

PERSONAL SAFETY GUIDELINES FOR STUDENTS

The Personal Safety Guidelines of The University of Law (the University) has been informed by the Quality Assurance Agency's (QAA) UK Quality Code for Higher Education, specifically the Advice and Guidance on Enabling Student Achievement. The QAA's Quality Code is the definitive reference point for all UK higher education institutions and sets out how academic standards are established and maintained and how the quality of learning opportunities is assured and enhanced. This policy sits within the University's Quality and Standards Code which provides a suite of policies designed to safeguard the academic standards of the University and to assure the quality of learning opportunities offered; this policy should therefore be read in conjunction with other relevant policies within the Code.

Personal Safety Guide

Your safety is important to us. While it is statistically unlikely that you will be a victim of crime during your time studying at the University, you can help to mitigate that risk by following these simple tips to staying safe.

Travel

1. Always try to let someone know where you're going and what time you're likely to be back.
2. Try not to travel alone late at night; where possible co-ordinate travel with your friends.
3. Where you are out with a friend but it is not practicable to travel home together, call or text one another when you arrive home.
4. Keep your mobile phone fully charged and make sure that you have enough credit to make a call.

Public Transport

1. Check the times of the last trains or buses to avoid being stranded at night.
2. Check the fares in advance to make sure that you have enough money.
3. Avoid standing at deserted or isolated bus stops.
4. When traveling alone, make sure to sit near the driver or in a carriage with other people.
5. If you feel uncomfortable don't be afraid to move seats or change carriages.
6. When traveling at night, try to arrange for someone to meet you at the station.
7. If there is an incident when using public transport, alert the driver or conductor if possible. Alternatively look for station staff or the British Transport Police. You can contact British Transport Police by texting 61016 if you feel that someone is following you or behaving inappropriately.

Driving

1. Make sure that your car is well maintained and has adequate petrol for your return trip.
2. Don't pick up hitchhikers.
3. Think about where you park your car – how will it look when coming back to it in the dark?

4. If parking after dark, make sure to park in a well-lit public place.
5. Always lock the car doors.
6. Place any valuables that you are going to leave in the car, such as a sat nav, out of sight.
7. If you breakdown, call for assistance on your mobile phone or, if it is safe to do so, walk to the nearest phone. If someone offers to help, then stay locked inside the car and either ask them to call for assistance or inform them that you have already done so.
8. If you breakdown on a motorway for example you should move as far away from the road as you can for your safety, rather than stay in the car. You should also not stay in the car if there is leaking flammable liquid in case of fire or explosion

Cycling

1. Invest in a good bike lock.
2. When locking your bike, make sure to lock both the frame and wheels to something unmovable.
3. When locking your bike, try to put it into a designated bike shelter or where these are not available leave it in a well-lit public place.
4. Try not to leave your bike locked in a bike shelter or public place overnight.
5. Make a note of the make, model and colour of your bike along with any serial number and any identifying marks.
6. Use the free 'Immobilise' online service to register your bike and other property. Details on Immobilise can be used by the Police to trace the owners of lost and stolen property. Visit www.immobilise.com to find out more and register your property.
7. Always wear a helmet when cycling and use lights and reflective clothing when cycling in the dark.

Taxis

1. Where possible, pre-book your taxi.
2. UBER allows you to share the driver details with a chosen family member or contact using the share trip function.
3. Carry the number of a reputable licenced taxi company for times where you are not able to pre-book and have no internet access.
4. If you are using an App to book a cab, ask for the driver's name and make sure it corresponds with the name given to you on the App. When ordering a taxi by phone, always check that the one you ordered is the one that arrives. For example, ask the driver to tell you the name in which the taxi was booked before you get in, or when booking ask for details about the car or driver that you can check when it arrives.
5. Never get into an unlicensed taxi: you are getting into a private car, with a stranger behind the wheel.
6. If you are worried about cost, try and share a taxi with a friend, but never share a taxi with a stranger.
7. When you arrive at your destination, ask the taxi driver to wait until you are inside before they leave.

Walking

1. Try to avoid walking alone in the dark.

2. Remember that all people are equally at risk of attack – men are statistically more likely to be assaulted on the way home than women.
3. If you are walking alone in the dark, keep to routes that you know well, using well-lit and busy streets. Avoid taking short cuts.
4. You may like to carry a personal alarm which you can set off in the event that you are threatened. When walking alone at night it's a good idea to keep the alarm easily accessible or hold it in your hand.
5. Never accept a lift from a stranger.
6. Stay alert. Listening to music or talking on your mobile phone can distract you so that you miss potential warning signs.
7. Try to walk facing the oncoming traffic so that cars cannot pull up behind you unnoticed.
8. If a car does pull up to you, turn around and walk away. Head for the nearest public place and use a phone to call your family, friends or the police. Try not to call from an enclosed telephone box as an attacker could trap you inside.
9. If you think you are being followed, cross and re-cross the road to check. Head towards a public place and when you reach it call your family, friends or the police. Try not to call from an enclosed telephone box as an attacker could trap you inside.
10. Avoid confrontational situations such as large unruly or drunken groups.
11. If you feel threatened, try and remove yourself as quickly as possible from the situation. Do not try and fight back unless you really have to.
12. Don't display valuables such as mobile phones or wallets which may attract the attention of thieves. Keep your mobile phone on vibrate to avoid drawing attention to it.
13. Carry your bag close to you with openings facing inwards. If your bag has a strap, carry it across your body to make it more difficult to grab.
14. If someone does grab your bag – let it go. Your safety is more important.
15. If you are attacked, shout and scream to draw attention to it. Hold a personal alarm to your assailant's ear – it should shock or disorientate them giving you time to get away.
16. Report any attacks to the police as soon as possible.
17. If you see that someone else is in trouble, it may be best to shout for help or call the police rather than intervening. Otherwise, you both might end up hurt without any help coming.

Out and about

1. When meeting someone you don't know for the first time, make sure it's in a public place and tell family and/or friends where you're meeting them and at what time.
2. Avoid carrying large sums of money around with you.
3. Consider keeping your keys and a small sum of money, such as a £10 note, in a secure pocket, not your bag. If someone does steal your bag you will at least be able to take a taxi or bus to get home safely.
4. Don't keep your wallet in your back pocket as it could be taken by a pickpocket.
5. Don't leave bags and personal belongings unattended, even only for a few minutes.
6. Keep a separate record of any phone numbers you'll need to cancel your cards if they are stolen.

7. Avoid using cashpoints in areas you feel uncomfortable in.
8. Avoid using cashpoints at night. If you have to get money out at night, try and go with a friend and make sure it's a well-lit public area.
9. When using cashpoints, be alert to anything unusual about the machine, in case of card 'cloning' equipment and be aware of people close by. If in doubt, find a different cashpoint.
10. Ensure that a friend or trusted neighbour has a spare set of your house/flat keys.
11. If you feel unsafe or threatened when at a social venue such as a pub, club or bar, you can ask a member of staff to speak to Angela. This is a code word that will allow staff to recognize that you need help, and they can step in. You may like to read more about this at <https://www.met.police.uk/AskforAngela>

Drinking

1. Remember that alcohol will impair your judgment and affect the way that you behave. This could include risky behaviour like getting into fights or losing valuables such as your wallet or mobile phone.
2. Being drunk will also make you more vulnerable and therefore an easier target for criminals.
3. When on a night out, be sensible about how much alcohol you drink. The UK Chief Medical Officers' guideline for both men and women is that to keep health risks from alcohol to a low level it is safest not to drink more than 14 units a week on a regular basis. This is equivalent to 6 pints of average-strength beer or 6 175 ml glasses of 13% strength wine. But don't 'save up' your 14 units, it's best to spread evenly across the week
4. You might like to visit the 'Drink Aware' website at <http://www.drinkaware.co.uk/> for more information about drinking alcohol including a unit calculator so that you can work out how much you drink.
5. You can avoid getting drunk by making sure to eat before you go out and by drinking plenty of water. Alternating alcoholic and soft drinks can also help you to stay sober.
6. Remember that while you may feel fine at the time, the effects of drinking lots of alcohol in a short space of time are likely to hit you all at once an hour later.
7. The most common date rape drug is alcohol, so remember to keep track of your drinks so that no one has the opportunity to spike them with alcohol or drugs.
8. It's harder to spike a drink in a bottle, especially if you keep your thumb over the opening.
9. If your drink has been left unattended at any time, do not drink it.
10. It's best not to accept drinks from strangers, however if you do make sure that you see the drink being opened or poured before being given directly to you.
11. If you suspect that either your own, or a friend's drink has been spiked, or if you start to feel very drunk or unwell after only a small amount of alcohol, ask a trusted friend or a member of the club, pub, or bar management for assistance.
12. Remember that getting home safely is an important part of a night out, so plan your trip back home using the guidance above on travel.
13. Never drink and drive. Your group of friends may like to take it in turns to be the designated driver who takes responsibility for driving you all home at the end of the evening and who therefore remains sober.
14. When traveling home, try and think of your neighbours. Avoid being noisy late at night, littering or any behaviour that may damage your relationship with local residents.
15. Remember that it is alright to say no to drinking alcohol – don't let anyone pressurise you into drinking alcohol if you don't want to.

Drugs

1. Avoid taking controlled drugs – they are dangerous to your health and will lower your awareness making you more vulnerable.
2. Remember that unlawful possession of controlled drugs has severe repercussions legally, on your health and your future career. A conviction for possession of drugs will damage your career prospects, undermining all the hard work you have already put into your education and career.

3. Remember that 'legal highs' – drugs which mimic the effects of controlled drugs but are not controlled under the Misuse of Drugs Act – are also dangerous. They can have similar health risks to controlled drugs and because the ingredients vary it makes it much harder for hospitals to treat a bad reaction.
4. Possession of the misleadingly named 'legal highs' could also result in a charge of drugs possession as analysis has also found some of them to contain controlled drugs.
5. Remember that mixing drugs with alcohol will increase the risks to your health.
6. Never drive under the influence of drugs and remember that you can still be unfit to drive the day after using a drug.
7. You may like to visit the 'Talk to Frank' website at <http://www.talktofrank.com/> for more information about drugs.

Contact Numbers

Remember that in an emergency you can dial 999 for free to contact the emergency services.

For non-emergency situations dial 101 to contact your local police station.

For advice and support about any of the issues raised in these guidelines please can contact your campus Welfare Advisor at *welfare-[campus location]@law.ac.uk*

Version history:

Version	Amended by	Revision summary	Date
V1.0	Head of Careers Service	Initial drafting	11/02/14
V1.1	Assistant Venue Services Manager	QA review	16/06/14
V1.2	Senior Development Partner – HR	HR review	24/06/14
V1.3	VP – AGQS	Approval	01/07/14
V2.0	Eligibility Officer	Annual Review	18/11/15
V2.1	Registry Officer	Change to coding convention	23/03/20
V2.2	Wellbeing Service Manager	Review and update	14/04/20
V2.3	Director of Student Experience, Wellbeing and Inclusion	Minor amendments to the Contact Numbers throughout	31/08/2021