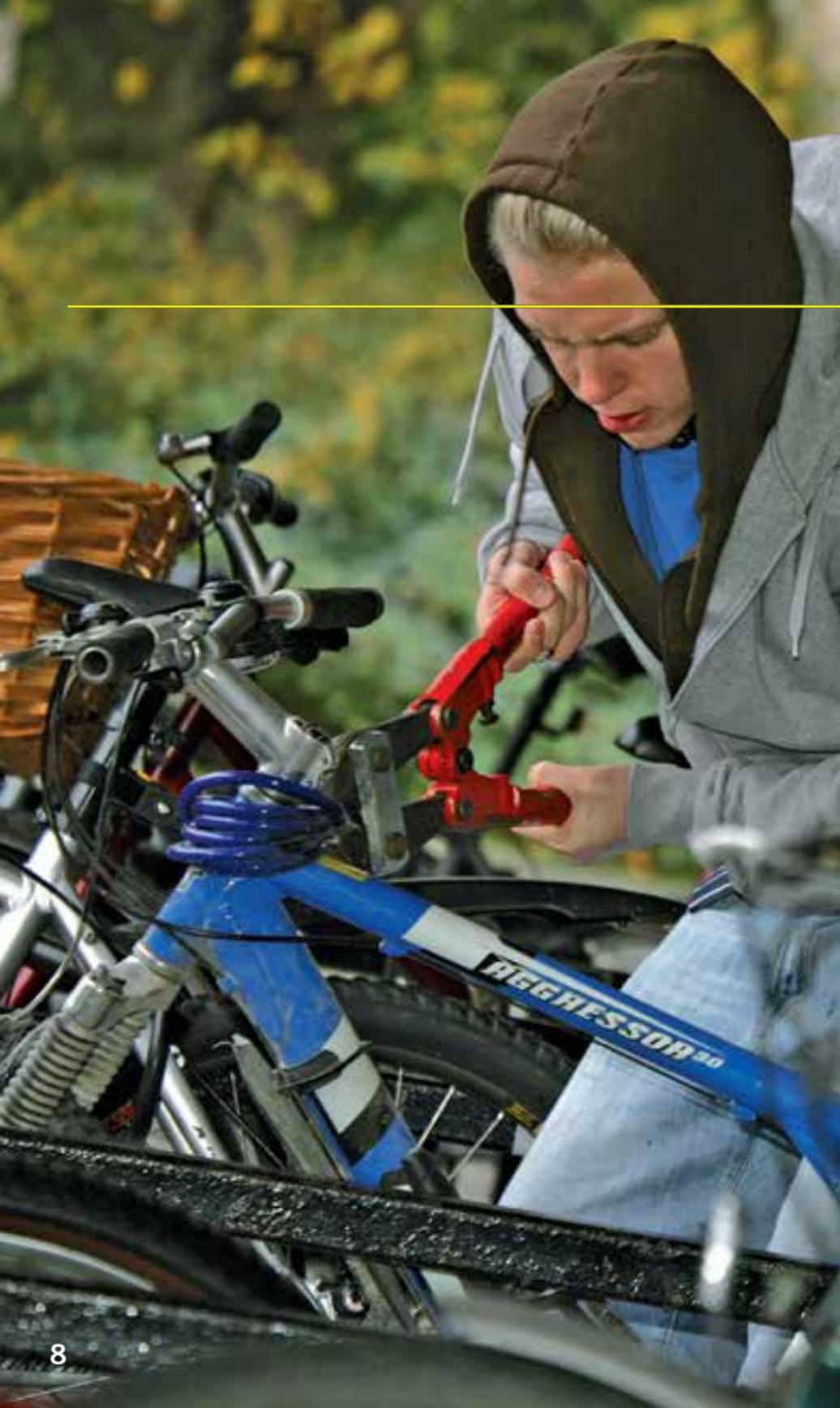
Drink Spiking

When going out, learn to watch out for each others' drinks. Other people may try to spike your drink with mind altering substances, and take advantage thereafter. always keep a **WATCH** on your drink, and never leave it unattended. If you feel odd and you know that you are not drunk, it is possible that you have had your drink spiked. You may only have 20 minutes to get yourself to a place of safety, so tell your friends, and ask them to see you home by travelling together in a taxi. If you suspect the person with you, speak to the bar manager, and ask them to phone a friend, family member or the Police, so that you can get home safely.

Advice & Support

Should you need advice on how to deal with either a drugs or alcohol problem, then help and advice can be provided by:

LUU Student Advice Centre **0113 380 1290** OR **www.talktofrank.com**



Cars & Bicycles

Many students do not bring a car to Leeds, as there is ample scope for using public transport, cycling, or walking, owing to the proximity of University residences, the Campus, and the City Centre to each other. Cycle theft can be significant around University premises, and a significant number of motor vehicle related crimes include theft of mobile phones or satnavs, left in easy view of passers-by. Please use the following advice:

- **MARK** the frame of your bike with your permanent home postcode and house number, mentioned in the Protecting Personal Property section in this booklet.
- Buy a strong **D-LOCK** for your bicycle, and use it in residences and on Campus.
- **SECURE** you bicycle frame to the cycle racks provided, or external railings. Remember to check for quick release wheels, as these will also need to be secured.
- Take your saddle with you, when you leave your bicycle., as this will make the bicycle **LESS** attractive to a potential thief.
- If you do bring a car to Leeds, then ensure that you park it in a well-lit area at night, and that you secure any attractive items out of sight in the **BOOT** or glove compartment.
- Ensure that you lock all doors and windows, and get a car **IMMOBILISER**, if not already fitted.

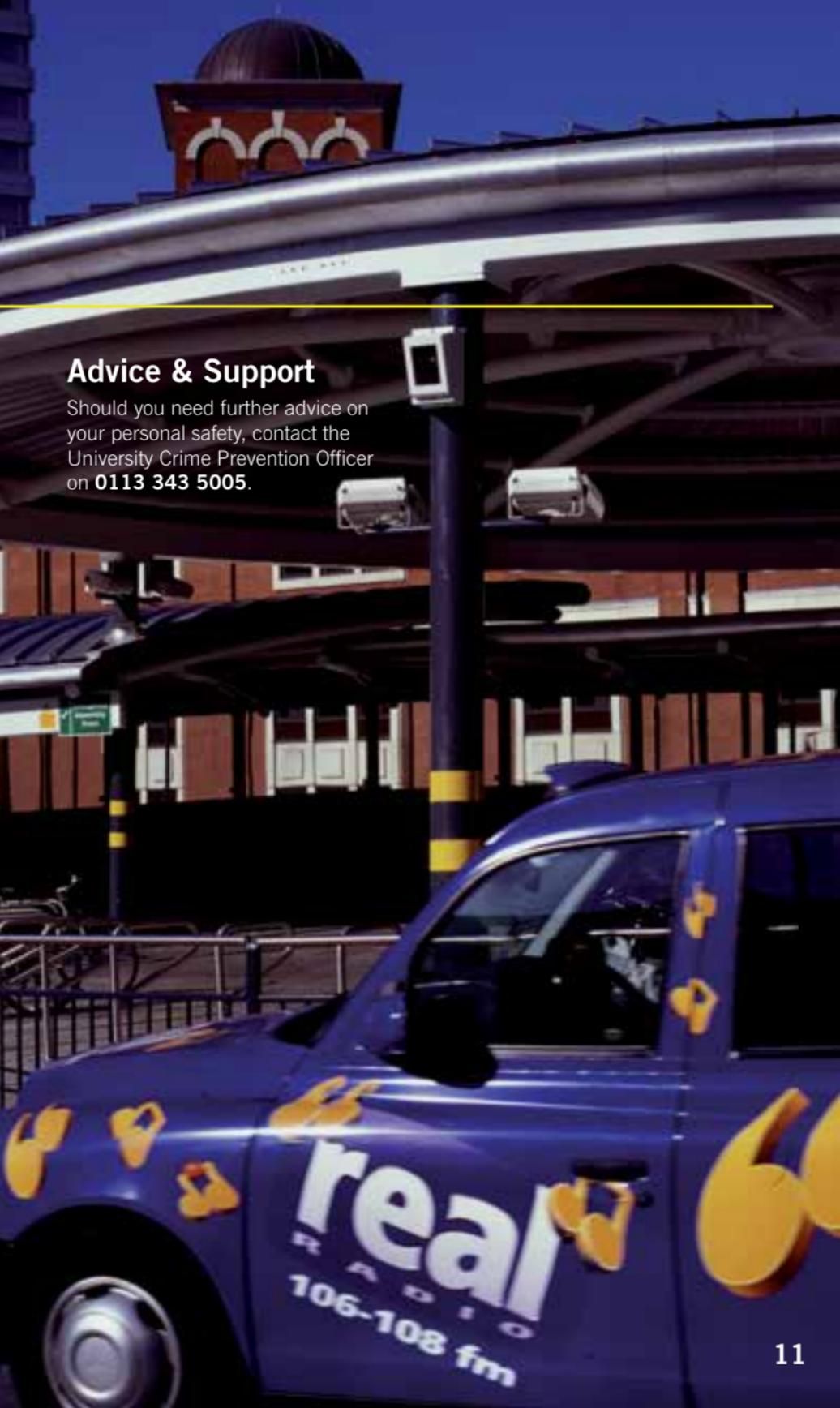
Advice & Support

Should you need further advice on how to protect your bicycle or car, contact the University Crime Prevention Officer on **0113 343 5005**.

Personal Safety – Out & About

Getting out and about in Leeds is a must during your stay in Leeds, as it offers such a diverse number of attractions, not least the nightlife offered by its clubs and pubs. However, please use the following advice, before going out in Leeds:

- **MARK** your property with your permanent home postcode and house number, as it will deter criminals, and people who handle stolen goods, e.g. NT42 9WA7 marked up, represents 7 West Street, Notown, NT42 9WA.
- **COMPLETE** the Immobilise.com form provided on your arrival, and hand it in to staff in your residence, who will provide you with a copy, and forward the original for due processing by University Security Services.
- When going out, let your **FRIENDS** know where you are going, and when you are likely to return.
- Don't carry attractive items or large amounts of cash that are likely to **ATTRACT** attention.
- Don't walk **ALONE**, so go out as a group, or phone a taxi.
- Keep to busy well-lit streets, and don't take **SHORTCUTS!**
- Be extra **VIGILANT** at cashpoints, and don't carry your PIN number on you.
- If you feel that you are being followed, keep to busy well-lit areas; get on public transport or in a licensed taxi; or go in to busy clubs or takeaway outlets.
- Don't **ACCEPT** lifts or share taxis with people that you don't know.
- Remember that if you are caught **SHORT** with money, then you can offer your NUS card with Amber Cars, who can claim the cost back from LUU, and you can reclaim your card back from LUU on the next working day.
- Try to walk home as a group, and give **CONSIDERATION** to others by keeping the noise down.
- If cornered or threatened when walking home, attract **ATTENTION** by screaming, shouting, or using a personal alarm.
- If someone grabs your bag or demands something from you, then let them have it **WITHOUT** a struggle. These items can be replaced, and your safety is more important than your belongings.
- Keep yourself **SAFE** and report any incident to the Police or University Security immediately.



Advice & Support

Should you need further advice on your personal safety, contact the University Crime Prevention Officer on **0113 343 5005**.

Mobile Phone Security

Theft of mobile phones was the single highest crime committed against students in Leeds, during the academic year 2011/12. Thefts occurred as a result of phones being left unattended in bags or coats, and in night clubs and busy communal areas such as coffee bars and libraries. Please use the following advice:

- **MARK** your property with your permanent home postcode and house number, as it will deter criminals, and people who handle stolen goods, e.g. NT42 9WA7 marked up, represents 7 West Street, Notown, NT42 9WA.
- **COMPLETE** the Immobilise.com form provided on your arrival, and hand it in to staff in your residence, who will provide you with a copy, and forward the original for due processing by University Security Services.
- **DOWNLOAD** an app on your mobile phone, to help identify it if it is stolen.
- Only make **ESSENTIAL** calls when out & about, leave your phone out of sight, and don't leave it in an unattended bag or coat, even in busy public areas.
- **REPORT** any loss to your service provider, who can bar phones across all networks, rendering the phone useless to thieves.

Advice & Support

Should you need further advice on your mobile phone security, contact the University Crime Prevention Officer on **0113 343 5005**.



A person with brown hair tied back, wearing a red jacket with a grey hood and brown pants, is sitting on a concrete bench. They are looking away from the camera towards a row of trees with green and yellowing leaves. In the background, a building and other people are visible. A black bag is on the bench next to them.

Advice & Support

Should you need further advice on any security or crime prevention issue, contact the University Crime Prevention Officer on **0113 343 5005**.

Security on Campus

University Security Services

The University of Leeds provides a 24 hour security service, 365 days of the year, to protect students, staff and its properties. If you are concerned about security, or witness a suspicious or criminal activity, then you can **CONTACT** University Security Services, or the Police. In addition, the Campus is covered by a state-of-the-art CCTV system, and officers can be despatched to any incident or request for attendance that is monitored on the CCTV system. These officers will be trained uniformed officers, and can also provide crime prevention information on request.

West Yorkshire Police, University Liaison Officer

The University of Leeds and West Yorkshire Police have jointly funded the full-time post for a University Liaison Officer, and this role is currently undertaken by PC Matthew Guy. PC Guy works with both the local Neighbourhood Police Team based on Woodhouse Lane, and University Security Services on Campus, to help provide students and staff with a **SAFE** and secure working and living environment at The University of Leeds.

Student & Staff ID Cards

All students, staff & contractors working at the University of Leeds, are provided with an ID card, that they should produce on request, and which have a photo of the individual and basic details of who they work for. You should therefore **CARRY** your ID card with you at all times, and report its loss to University Security Services or your own department immediately.

Tail-Gating

This is an easy way for criminals to gain access to secure University properties, and can be achieved by asking someone to keep the door open for them. If you are asked to do so, bear this in mind, and **ASK** them for their ID card as proof of status. If you don't know them and they can't provide their ID, then contact University Security Services if you feel suspicious of their motive.

Reporting & Advice

If you become a victim of crime, or have concerns about security, then please **CONTACT** University Security Services, who will help you with an incident or concern that you might have.

Remember, that if the University is aware of a crime incident, then we can work with local law enforcement agencies to identify the possible offender, and prevent further offences being carried out against other students, staff or visitors at The University of Leeds. The more **INFORMATION** collected, the greater the intelligence derived, and the better chance of the offender being arrested and subsequently convicted.

Victim and Witness Support

Victim and witness support can help you talk through your feelings and support you in practical decisions that you need to take, should you become a victim of crime. The service provided in Leeds also provides **SUPPORT** to those who may have witnessed a street crime incident.

Useful Numbers

Police

Emergencies:	999
Non-emergencies:	101

University of Leeds

Security Services, emergencies:	0113 343 2222
Security Services, non-emergencies:	0113 343 5494
University Crime Prevention Officer:	0113 343 5005

Other numbers

LUU Student Advice Centre:	0113 380 1290
Nightline:	0113 380 1380
Victim and Witness Support:	0845 303 0900

Further information

www.immobilise.com
www.crimereduction.gov.uk
www.knowledge-leeds.co.uk
www.westyorkshire.police.uk/studentsafety
www.leeds.ac.uk/security

Telephone for non-emergencies where:

- Security and/or Police attendance is required
- To report a crime that has taken place
- To report other incidents

