

## Accommodation policy

<b>POLICY INTENDED FOR:</b>	Students, Staff
<b>CATEGORY:</b>	Safeguarding
<b>POLICY IMPLEMENTED BY:</b>	Managing Director
<b>POLICY MONITORED BY:</b>	Operations Team
<b>REVIEWED BY:</b>	Managing Director
<b>EFFECTIVE DATE:</b>	03/02/2025
<b>NEXT REVIEW:</b>	03/02/2026 or as required

## Accommodation allocation

ProEd is committed to the safety and comfort of our students during their stay, and as such, we have established the following room sharing guidelines:

- Under no circumstances will males and females share a room, irrespective of age. Males are not permitted to visit females in their bedrooms, and vice versa. This rule is strictly enforced.
- Whenever possible, male and female students will be accommodated on separate floors to enhance privacy and security. Access to these areas will be regulated through key permissions to prevent unauthorised entry.
- We strive to allocate rooms based on age compatibility. Students aged 16 and over will not share rooms with those under 16, and students aged 18 will not share rooms with those under 18.
- Students with specific needs or preferences may request a single occupancy room at the time of booking or prior to arrival.
- ProEd staff may also assign students to single occupancy rooms if deemed necessary to support individual well-being or for operational reasons.
- If any specific accommodation requirements arise due to cultural or religious beliefs, we encourage students or parents to communicate these needs in advance.

**Room Change Requests:** Students who experience any discomfort with their assigned room may request a room change through the Course Office. Requests will be assessed on a case-by-case basis, subject to availability and operational considerations.

Our goal is to create an environment that prioritises the well-being and comfort of every student while fostering a respectful and secure atmosphere throughout their stay.

## Night Patrol

The purpose of the Night Patrol is to ensure that students remain in their accommodation blocks throughout the night, maintaining a safe and secure environment for all students.

### Patrol timing and procedure

Night patrols take place every night between 11:00 PM and 5:00 AM, with each floor being checked every 20 minutes.

### Suspicious activity

If there is any suspicious activity either outside or inside the accommodation block, the person on shift will alert ProEd management. In serious cases, Imperial College security will also be alerted.

### Unwell students

If any students are unwell, the night warden will report this to the on-call residential team, who will support the students and decide on the most appropriate course of action.

### Student discipline

Any students found outside of their bedrooms past 11:00 PM will be reported to the Course Office for disciplinary action.