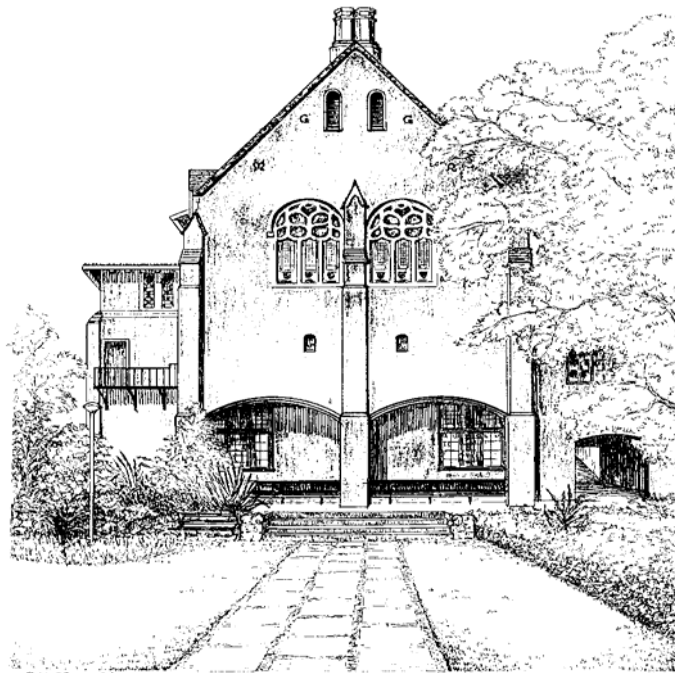


ALLAN WEBB HALL

SUB-WARDEN HANDBOOK



Mother Cecile Memorial Hall

Emergency Contact Details:

In the event of an emergency, please contact one of the below:

POSITION	NAME	WORK	HOME	CELL	EMAIL
Hall Warden	John McNeill	(046) 603-8247	(046) 603-8011	(082) 773 3998	J.McNeill@ru.ac.za
Hall Secretary	Larissa Klazinga	(046) 603-8474	(046) 603-8720	(082) 430 5707	L.Klazinga@ru.ac.za
Canterbury Warden	Desiree Wicks	(046) 603-8653	(046) 603-8577	(082) 801 1401	D.Wicks@ru.ac.za
Salisbury Warden	Michael Naidoo	(046) 603-8411	(046) 603-8010	(082) 331 6559	M.Naidoo@ru.ac.za
Truro Warden	Anne Warring	(046) 603-8465	(046) 603-8519	(073) 678-4177	A.Warring@ru.ac.za
Winchester Warden	John McNeill	(046) 603-8247	(046) 603-8011	(082) 773 3998	J.McNeill@ru.ac.za

SERVICE	NUMBER
Allan Webb Hall Housekeeper	(046) 603-8537
Allan Webb Hall Kitchen	(046) 603-8477
Ambulance, East Cape Metro Grahamstown	(046) 603-5299 or 622-9102
Campus Protection Unit (CPU)	(046) 603-8146 or 603-8147
Counselling & Career Centre	(046) 603-8180
Electrical Services / Emergency electrical maintenance	(046) 603-8034
Engineering / Emergency maintenance problems	(046) 603-8236
Fire Brigade, Grahamstown	(046) 603-5298 or 622-4444
Police	(046) 603-8146 or 10111
Psychology Clinic	(046) 603-8502
Sanatorium (including after hours counselling, etc.)	(046) 603-8523
Settler's Hospital	(046) 622-2215
SRC Counselling Centre	(046) 603-8089
Student Bureau	(046) 603-8276

After hours, phone the Sanatorium.

After hours, phone CPU.

After hours, phone CPU.

Call CPU first, they will call the Police.

Allan Webb Hall Sub-Warden Handbook

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ALLAN WEBB HALL

SUB-WARDEN HANDBOOK





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INTRODUCTION

Congratulations on your appointment as Sub-Warden. Sub-Wardens are members of staff and play a vital role in the running of the residence. In addition to being a liaison between the House and Hall Warden and students, Sub-Wardens are required to carry out such duties as assigned to them by the University and Wardens.

Sub-Wardens should aim to be:

Friendly, Approachable, Available, Reliable, Conscientious, Trustworthy, Resourceful and should use their own initiative.

Sub-Wardens should have read and be fully conversant with, in addition to this booklet, the following documents:

- The documents headed *Rhodes University Conditions of Service of Sub Wardens* and *Job Profile for Sub-Wardens*.
- a current copy of the *Allan Webb Hall Constitution*
- a current copy of the *Allan Webb Hall Rules & General Information booklet*

Sub-Wardens must, themselves, at all times uphold the rules of the University and the Hall of Residence. Any breach of these rules by a Sub-Warden is regarded in a very serious light. Sub-Wardens are leaders, and leaders lead by example.



ABSENCE OF HOUSE WARDEN

In the event of your House Warden being away you must contact the Hall Warden **immediately** if there is any problem in your residence. If the Hall Warden is unavailable, please contact another Warden in the Hall.

ACCESS TO UNOCCUPIED ROOMS

Under no circumstances may students be given access to unoccupied rooms.

ACCIDENTS AND SERIOUS ILLNESS

Your House Warden, or the Hall Warden in his/her absence, must be informed as a matter of urgency of any of the following:

- accidents, injuries or serious illness of any student in your residence;
- the death, or attempted suicide, of any student in your residence;
- the admission of any student in your residence to either the sanatorium or to hospital. In the event of a student being admitted to hospital, the Warden must be informed **immediately**.

AMENITIES

Although in the first instance the care of the fridge, washing machines, tumble driers, TVs, video recorders, etc., falls under the House Committee, it is your duty to ensure that they are kept clean, in good working order and that booking lists are changed regularly.

ANIMALS

You may be confronted with the following infestations, in which case you are advised to follow the advice provided:

BEES

If you find a swarm of bees or require bees to be removed, please contact Garth Cambray on (083) 319-0369, or the Secretary of the Zoology Department on (046) 603-8525.

BEDBUGS

If you become aware of a bedbug problem in a particular room notify Housekeeping, via the Allan Webb Housekeeper immediately and request that

they fumigate the room. If this problem is not dealt with in a timely manner the bedbugs will spread.

RATS

If you become aware of a rodent problem, requisition it marked "Attention: Building Maintenance" and ask the Allan Webb Housekeeper to follow-up with Building Maintenance immediately.

SNAKES

If you find a snake, do not kill it. Call one of the following and they will remove it:

- Prof. Martin Villet: (046) 603-8527
- Dr Sirion Robertson: (046) 603-8494
- Mr Basil Mills: (083) 420-2633
- Campus Protection: (046) 603-8146
- Grounds & Gardens: (046) 603-8240

ANY OTHER DUTIES

You may be required to undertake such duties as may be required by the Warden or Hall Warden.

ARREST, OR THE TAKING INTO CUSTODY, OF STUDENTS

Your House Warden, or the Hall Warden in his/her absence, must be informed as a matter of urgency of any of the following:

- the arrest of any student in your residence by the South African Police Service;
- the placing into custody of any student, or any student being detained by the South African Police Service, or the University's Campus Protection Unit.

BOMB THREATS / SUSPICIOUS ARTICLES

If you, or a member of the residence receives a Bomb Threat – notify Campus Protection and your Warden **immediately**. Please see Annexure A on page 14 for more information concerning the evacuation procedures.



BOOKS

Check, where applicable, Inter-visiting, requisition and message books daily. Remove any offensive messages and apprehend/deal with the culprit if possible.

BOX ROOMS

Box room keys should be handled only by the Warden or Sub-Wardens of the respective Residences. One of the above persons should be in attendance whenever the Box Rooms are opened to ensure that all items are signed in/out and that the box rooms are packed neatly and with consideration for other users.

Box room lists must be filled in by the student who wishes to place items in the Box Room and countersigned by the Sub-Warden or Warden in attendance.

No items should be placed into the Box Room unless they are sealed and labelled by the student. At the end of the first term, box rooms must be cleared of all possessions of students no longer in the residence and generally tidied. At the discretion of the House Committee, unclaimed items may be sold for residence funds or donated to charity.

CHIPS

1. Assist Hall Secretary to upload DALLAS chip details for the residence. Check that no student other than a resident of the House registers his/her chip.
2. Should electricity go off for an extended period and the batteries fail in the access control, ensure that there is someone who is available to open the door manually. *Under no circumstances should the security of the residence be compromised by leaving the door unlocked.*
3. Report any malfunction of the chip system to the House Warden as soon as possible.

CLOSURE OF HALL

Sub-Wardens may not depart for vacations until the House Warden has been informed that all duties listed below have been carried out and gives Sub-Wardens permission for departure.

1. All students have left the residence
2. Keys have been hung on the key board in the office and the Warden informed, in writing, of any keys not handed in.

3. A thorough check has been made of all student rooms, using the Residence Room and Linen Statements (see Annexure M on page 34) and the Warden informed of anything noteworthy.

4. All necessary maintenance requisitions have been written up in the Maintenance File

5. The Housekeeper informed, in writing, of any items missing (e.g. pillows) from student rooms.

6. The washing machines, tumble drier and refrigerator checked and, if necessary, cleaned.

7. All notices removed from notice boards and either disposed of or filed in the office for the next term.

8. The End of Year/Term Check-list (see Annexure C on page 16) has been completed.

COMMUNICATION

...WITH THE ADMINISTRATION

Please note that any communication regarding the Hall or its students with the Vice-Chancellor and any other member of Senior Management must, in *the first instance*, be channelled through your House and/or Hall Warden.

...WITH THE HALL SECRETARY

Every Sub-Warden in the Hall is required to visit the Hall Secretary's Office daily (during the week). It is up to you to arrange a time that is convenient with the Hall Secretary.

...WITH YOUR HOUSE WARDEN

You are expected to inform your House Warden of any of the following...

- **General issues:** Keep in constant communication with your House Warden, keeping him/her up to date with all that is happening in the residence.
- **Achievements:** Should you be aware of any notable achievements by students or teams in your house e.g. special academic awards, prizes and bursaries, selection for provincial or national sports teams, and so on, please inform your House Warden.



- **Personal issues:** Should you be aware of any issues affecting students stemming from their family situation or their friends, you should please inform your House Warden.
- **Psychological issues:** Should you be aware of any issues affecting students, that would, or already have required, students to seek psychological counselling or to be admitted to a mental health institution during their stay in residence, you are asked to inform your House Warden.

Communication and cooperation with the other Sub-Warden/s is of vital importance to the smooth running of the House.

You are required to meet with your House Warden formally and/or informally every day if possible, but at least four times a week.

... WITH STUDENTS IN YOUR HOUSE

You should have a general knowledge of each student in order to support their social and academic life. You should attempt to make *regular* and *meaningful* contact with every student in your house.

COMPLETION OF FORMS

Sub-Wardens are required to ensure that all the students in the House complete and return the forms listed below. The forms must be **CHECKED** before being handed to the House Warden **by the end of the first week of term**. If necessary, fines must be issued should students fail to cooperate in returning their forms.

1. Residence Room and Linen Statement (if the room was vacated) (see Annexure M on page 34)
2. Student Medical Information form (every semester) (see 0 on page 44)
3. Student Information form (every semester) (see Annexure R on page 43)
4. Motor Vehicle Form (every year, or when necessary)
5. Declaration of Electrical Appliances (every year, or when necessary)

CONFIDENTIALITY

- Matters discussed with the Warden and/or Sub-Warden must be treated with strict confidentiality at all times.
- Students' exam results are confidential and must not be discussed.
- Should a Sub-Warden have a problem with his/her Warden or the other Sub-Warden, the matter may only be discussed with the Warden/Sub-Warden themselves or the Hall Warden if necessary. Under no circumstances may any discussion with other members of the House occur.

DISCIPLINE

For more information please see Annexure B on page 15 for details of Community Service sentences; Annexure D on page 18 for examples of the associated paper-work; or Annexure U on page 48 for a summary of the step-by-step procedures to follow when conducting a Disciplinary Hearing.

1. Whilst Sub-Wardens are authorised to proceed with a disciplinary hearing, they are advised to contact their House Warden beforehand.
2. Sub-Wardens are expected to maintain discipline in the residence and to take disciplinary action where necessary. There is no rule that a warning has to be given before a student is fined, punished, etc. Each case must depend on its merits.
3. Sub-Wardens are authorised to impose a fine of up to 2.5% of the BA fee for any one single count and/or to impose community service not exceeding 25 hours.
4. Should a Sub-Warden decide to take disciplinary action against a student, there are correct procedures to be followed, and you should consult with your House Warden for the full detailed procedures.
5. Please note that drunkenness is an aggravating factor, NOT a mitigating factor, and any students who are under the influence of alcohol may be in breach of the Student Disciplinary Code.



6. The following breaches of discipline must be referred to the House Warden:
- Any breach of any rule by a member of your House Committee;
 - All breaches of the inter-visiting rules;
 - Any disciplinary offence where property (private or university) is damaged;
 - Any offence involving the unlawful possession or supply of drugs;
 - Any assaults/rapes/murders etc;
 - Any thefts;
 - Any racial incidents;
 - Any form of harassment;
 - Any form of initiation;
7. It is necessary to bear in mind that penalties which are too severe can be reduced by the Hall Warden or a Proctor on review. Equally, penalties which are too lenient can be increased by either the Hall Warden or a Proctor. If you are in doubt please discuss the matter with your House Warden. It is suggested that you read the chapter headed "Student Disciplinary Code" in the Rhodes Calendar.
8. Rules or policy of the Hall may not be varied by either a House Warden or a Sub-Warden, and you are required to comply with all rules and regulations.
9. Sub-Wardens have the right to enter a student's room in the course of their duties but it is strongly recommended that you take someone else with you, and before entering, knock three times and give the student a chance to answer you.

DOORS

Ensure that the front door is secure at all times. Other doors should also be secured, unless otherwise stated.

DUTIES

A notice indicating your whereabouts in the residence must be posted on your door so that students who need you will be able to find you.

1. EVENING

• WOMEN'S RESIDENCES

A person in authority must be present in the residence every night from **19:30 (7:30pm) onwards**. This duty is shared by the Sub-Wardens. The Sub-Wardens will draw up a schedule indicating duties. On the days that you are on duty you are required to **REMAIN IN YOUR RESIDENCE**. Under no circumstances should you leave your residence, unless it is in an emergency, on the night that you are on duty. If you have to leave, ask someone else in authority, e.g. your fellow Sub-Warden, the House Warden or failing them, the Senior Student to cover for you; put a note on your door indicating your whereabouts and **inform** your Warden (leave a note if she is out). It is also suggested that you put a notice on your door indicating who is on duty on a particular night so that students will then know where to go if they need somebody.

Being "on-duty" entails remaining in the precincts of the residence, posting a notice of your whereabouts at all times on the room door and being available for those needing the master key, handing out globes and attending to any other instance that might arise. Should a Warden/Sub-Warden need to leave the precincts of the residence during his/her week-end on duty, she/he must liaise with the "back-up Warden" to cover for him/her during their absence.

• MEN'S RESIDENCES

Every attempt should be made to ensure that at least one of the Sub-Wardens or the Warden is present in the residence every evening. Before a Sub-Warden leaves the residence in the evening, he should check to see if his fellow Sub-Warden is going to remain in residence, failing this he should contact the House Warden.

2. WEEKEND

Every attempt should be made to ensure that at least one of the Sub-Wardens or the Warden is present in, or around, the residence over the weekend. Before a Sub-Warden leaves the residence over the weekend, he/she should check to see if their fellow Sub-Warden is going to remain in residence, failing this they should contact the House Warden.



3. DINING HALL

Whilst all Sub-Wardens are on duty whenever they are in the Dining Hall, there should always be one Sub-Warden who is specifically 'on duty' in the Dining Hall for every meal (breakfast, lunch and supper), as per the roster. This is necessary to ensure that the conduct of students remains at the high standards to which the Hall is accustomed. If you are unable to make your duty then you must find a substitute from among one of the other Sub-Wardens. You should ensure that all the rules of the dining hall are maintained, specifically rule AW1.17, concerning the conduct, dress, times, procedure, booking of meals, removal of food from the dining hall, packed meals, wastage of food, taking of seconds, and the presence of guests is concerned.

The Sub-Warden on duty should ensure that he/she is present for the end of the meals, to ensure that students leave the Dining Hall in good time, and so as to ensure, at supper time, that the privilege of seconds, is not abused.

ELECTRICITY

Please see Annexure O on page 39.

1. Know where and how to turn electricity back on, should it trip.
2. Should electricity go off for an extended period and the batteries fail in the access control, ensure that there is someone who is available to open the door manually. *Under no circumstances should the security of the residence be compromised by leaving the door unlocked.*

EMERGENCY NUMBERS

Know emergency numbers, e.g. Campus Protection, Ambulance, Sanatorium, etc. Ensure that a list of updated emergency numbers is clearly displayed in phone booths.

EMERGENCY REQUISITIONS

Emergency requests for technicians (i.e. burst water pipes etc.) must be channelled via Campus Protection Unit if they occur after hours.

FIRE FIGHTING EQUIPMENT

Check fire extinguishers are full and serviceable (pins are still sealed) and fire hoses are serviceable (by unreeling it and running the hose for a couple of minutes out of a window).

FIRES/FIRE DRILL

Your House Warden will brief you in relation to fire drills. It is your duty to ensure that the drills are correctly carried out. Know how to activate and de-activate the fire alarm. Ensure that the students of the house know the evacuation procedure and check conditions of equipment and fire key boxes regularly. **STRICT** confidentiality of dates and times of fire drills must be maintained. Know how, and where, to switch the alarm off if it is activated accidentally.

Please see Annexure E on page 22 for details of the various fire and safety procedures; Annexure F on page 24 for an example of the report which needs to be completed after each drill; Annexure G on page 25 for a checklist which needs to be submitted once a term; and Annexure I on page 29 for guidelines on preparing and conducting a fire drill.

FIRST AID

Knowing what to do in an emergency gives one confidence and can prevent great harm to an injured person. Please see Annexure H on page 27 for more information.

FUNCTIONS

It is the duty of Sub-Wardens to be present at all residence and Hall functions (e.g. Hall Ball) and ensure acceptable dress and behaviour is maintained and conforms to the policy of the Hall and the University. Please see Annexure N on page 36 for more information.

GUESTS

Be aware of any unauthorised guests immediately reporting them to the Warden. These would include persons who are 'squatting' in the residence, or, in women's residences, guests who have not signed in.

Students may have guests of their same gender stay in the residence for up to three nights, but they must have completed the necessary application forms prior to the guest arriving.

HALL COMMITTEE MEETINGS

As a member of the Hall Committee you are expected to attend all Hall Committee meetings. These will be held approximately once a term.



An agenda and a notice of meeting will be sent to you for each meeting. In the event of your requiring a leave of absence (e.g. for academic tests) apologies should be tendered to the Hall Secretary *and* your Warden.

HOUSE COMMITTEE MEETINGS

Your Warden is ex-officio Chairperson of the House Committee. You are expected to attend ALL meetings of the committee.

Keep in close contact with House Committee members and ensure that all members are doing their required "job" - if not, find out why, and do something about it.

HOUSE FUNDS

Each House is allocated a specific amount at the beginning of each year to cater for functions and so on. The House Committee is responsible for the allocation and spending of this money.

HOUSEKEEPING

Please note that the Housekeepers are responsible to the General Manager of Housekeeping. If you have any difficulties with the housekeeping or the cleaning staff, please pass this on to your House Warden for onward transmission to the Hall Warden. Under no circumstances should you issue instructions to the Housekeeper and cleaning staff.

INITIATIVE

Sub-Wardens must use their initiative at all times - do not wait to be asked.

LEAVE OF ABSENCE

Sub-Wardens may be granted leave to be absent from the residence, only if convenient to the House Warden, and only by **prior** arrangement. Under no circumstances should you leave Grahamstown without leave of absence having been **formally** approved. Please see Annexure K on page 32 for a sample of the *Sub-Warden Leave Request Form*, available from the Hall Secretary.

ABSENCE FROM RESIDENCE OVERNIGHT

In order to apply for leave overnight, the form "Sub-Warden Application for Leave of Absence" must be completed and submitted to your House Warden for approval.

ABSENCE FROM RESIDENCE DURING THE DAY

Sub-Wardens wishing to be absent from Grahamstown for the day are required to inform their House Warden of their absence in advance.

LIGHTING

You are expected to hand out light bulbs (60 watt for study lamps) to students in the residence. In the case of fluorescent lights (both 'tube' and 'D2' types) failing, you should requisition to repair them. In Men's residences, Sub-Wardens are expected to replace standard incandescent light bulbs in public areas, unless they are in areas that are difficult to access, such as stair-wells.

Check regularly and report any malfunctioning Security Lights in the precincts of the Residence.

LOYALTY

Loyalty is an admirable quality. It is important for the proper functioning of the residence that you are loyal to the members of your Wardening Team. If you have a disagreement with a Warden, this must be discussed in private with him/her, never in public. Never breach the confidentiality of Warden/Sub-Warden discussions.

MAINTENANCE

Be conscious on a daily basis of the maintenance of the residence (e.g. lights in the passages, bathrooms, laundry, common rooms and telephone booths) and ensure that maintenance problems are written in the requisition file by completing the *Job Request Form* (see Annexure J on page 31). Follow up with the Housekeeper when necessary. Bring any maintenance outstanding for more than one week to the Warden's attention.

MASTER KEYS

Ensure that the master key is kept in a safe place at all times. Do not keep it on your general bunch of keys. **NEVER TAKE IT OUT OF THE RESIDENCE.** In your room, keep it in a place where it is not easily accessible to other students when they visit your room.



The loss of a master key is a serious matter, because all the locks in the residence will then need to be replaced. The cost of this will have to be borne by the person who lost the key.

Under no circumstances may master keys leave your possession.

If a student requires the master key to get into his/her room **you must accompany them** and open the door yourself.

Under no circumstances may you open a student room for anyone other than the occupant unless you have been authorised to do so.

At the end of each term personally hand your Master key to the House Warden for safe keeping.

MEALS

1. You are expected to attend at least two meals each day in the dining hall.
2. You must attend Formal Dinners, e.g. the Welcome Dinner, Leavers' Dinner, etc.
3. You are responsible for discipline within the Dining Hall. Ensure that the Dining Hall rules are adhered to at all times by **all** students present in the Dining Hall. In that respect you are never "off duty"
 - a) Try to sit at a table with students with whom you are not familiar for at least one meal a day
 - b) It is important to note that food may not be taken out of the Dining Hall, except as indicated in the Hall Rule book.

MEDIATION

Sub-Wardens should attempt to resolve all conflict within the residence. You should manage the multi-cultural dynamics of the residence, striving to ensure that all student's needs are met.

MOTOR VEHICLES

Ensure that students acquiring a motor vehicle/cycle during the year register it with the Student Bureau. Students are also expected to complete the relevant form and hand it into the Warden.

Sub-Wardens are expected to deal with students who park in unauthorised or illegal areas.

NOTICE BOARDS

Check notice boards daily. Remove any notices that are out of date or offensive. Ensure all notice boards are kept neat, tidy and well anchored by drawing pins in each corner of the page.

OPENING OF THE HOUSE

Please refer to Annexure Q on page 41.

NEW ACADEMIC YEAR:

Admittance of students: Only those students whose names appear on the computer printout provided by the Administration may be admitted to the residence unless written authority is provided from the Registrar's Division. This rule also applies to returning students.

Welcome: Sub-Wardens, neatly and appropriately dressed, must be on duty in the residence throughout the Orientation Week period to meet and welcome all new students and parents or guardians.

BEGINNING OF SUBSEQUENT TERMS

Sub-Wardens must liaise with their House Wardens to ascertain when they are required to return to residence at the beginning of each term. Sub-Wardens must ensure that they return to residence by no later than 14h00 on the day before the students are permitted to return to the residence (normally a Saturday) and be on duty for the day to welcome returning students, hand out keys, and Residence Room and Linen Statements (see Annexure M on page 34), if necessary.

ORIENTATION

Sub-Wardens must liaise with their House Warden to find out when they should return to residence. Sub-Wardens will be required to return earlier than other members of the House Committee.

PARTICIPATION

Sub-Wardens should themselves participate, and encourage participation from every member of the house, in all the activities of the house (especially sport and community activities). Where students do not wish to participate, you should sensitively investigate their reasons for



not participating and offer help and personal encouragement where necessary.

POST

Only the Sub-Wardens, or in exceptional circumstances the Senior Student with the approval of the House Warden, may collect the post. Post must be collected each day from the Hall Secretary's Office and placed in the House pigeon-holes in the foyer of the Dining Hall for collection by the students. Notifications of insured parcels, registered letters, priority mail, etc are handed by the Hall Secretary to the Sub-Warden of the residence, and that Sub-Warden must personally give this notice to the student concerned.

Promptly readdress post as necessary.

QUALITY OF RESIDENCE LIFE SURVEY

During the year we conduct two performance appraisals using our Quality of Residence Life Survey which every member of the House is asked to complete. You can ask your Warden for more information about this survey and we welcome feedback. The results of this survey that are specific to your performance will be given *directly and only* to you as soon as they have been captured and analysed. If you would like to show them to your House Warden you are encouraged, but are under no obligation required, to do so. The specific questions relating to your performance that are asked are contained in Annexure L on page 33.

RECORDS

Keep all student record files and the Residence Administration System (RAS) up to date.

ROOM CHANGES

Keep the Warden **and the Housekeeper** informed of any room changes during the year. It is **your** responsibility to keep all Residence Room and Linen Statements (see Annexure M on page 34) updated and filed for reference.

RULES

Ensure that the rules of the Hall and the University are enforced at all times.

SAFETY GUIDELINES

Please see Annexure P on page 40 for more information.

STUDENT WELL-BEING

Sub-Wardens should be aware of the various support services available to students, in order to refer them. This would include support for the following:

- Academic
- Harassment
- Physical Health
- Psychological

SUICIDE OR ATTEMPTED SUICIDE

In the event of a student committing suicide or attempting to commit suicide, you must contact the House Warden, or if unavailable, the Hall Warden **immediately**. If the Hall Warden is unavailable, please contact another Warden in the Hall. If all else fails – please make contact with the Psychologist at the Counselling & Career Centre. Please familiarise yourself with the warning signs listed in Annexure T on page 45.

SUPPORTING SURVIVORS

Annexure V on page 53 offers advice on supporting survivors of Rape.

VACATION LISTS

The following lists must be prepared and put up in good time:

- last exam, departure date and last meal (terms 2 and 4)
- departure date and last meal (terms 1 and 3)
- vacation addresses for Mail Room (terms 2 & 4)

WATER

Know where the water mains tap is and check that it works.



ANNEXURES



ANNEXURE A - BOMB THREATS AND SUSPICIOUS ARTICLES

BOMB THREATS AND SUSPICIOUS ARTICLES

1. A search by staff working in, or residents of a particular area of a building is probably the first and most effective way in which to deal with a telephoned bomb threat in the initial stages, as only staff will be able to tell at a glance whether a particular object left in the immediate area should be treated with suspicion or not.
2. Bombs may be placed anywhere, at any time and may take any shape or form, i.e. a supermarket bag, students bag, briefcase etc., or may be placed openly in places such as entrances to buildings, foyers, passages, window ledges, kitchen areas, toilets and the like.
3. In the event of a bomb scare, either in the form of a telephoned threat or a suspicious article the following procedure should be followed:
 - Remain calm
 - Call Protection Office 603 8146 or extension 8146 or 8147 all hours
 - Initiate evacuation procedure immediately (see below)
 - Keep people clear of suspicious articles and evacuate the building if necessary
 - Do not attempt to remove article
 - Any search therefore, must not impede the evacuation of a building, but should rather be conducted simultaneously by those organising the evacuation
4. Some points to bear in mind are:
 - Never assume that only one device has been planted
 - Timing devices may detonate at any time, be it minutes, days or weeks after being placed
 - No matter how small the device, it can be fatal.

BOMB THREAT EVACUATION PROCEDURE

IMMEDIATE AND TOTAL EVACUATION will normally take place when a specific bomb threat has been received or when a suspicious object or objects have been discovered. Once the decision has been made to EVACUATE the following procedure must be adhered to by ALL occupants.

- Depart through main or fire exits. WALK in a quiet and orderly manner
- Assemble at prearranged safe areas and call a roll wherever possible
- Prior to departure disconnect all electric articles if possible
- Once evacuation is complete the Incident Officer should disconnect the main electrical system. If this is not possible a member of the maintenance staff will attend to this
- Lifts must not be used
- Wherever possible leave doors and windows open. (This applies to BOMB evacuation procedure, unlike fire, when doors and windows should normally be left closed).
- Departing people must, where possible take with them all personal belongings such as briefcases, handbags, shopping bags etc.



ANNEXURE B - COMMUNITY SERVICE SENTENCES

Please ensure that the following procedure is followed:

1. No community service, which is to be rendered outside your house or its environs e.g. in the kitchen, Sanatorium, Registrar's Office, Dean of Students Office, must commence for at least five days after you impose the penalty. This is to enable the Hall Warden to prepare the necessary documents for the kitchen staff.
2. A copy of the "Notification of Penalty" MUST be handed to your Hall Warden/ Secretary within twenty four hours of the penalty being imposed. Under no circumstances must it be given to the kitchen staff.
3. A sentence of community service should be phrased in the following way:
 - (a) If you decide to impose a suspended sentence in which community service is a condition of suspension then the sentence should read as follows: "Fined Rxxxx all of which will be suspended on the following conditions:
 - (i) that you are not again convicted of (a similar offence);
 - (ii) that you render ten (or whatever number you decide) hours community service in the Hall Kitchen at the rate of two (or one if your decide this to be sufficient) hours per day from 5 pm until 7pm on (date); (date); (date); (date) and (date);
 - (iii) that you sign the appropriate form on arrival and departure from the Kitchen.
 - (b) If you decide to impose a straight sentence of community service the sentence should read as follows:
 - (i) that you render ten (or whatever number you decide) hours community service in the Hall Kitchen at the rate of two (or one if your decide this to be sufficient) hours per day from 5 pm until 7pm on (date); (date); (date); (date) and (date);
 - (ii) that you sign the appropriate form on arrival and departure from the Kitchen.
4. Prepare Community Service time schedule, giving one copy to the student for their information, and giving original to the supervisor.
5. Check that the student performs their Community Service sentence. Once the sentence has been served it must be forwarded to the Dean of Students Office

Failure to complete Community Service is a serious offence, and may, in addition to other penalties, result in an exclusion from the Hall.



ANNEXURE C - END OF YEAR/TERM TASK LIST



RHODES UNIVERSITY
ALLAN WEBB HALL

END OF YEAR/TERM TASK LIST

The following task should be completed at the end of each term/year. Note that some tasks are peculiar to certain residences in the Hall and some tasks are only done at the end of certain terms (see the key at the end of the checklist).

Task	Description	Res	Term	Done
1.	Room checks Check student room against <i>Residence Room and Linen Statement</i> noting errors, damages and discrepancies		P	
2.	Leaving check-list Check <i>Leaving Check-List</i> printout list; check that everyone has had their room checked.		P	
3.	Final room check Warden and Sub-Wardens check rooms against <i>Residence Room and Linen Statements</i> and last <i>Requisitions for Maintenance</i> list. Also check all common areas (common room, passages, ablutions, etc).		P	
4.	Prepare new <i>Requisitions for Maintenance</i> list Make a copy of the last <i>Requisitions for Maintenance</i> list, delete completed work, flag previous requests with something similar to "Reqn Jun 2002", and add new items. Give three copies to the Hall Housekeeper.		P	
5.	Windows and doors Check shut and properly secure. Double check from outside the building.			
6.	Box rooms Manage Box rooms		P	
7.	Notice boards Remove all notice from walls and notice boards. Do not destroy – hand over to the Warden.		P	
8.	Check kitchenette Check for valuable consumables. Ask Hall Housekeeper to ask Room Attendant to clear and clean. Room Attendant may take all consumable items left in the kitchenette.		S	
9.	Security lights Check security/outside lights. Requisition as necessary.			
10.	Room key check Check all room keys were handed in by inspecting <i>Leaving Check-List</i> printout list and double check the keyboard. Requisition (with billing) as necessary.			
11.	Check laundry room Place all clothing items in the "Lost & Found" laundry bag supplied behind the door. Secure laundry bag in the House Committee Cupboard.			
12.	Bicycle shed Check and move bicycles to the Storeroom at the rear storeroom of the residence.	W	S	
13.	Audio-visual equipment Check that all the audio-visual equipment has been physically disconnected from the power and aerial. This includes the equipment in the Common Room and bar.		-P	
14.	Fridges Clean and leave on. This includes the fridges in the bar, passengers and kitchenette.			
15.	Front door Update the access control system. Get the "programmer" from Hall Secretary.			



Task	Description	Res	Term	Done
16.	Filing Make sure all the filing is up-to-date.			
17.	Lights Switch off all the interior lights.			
18.	Heaters Check that all the heater control switches (located in distribution boards) are in the off position.		-P, 4	
19.	Water Check that all taps are properly closed.			
20.	Basin/bath plugs All plugs out of baths/basins			
21.	Curtains Ensure properly closed.			
22.	Box rooms Ensure properly secure (including lock pellet) and keys are locked in the safe.		P	
23.	Master keys Handed in and locked in the safe.			
24.	House photographs Type up name, print mounting and send to framers.	S, W	4	
25.	Washing Lines Remove and washing left on washing lines and place in a plastic bag in the House Committee Cupboard.		4	

Key:**Res:**

[C]anterbury, [S]alisbury, [T]ruro, [W]inchester, *blank* indicates all houses.

Term:

[1]st term, [2]nd term, [3]rd term, [4]th term, [S]emester, [E]nd of year, when rooms are [P]acked up during the vacation, *blank* indicates all terms. A minus sign means in front of a letter/digit means “not” (i.e. -1 means not first term).



ANNEXURE D - EXAMPLE OF STUDENT DISCIPLINARY FORMS**RHODES UNIVERSITY**

OFFICE OF THE HALL WARDEN • Allan-Webb Hall • e-mail: J.McNeill@ru.ac.za

Saturday, 24 July 2004

Mr AN Other (05o1234)
Salisbury House
RHODES UNIVERSITY

Dear Mr Other

DISCIPLINARY HEARING SUMMONS

You are hereby directed to appear before me in my Office at Winchester House at 19h00 (7.00pm) on Monday, 2 August 2004, to answer the following disciplinary charge:

Contravening rule 8 of the *Student Disciplinary Code* (as read with rule 20.4.1.3.15 of the *Student Disciplinary Code*) in that at about 11h00 (11.00am) on Thursday, 27 May 2004, in Room 24, Salisbury House you were found in possession of the drug cannabis (dagga), possession of which is forbidden by law.

Alternate charge

Contravening rule 8 of the *Student Disciplinary Code* (read with rule 20.4.1.3.15 of the *Student Disciplinary Code*) in that on the evening of Wednesday, 26 May 2004, you were in possession of the drug cannabis (dagga), possession of which is forbidden by law.

You will be given an opportunity of being heard in your defence. You are permitted to have an observer present at the hearing as detailed at 20.3 of the *Student Disciplinary Code*. If you have any witnesses to call, you should ensure their presence at the time and place stated above.

Failure to attend this hearing is a serious disciplinary offence (see Rule 20.4.1.8.1 of the *Student Disciplinary Code*).

Yours sincerely

John McNeill
HALL WARDEN

Figure 1: Example of a Disciplinary Summons



AW-H-04-001

RHODES UNIVERSITY

OFFICE OF THE HALL WARDEN • Allan-Webb Hall • e-mail: J.McNeill@ru.ac.za

Winchester House
Allan Webb HallMr AN Other
Salisbury House
RHODES UNIVERSITY

Student Number: 0501234

STUDENT DISCIPLINE: NOTIFICATION OF PENALTY

I confirm that on *Thursday, 5 August 2004* you were found guilty by the *Allan Webb Hall Warden* of the following disciplinary offence:

Contravening rule 8 of the Student Disciplinary Code (as read with rule 20.4.1.3.15 of the Student Disciplinary Code) in that at about 11h00 (11.00am) on Thursday, 27 May 2004, in Room 24, Salisbury House you were found in possession of the drug cannabis (dagga), possession of which is forbidden by law.

The penalty imposed was as follows:

*You are excluded from Allan Webb Hall, **suspended** for the remainder of your stay in the Hall on the following conditions:*

- (i) *that you are not found guilty of any disciplinary offence involving drugs,*
- (ii) *that you complete 70 hours community service in the Student Bureau (Registrar's Division) under the supervision of Mrs D Wicks.*

The community service should be done outside of your academic commitments, at the convenience your supervisor, and is to be completed by 29 October 2004. You should report to Mrs D Wicks before 10 August 2004.

In addition a compensatory payment of R0.00 was ordered. The R0.00 fine is to be paid to the University cashier on or before noon on n/a. You are further ordered to present this letter to the cashier when making payment.

Failure to complete the community service by the due date and to return the completed *Community Service Record* and/or *Cashier's Receipt* forms to the Allan Webb Hall Secretary by no later than *Monday, 1 November 2004* is a serious disciplinary offence which may, in addition to other penalties, lead to an order that you be not permitted to write your *November* examinations and/or your examination results will be withheld.

Your attention is further drawn to Clauses 10.1, 15.1 and 18.1 of the *Allan Webb Hall Constitution*.

Review rights have been explained, in particular Clauses 22.4 and 22.5 of the *Allan Webb Hall Constitution* and Rules 19.1, 20.4.1.9, 20.5.6 and 24 of the *Student Disciplinary Code*.

Friday, 6 August 2004

Disciplinary Officer's signature

Date

I acknowledge receipt of this notification:
(Hall/House file copy only)

Accused student's signature

Date

Notes:

Four (4) copies of this form should be printed and distributed as follows: Accused student, DoS office, Hall file, and House file.

This is an electronic version of the standard pre-printed *Student Disciplinary: Notification of Penalty* form. It is an exact replica of the standard form with the exception of minor alterations, formatting and grammar changes.

Version 1.2, 13 May 2004.

Figure 2: Example of the Notification of Penalty form



RHODES UNIVERSITY

OFFICE OF THE HALL WARDEN • Allan-Webb Hall • e-mail: J.McNeill@ru.ac.za

HALL DISCIPLINARY AUTHORITY

Case Number :	AW-H-04-001	Heard on :	Monday, 2 nd August 2004
Committed on :	Thursday, 27 th May 2004	Sentenced on :	Thursday, 5 th August 2004
Summoned on :	Saturday, 24 th July 2004	Authority :	Hall Warden, Allan Webb Hall

In the matter between:

ANDREW N OTHER (05o1234)
and
RHODES UNIVERSITY

RECORD

The charge: *Contravening rule 8 of the Student Disciplinary Code (as read with rule 20.4.1.3.15 of the Student Disciplinary Code) in that at about 11h00 (11.00am) on Thursday, 27 May 2004, in Room 24, Salisbury House you were found in possession of the drug cannabis (dagga), possession of which is forbidden by law.*

There was no amendment made to the charge.

The plea: Guilty.**The material facts found proved:**

1. Every fact found proved by the Disciplinary Officer is listed here.

Aggravating circumstances:

1. All the aggravating circumstances that were considered are listed here, e.g. previous Disciplinary Offences, lack of remorse, etc.

Mitigating circumstances:

1. All the mitigating circumstances that were permitted are listed here, e.g. psychological stress (supported by a letter from a Psychologist), Academic Pressure, etc.

The verdict, found by reason of the accused's own plea and due to the facts found proved: Guilty.

The penalty imposed: *You are excluded from Allan Webb Hall, **suspended** for the remainder of your stay in the Hall on the following conditions:*

1. *that you are not found guilty of any disciplinary offence involving drugs,*
2. *that you complete 70 hours community service in the Student Bureau (Registrar's Division) under the supervision of Mrs D Wicks.*

The community service should be done outside of your academic commitments, at the convenience your supervisor, and is to be completed by 29 October 2004. You should report to Mrs D Wicks before 10 August 2004.

The reasons for the imposition of such penalty:

1. The reasons for the penalty are listed here.

Right of Review: The student's attention was drawn to Clauses 10.1, 15.1 and 18.1 of the *Allan Webb Hall Constitution*. The student's review rights were explained, in particular Clauses 22.4 and 22.5 of the *Allan Webb Hall Constitution* and Rules 19.1, 20.4.1.9, 20.5.6 and 24 of the *Student Disciplinary Code*.

Friday, 6 August 2004

Disciplinary Officer's signature

Date

Figure 3: Example of the Disciplinary Record



RHODES UNIVERSITY

ALLAN WEBB HALL

COMMUNITY SERVICE RECORD

This is to certify that the undermentioned student has completed his/her community service as detailed below:

Residence: Salisbury House Student No: 60501234

Surname: Other Initials: AN Used Name: Andrew

Awarded by: John McNeill Position: Hall Warden, Allan Webb Hall

Signature:

Number of community service hours awarded: 70 (Seventy) Date awarded: Thursday, 5th August 2004

Date	Description of job	Supervisor's name	Time		Number of hours
			Start	End	
11-Aug-04	Office Work	Mrs Wicks	14h15	17h00	2 hours 45 minutes
13-Aug-04	Office Work	Mrs Wicks	14h15	17h00	2 hours 45 minutes
04-Oct-04	Office Work	Mrs Wicks	09h35	12h00	2 hours 25 minutes
...
29-Oct-04	Office Work	Mrs Wicks	14h00	17h00	3 hours
Total hours completed					70 hours

SERVICE COMPLETION DETAILS

You are excluded from Allan Webb Hall, **suspended** for the remainder of your stay in the Hall on the following conditions:

- (i) that you are not found guilty of any disciplinary offence involving drugs,
- (ii) that you complete 70 hours community service in the Student Bureau (Registrar's Division) under the supervision of Mrs D Wicks.

The community service should be done outside of your academic commitments, at the convenience your supervisor, and is to be completed by 29 October 2004. You should report to Mrs D Wicks before 10 August 2004.

Division/Section/Department in which community service completed: Student Bureau

Supervisor: Mrs Desiree Wicks

Signature of Head of Division/Section/Department: D. Wicks Date: Friday, 29 October 2004

Note:

Please return the completed form to the Allan Webb Hall Secretary by no later than **Monday, 1st November 2004**. This form is to be placed on the student's personal file and attached to the pink copy of the disciplinary form. A copy of this form is to be sent to the Dean of Student's Office.

Figure 4: Example of the Community Service Record form



ANNEXURE E - FIRE AND SAFETY PROCEDURES IN RESIDENCE

1. The advice given in this note is intended as a guide for the Wardens, Sub-Wardens etc., concerned with Fire routine and drills to ensure that all persons in their building are familiar with the means of escape and the routine to be followed in the event of a fire or other emergency.
2. The evacuation of a building should not be a disorderly rush, creating panic. The people who may be in danger during an emergency should be trained to act in a calm and orderly manner and to use the means of escape in accordance with a predetermined and practised plan and where necessary to carry out certain duties so that a routine is followed which will ensure the safety of all concerned.
3. To comply fully with these precautions, occupants of the various residences must receive instruction (supplemented by training) repeated at suitable intervals so that it is not forgotten. Posting notices or spreading information in a more or less haphazard manner is not sufficient.
4. It is of prime importance for everyone to escape from danger. To this end, residences should always be entirely evacuated by all occupants should any part of the building be affected by any sort of an emergency, i.e. fire, smoke, flooding or bomb scares, and should not be re-entered until it is entirely safe to do so.
5. Hall and House Wardens should ensure that a copy of the University's Fire Safety notice is displayed at all times on the House notice board. Occupants of the House should be made aware of the existence of the notice and also its position.
6. At the beginning of each year, House Wardens should complete a Fire Precaution Notice for each room, and ensure that it is issued to the occupant. If circumstances change during the year, such as a different fire alarm system being installed or a new emergency exit becoming available, then fresh notices should be issued.
7. House Wardens and Sub-Wardens should be in possession of nominal roll (alphabetical list) of all students in their House and remember to take a copy with them when leaving the building during any evacuation procedures or drills.
8. Wardens should, at the beginning of each year, ascertain which students have undergone any First Aid training. Where possible, First Aid teams should be formed and periodic training undertaken under the supervision of a competent person.
9. There should be someone delegated, possibly a Sub-Warden or Senior Student, to take with them when they leave the building during any drills, any documents which will assist in taking the roll call, i.e. the weekend book and the signing out book.
10. Hall Wardens should be in possession of a nominal roll for students in each of their houses and to have these available as a back up to paragraph 7.
11. Hall Wardens should have a contingency plan for the temporary housing in other nearby residences of those evacuated until more permanent arrangements can be made the following day or at a later hour.
12. House Wardens in consultation with their Hall Wardens and the Campus Protection Unit senior staff, should identify muster points for students, bearing the following points in mind:
 - Safety, i.e. sufficiently far from the building to ensure that everybody is out of the danger zone.
 - No obstruction must be caused to Emergency Service vehicle i.e. Fire Brigade, Police, etc.
 - Preferably near some form of illumination to enable the taking of an accurate roll call.
 - Should be an open area as far as possible in order to facilitate the movement and control of students.



13. Hall and House Wardens should satisfy themselves that should there be a fire at night, arrangements for waking students will actually take place
14. Hall and House Wardens should operate fire or emergency drills in such a way as to simulate as closely as possible what is likely to happen in the event of a real emergency, particularly that there should be no advance warning of any kind.
15. Wardens should make some definite arrangements for the Sub-Warden or Senior Student to take the roll call should the Warden not be available, although wherever possible, roll calls should be taken by the Warden.
16. Wardens should satisfy themselves that students under their control are aware of:
 - The contents of the Fire Safety Notices on Notice Boards.
 - The contents of individual Fire precaution notices handed to them at the beginning of each year.
 - The exact location of and shortest route to the Fire exit applicable from the room they occupy.
 - The exact location of alternative Fire exits if access to their nearest exit is cut off.
 - The location of fire hoses and extinguishers.
 - The need for electrical appliances which may have started fires to be disconnected from the electricity supply if hose reels or water extinguishers are used.
 - The location of the nearest telephone or in the event of this being unavailable, the nearest alternative telephone (contact Fire Brigade/Campus Protection Unit).
 - The telephone number of the Fire Brigade (622-4444 or 10111); this should be displayed at the phone and on the notice board.
 - The location of the muster area applicable to them.
 - They must not disperse until after the roll call and they have been authorised to do so. Their assistance may be needed in the ascertaining the whereabouts of anyone whose name is not answered at the roll call. The importance of not re-entering the building once they have left after any emergency or drills unless authorised by the Warden or Campus Protection Unit Senior staff.
17. Hall and House Wardens should make themselves familiar with the operation of Fire Hose reels and extinguishers. This will assist them both in checking for serviceability and in answering questions from interested students.
18. Consideration could be given, if Wardens prefer, to nominating individual students on a permanent or semi-permanent basis to assist them in carrying out any of the functions referred to in these guidelines bearing in mind that some flexibility is needed to ensure that those so nominated do not become so specialised that they become unfamiliar with other aspects of Fire and Emergency drills generally, i.e. there should be some rotation of responsibilities.
19. Hall Wardens should check ONCE A MONTH that keys for emergency exits are available in their containers at each door and report any deficiency to the lock smith, Building and Maintenance Section.
20. Hall Wardens/Wardens should ensure that the Senior Campus Protection Unit Officer or his deputy is notified of a fire or any other Emergency as soon as possible i.e. once Drills have been implemented.
21. When a fire drill is planned, the Campus Protection Unit should be informed beforehand of the date and approximate time.
22. Fire safety checklists (please see Annexure G on page 25) should be completed by the designated Safety Officer (usually the Housekeeper) at the end of each term, and sent via the Hall Warden to the Manager of the Campus Protection Unit.
23. At the conclusion of every Fire Drill, the form in Annexure F on page 24 must be completed.



ANNEXURE F - FIRE/EMERGENCY DRILL REPORT FOR RESIDENCES



RHODES UNIVERSITY
ALLAN WEBB HALL

FIRE/EMERGENCY DRILL REPORT FOR RESIDENCES

House

Term

Date Time

Evacuation Time

COMMENTS

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

WARDEN
Signature

NAME

COPIES TO: HALL SECRETARY
CAMPUS PROTECTION UNIT



ANNEXURE G - FIRE/EMERGENCY SAFETY CHECKLIST

RHODES UNIVERSITY
ALLAN WEBB HALL

FIRE/EMERGENCY SAFETY CHECKLIST

House:

Date:

A physical check of the following items should be carried out once a term and the results, along with other information called for, noted below. The completed form should be sent to:

1. Hall Secretary
2. Campus Protection Unit

	ITEMS	COMMENTS OR DEFECTS	COMPLETED (Please ✓)
1.	FIRE SAFETY NOTICE Is a copy displayed on the House Notice Board?		
2.	GUIDELINES FOR STUDENTS IN RESIDENCE Has a copy been handed to each resident?		
3.	FIRE FIGHTING APPLIANCES HOSE REELS 3.1 Are they accessible and in good condition? 3.2 Are they connected to the water supply? <i>Note: When checked please turn off water supply and leave tap at end of hose open.</i> HAND EXTINGUISHERS 3.3 Are they readily accessible? 3.4 Are all units charged and regularly serviced? 3.5 Is each resident aware of the location of all appliances?		
4.	FIRE/EMERGENCY EXIT DOORS 4.1 Are all emergency keys in position? 4.2 Are all doors clear of obstructions? 4.3 Where fitted, is battery of any door open & alarm system in good condition (Test by opening door)		
5.	FIRE EXIT ROUTES 5.1 Are all corridors and staircases clear of obstruction? 5.2 Are routes clearly marked?		



	ITEMS	COMMENTS OR DEFECTS	COMPLETED (Please ✓)
6.	TELEPHONES Is each resident aware of:		
6.1	The nearest telephone?		
6.2	A nearby telephone?		
6.3	The telephone number of the Fire Brigade/Police/CPU?		
7.	NOMINAL ROLL OF STUDENTS IN RESIDENCE Are copies readily available to:		
7.1	House Warden?		
7.2	Other delegated persons?		
8.	REGISTERS Are registers such as week end book and signing out book readily available should the residence have to be evacuated?		
9.	FIRE ALARM Is the method to awaken residents effective?		
10.	MUSTER AREA		
10.1	Has a suitable muster area been identified?		
10.2	Is each resident aware of the location of the muster area?		
11.	FIRE DRILLS On which date or dates did fire drill/s take place?		
12.	HOUSEKEEPING		
12.1	Are all electrical appliances in good, safe condition?		
12.2	Are pilot lights fitted to hand-iron power points?		
12.3	Are ironing boards in good condition and a safe resting place provided for the iron?		
12.4	Are any unauthorised heating appliances in use?		
12.5	Are gas appliances in good condition?		
12.6	Is there any accumulation of combustible waste?		
12.7	Are flammable cleaning materials stored safely?		

ANY OTHER COMMENTS OR SUGGESTIONS

WARDEN.....

Signature

NAME.....



ANNEXURE H - FIRST AID GUIDELINES

Knowing what to do in an emergency gives one confidence and can prevent great harm to an injured person:

BLEEDING

Always wear gloves:

- **MINOR BLEEDING:**
 - Wash with soap and water
 - Apply dressing or plaster
- **MAJOR BLEEDING**
 - Apply pressure to wound and elevate area
 - Apply dressings and bandage
 - Do not remove these when blood soaked but apply more
 - Place casualty at rest
- **NOSE BLEED**
 - Casualty to sit down, leaning slightly forward
 - Casualty to pinch fleshy part of nose firmly
 - Apply ice / cold water to forehead and ask casualty to suck ice
 - Instruct casualty *not* to blow nose for at least one hour

BURNS

- **HEAT BURNS**

Cool area as fast as possible by immersing area in cold water or

 - Holding under running water (tap, shower) for 15 minutes
 - Do not remove any clothing etc. which is stuck
 - Do not break blisters
 - Apply clean, not fluffy dressing
- **CHEMICAL BURNS**
 - Remove chemical from body as quickly as possible by brushing off powder or flushing the area with large amounts of water (hose, tap, buckets) for 15-20 minutes
 - Remove contaminated clothes while flushing
 - Do not use chemical neutralisers unless advised by a doctor
 - Seek medical help

CHOKING (blockage of the airway by a foreign object)

If the casualty can talk, cough and has good colour:

- Encourage casualty to cough
- Do not slap casualty on back
- Reassure and get medical help if it lasts more than a few minutes

If casualty cannot talk or cough, has greyish face and bluish lips – THIS IS A LIFE-THREATENING EMERGENCY. If no trained First Aiders or Medical Personnel are available you may wish to attempt an abdominal thrust (Heimlich Manoeuvre) to save the casualty's life.

- Stand behind the casualty, arms round casualty
- Place your fists, one over the other in the midline just above the belly button
- Press upwards and inwards with a sudden forceful thrust



- Repeat until object is dislodged
- Send for expert medical help

EPILEPTIC FIT

During the convulsion stage:

- Do not try to restrain the person but do clear the area of objects which may injure the person
- Place something soft (e.g. jersey, rucksack) between the person's head and any hard object e.g. fixed seats or cupboards
- Loosen tight clothing especially round the neck
- Do not place anything between the person's teeth or in the mouth. Although this used to be recommended it is now considered to be a dangerous practice.
- Try to give the person some privacy

After the convulsions have stopped the person will be unconscious for a few minutes

- Place the person on his/her side and keep the airway clear
- Wipe away saliva/fluid from the mouth and nose
- Tilt the head back and keep the chin up
- Do not leave the person alone

When the person regains consciousness he/she will

- be drowsy and should be allowed to sleep for an hour or more
- Comfort and reassure the person and the bystanders who may be quite shocked by what has happened

Call a doctor if:

- a) this is the first time it has happened to the person or if the cause is unknown
- b) if the person remains unconscious for more than 5 minutes
- c) if the person has another fit within a few minutes



ANNEXURE I - GUIDELINES FOR CONDUCTING A FIRE DRILL

A Fire or Emergency drill is defined as an actual rehearsal in the steps to be taken in evacuating a building should there be a real Fire or Emergency. The Drills must be conducted in such a manner as to be as realistic and disciplined as possible. The purpose of holding drills in residences is so that the occupants will know how to make an efficient, orderly escape by actually putting it into practice. This avoids the confusion of panic, which could otherwise occur if there is a real Fire or Emergency.

As well as being realistically conducted, the Drills must be closely monitored so that any deficiencies, particularly in any of the following matters are revealed:

1. **Structural\physical deficiencies**

- Access to and operation of keys for Emergency doors and other exits.
- Any difficulties in obtaining emergency keys from their containers.
- Any difficulties in the actual opening of emergency and other exits.
- Whether the alarm system used has actually woken or alerted all the occupants.

2. **Human deficiencies**

- Use of wrong exits or wrong routes to exits from bedrooms, common rooms and ablution blocks
- Unnecessary delays in evacuating the building.
- Oversight by responsible person(s) in not taking with them the list of occupants (Nominal roll) and any other documents which will facilitate the actual roll call at the muster point, e.g. weekend book, signing out book.
- Occupants who cannot be accounted for at roll call.
- Calling Fire Brigade or other Emergency Services, Police, etc. (in any Drills this should be simulated by someone actually going to and gaining access to a telephone other than the telephone in the residence concerned).
- Attempts by occupants to re-enter the building before they are given permission to do so.
- Notifying the Campus Protection Unit (Ext 8146).

3. **PRIOR** to holding Fire or Emergency drills, Wardens should, without revealing time and date, consider nominating specific individuals to assist them in monitoring of such activities as:

- At night, ensure that arrangements for waking students actually works in practice.
- Whether someone has made a simulated telephone call to the Fire Brigade or Emergency Services.
- Use of correct exit routes and doors.
- Identifying any deficiencies concerning keys or physical opening of emergency or other exits.
- Identifying any reasons for unnecessary delays in evacuating the building.
- Carrying out the roll call (in the case of a real emergency this function would be carried out by the Warden or a nominated Sub-Warden in her absence).
- Nominating a person or persons (one for each exit) to prevent undesirable people gaining access to the building in the general confusion and whilst the building is vulnerable.

4. In their arrangements for the holding of Fire and Emergency Drills, Wardens should:


- Inform CPU of pending fire drill giving date and approximate time



- Not reveal the date and time on which the Drill will be held to anyone who does not need to know and in particular to any of the occupants of the residence concerned. Generally speaking the only person who needs to know in advance is the Officer in Charge of the Campus Protection Unit.
- Hold a minimum of four fire drills a year. The timing of these drills will be at the discretion of the Wardens but it is envisaged that there should be a fire drill at a time which will involve the maximum number of students.
- The Fire or Emergency alarm must be activated, sounded or given by the Warden to initiate the drill. The alarm used must be same as that which would be used in the event of a real Fire or Emergency.
- Immediately after sounding the alarm, the Warden should:
 - unlock the main entrance door normally used to enter and leave the building, and
 - proceed to the Emergency exit to take possession of the emergency key once it has been used to open the door (in the event of more than one door, students should be instructed to leave the keys in the locks after use, keys can then be recovered without hampering the Drill).
 - Retrieve the Emergency keys, if used, as soon as possible (keys have a habit of disappearing).
 - Take or attend the roll call.
 - Appoint a number of students to keep spectators at a distance whilst the roll call is being done, this will stop any confusion or interference from bystanders.
 - Record at the time brief details of any problems reported or observed during the course of the drill.
 - Immediately after the drill, complete and forward Maintenance requisitions for the repair of Emergency Key containers.
 - Within 24 hours hold a de-brief with all nominated assistants and any other students who can contribute, so that all the deficiencies, problems and ideas for improvements can be aired and recorded.
 - Send details of all deficiencies and problems, together with recommendations and ideas for improvement, to the Senior Protection Officer within 48 hours of the de-brief



ANNEXURE J – JOB REQUEST FORM



Allan Webb Hall JOB REQUEST FORM

SAL 03 0015

Work to be carried out by:

Building Maintenance
 Electrical Services
 Engineering Workshops
 Grounds and Gardens
 Electronic Services
 Housekeeping
 Other

Select one only

Please specify: _____

JR N°: _____

Date: _____

dd/mm/yy

Requested by: _____

Building: _____

Room N°/Area: _____

Description of work to be carried out:

Item Description: <i>eg Desk</i>	Part Description: <i>eg Top drawer</i>
Problem (suggested solution): ----- ----- <i>eg scratched (please re-varnish)</i>	
Additional Comments: -----	

Approved by Housekeeper:

Signature: _____

Date: _____

dd/mm/yy

Cost of Work Code N°: _____

Date Captured: _____

Maintenance Requisition N°: _____

Follow-up Record:

1	Person Contacted: _____	Feedback: _____	Initials: _____	Date: _____
2	Person Contacted: _____	Feedback: _____	Initials: _____	Date: _____
3	Person Contacted: _____	Feedback: _____	Initials: _____	Date: _____

Notes about this form:


- A single copy of this form should be completed by the person (normally the Warden or Sub-Warden) requesting the work.
- The form should be inserted into the residences JR folder.
- The form should not be removed from the folder.

Date Job Completed: _____

29 June 2003
John McNeill



ANNEXURE K – LEAVE OF ABSENCE FORM

		ALLAN WEBB HALL		
		SUB-WARDEN LEAVE REQUEST FORM		
Name		Residence		
Emergency Contact Cell No.		Departure Date	Return Date	
			<i>dd/mm/yy</i>	
Reason for Absence		What arrangements have you made to cover your duties and responsibilities while away? _____ _____ _____ _____ _____		
<input type="checkbox"/> Academic	<input type="checkbox"/> Family Responsibility			<i>Select one only</i>
<input type="checkbox"/> University Sport	<input type="checkbox"/> Personal			
<input type="checkbox"/> Other Please specify: _____				
Sub-Warden				
Signature:	Date of App.			
	<i>dd/mm/yy</i>			
Approved by Warden:				
Initial:	Date:			
	<i>dd/mm/yy</i>			



ANNEXURE L - QUALITY OF RESIDENCE LIFE SURVEY – SUB-WARDEN’S SECTION

			Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
		MORE		0		NO	
		YES		LESS			
C. Sub-Warden Name: _____							
82	I interact with my Sub-Warden at least three (3) times a week.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
83	I have discussed or would feel comfortable discussing curriculum choices with my Sub-Warden.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
84	I have discussed or would feel comfortable discussing personal matters with my Sub-Warden.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
85	My Sub-Warden has treated me for a minor injury or ailment.	NA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
86	My Sub-Warden has assisted me in obtaining medical treatment.	NA	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
87	I believe my Sub-Warden is fair and unbiased.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
88	My Sub-Warden is available or contactable when needed.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
89	My Sub-Warden participates in residence activities i.e. sports and social events.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
90	Given my understanding of the role of the Sub-Warden, I believe that my Sub-Warden carries out his/her duties.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
91	My Sub-Warden carries out his/her disciplinary function consistently, fairly and effectively.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
92	My Sub-Warden actively shows a personal interest in my well-being.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><i>If you Disagree or Strongly Disagree with any of the questions in the Sub-Warden section please elaborate, making reference to the question number in your response.</i></p> <div style="border: 1px solid black; padding: 5px;"> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 25px; margin-bottom: 5px;"></div> </div>							



ANNEXURE M – RESIDENCE ROOM AND LINEN STATEMENT



ALLAN WEBB HALL
Residence Room & Linen Statement

Name: _____ Stud No: _____ Rm No: _____ Res: _____

FURNITURE	START OF TERM <i>Checked by Student</i>					END OF TERM <i>Checked by Sub-Warden</i>				
	Quantity Present				COMMENTS <small>Comment if condition is not good</small>	Quantity Present				COMMENTS <small>Comment if condition is not good</small>
	TERM					TERM				
	1	2	3	4		1	2	3	4	
Bed										
Bin, wastepaper										
Bookcase/ Bookshelf										
Cabinet/Table, bedside										
Carpet, loose										
Chair, desk										
Chair, easy										
Chest of drawers/Tallboy										
Desk/Table										
Dressing table										
Lamp, bedside/study										
Mattress										
Mirror (free standing)										
Wardrobe										
Other										

LINEN	START OF TERM <i>Checked by Student</i>					END OF TERM <i>Checked by Sub-Warden</i>				
	Quantity Present				COMMENTS <small>Comment if condition is not good</small>	Quantity Present				COMMENTS <small>Comment if condition is not good</small>
	TERM					TERM				
	1	2	3	4		1	2	3	4	
Blanket										
Curtains, pair										
Curtains, net										
Duvet, inner										
Duvet cover										
Mattress cover										
Pillows										
Pillow slips										
Sheets										

Please turn over page



	START OF TERM					END OF TERM				
	TERM				COMMENTS	TERM				COMMENTS
	1	2	3	4		1	2	3	4	
FIXTURES <small>Please tick if condition good. If not, comment.</small>										
Basin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cabinet, wall mounted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Carpet, fitted /Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ceiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cupboard, built-in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heater/ Radiator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mirror, wall or tall boy mounted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Notice board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overhead light	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pelmet & curtain rail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room door, lock & handle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Taps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Towel rail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
KEYS <small>Please tick if condition good. If not, comment.</small>										
Dallas chip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Front door key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>NO FURNITURE OR ANY ITEM OF STOCK may be removed from your room, or brought into your room from anywhere else in the residence without permission from the Warden. The details of any furniture transfer, along with anything else you believe to be important with regard to the fabric, furnishings, linen and contents of your room should be recorded below.</p>										
Item										Date
I have satisfied myself that the above are in good condition, except as I have stated otherwise. I accept liability for damage and defacing of the fabric and for items not in the room during stock take.			I hereby certify that the room has been checked, has all items as stated above, and the room itself is intact and in the same condition as it was when occupied, fair wear and tear excepted and except as I have stated otherwise.			I hereby certify that the room has been checked, linen inventoried and requisitions generated have been submitted to the relevant maintenance divisions.				
Student signature <small>(beginning of each term)</small>		Date	Sub-Warden signature <small>(end of each term)</small>		Date	Housekeeper signature <small>(end of each term)</small>		Date		
Term 1			Term 1			Term 1				
Term 2			Term 2			Term 2				
Term 3			Term 3			Term 3				
Term 4			Term 4			Term 4				



ANNEXURE N – RULES FOR SOCIAL FUNCTIONS**1. CONSENT**

- 1.1 The consent of the Hall Warden is necessary if a Hall function is to be held either in a Hall, elsewhere on campus or off campus.
- 1.2 The consent of the Hall Warden and of the House Warden is necessary if a House function is to be held either in a House, elsewhere on campus or off campus.
- 1.3 Functions other than Hall or House functions may not be held within the precincts of a Hall or House, without the consent of the Hall Warden and of the House Warden.
- 1.4 Applications for all official Hall and House functions must be made in writing on the prescribed form.

2. VENUE

- 2.1 All official Hall and House functions must normally be held on University property. (An official Hall or House function is a function where food is provided by the Catering Services in lieu of a meal, or which is paid for, partly, or in full by Hall or House funds). However, the Hall Warden may authorise an official Hall or House function to be held off campus subject to the provisions set out in sub-paragraphs 3.8; 5.6, 6.3; 8 below, and 1 above.
- 2.2 No function of any kind other than Hall dinners may be held within the precincts of the residences in the three weeks prior to the June examinations, and during the four weeks prior to the November examinations. All Wardens are requested to make special note of this rule.

3. TIME

- 3.1 At the sole discretion of the Hall Warden, House functions, other than braais, brunches, garden parties and champagne breakfasts may be held in Houses and Halls between the following times only:

Mondays to Thursdays: 17h30 - 20h00

Fridays or Saturdays: 17h30 - midnight

- 3.2 Hall and House functions may be held at the Prospect Field braai centre at the following times:

Fridays or Saturdays: 18h00 - 23h00

Permission for music to be played at this venue must be obtained from the Vice-Principal.

- 3.3 Hall and House functions may be held in the precincts of a Hall within the following periods **ONLY**:

Fridays or Saturdays or the eve of Public Holidays

18h00 - 21h00 (Music to be limited to background music only)

- 3.4 Hall or House functions termed "garden parties" may be held in the precincts of the residences at the following time:

Saturdays: from 11h30 - 14h30

Catering Services will provide ingredients in lieu of the meal booked, Students to assist with the preparation of the snacks.

- 3.5 House functions termed "champagne breakfasts" may be held in a House at the following times:



Saturdays or Sundays: 08h00 - 09h30

- 3.6 Brunches which take the place of Breakfast and Lunch may be held in the dining hall once a term at the following times:

Saturdays or Sundays: 09h00 - 12h00

- 3.7 Hall Formal Dinners may be held once a term at the following times:

Tuesday or Wednesday: 18h00 - 21h00

- 3.8 Functions off campus may be held at any convenient time.

4. ORGANISATION

- 4.1 Having obtained the necessary consent referred to in 1 above, the organisers of the Hall or House function must:

- 4.1.1 invite the Hall and House Wardens concerned;
- 4.1.2 if the Catering Services are required in terms of these rules to make provision for the functions, give them written notification at least **10 days** before the function is to take place;
- 4.1.3 supply the Catering Services with the names of students who will NOT be attending, **48 hours** prior to the function; failure to comply with this provision may result in the cancellation of the function by the Hall Warden;
- 4.1.4 provide separate toilet facilities in the House for the visitors;
- 4.1.5 notify neighbours in the immediate vicinity of a House or Hall in which a social function is to be held, beforehand;
- 4.1.6 where applicable, tidy the venue immediately after the event.

5. SUPERVISION

- 5.1 The House Warden is required to be present in the House for the duration of the function. Should the function be held in the precincts of another House the host House Warden shall ensure that the Rules for Social Functions are strictly adhered to.
- 5.2 House Wardens concerned shall ensure that noise at a House function does not reach a level which may reasonably be regarded as disturbing to the occupants of a neighbouring building.
- 5.3 The Hall or House Committees concerned will be responsible for the maintenance of good behaviour during any Hall or House function.
- 5.4 The organisers of any other function approved under 5.1 above, will be responsible for the maintenance of good behaviour during the function.
- 5.5 The provisions of 5.3 and 5.4 above do not exclude the normal jurisdiction of Hall Wardens, House Wardens, Sub-Wardens, Hall Committees and House Committees.
- 5.6 Where an official Hall or House Function is held off campus the Hall or House Warden must accompany the Hall or House to such Function.

6. CATERING

- 6.1 For one House function per term Catering Services will provide prepared snacks in place of the meal not taken by students of the House attending the function. The organisers must supply a like quantity of food for all others attending the function.
- 6.2 For one House function per term other than a braai, Catering Services will provide snack ingredients in lieu of a meal which would otherwise be taken in the dining room, but the



preparation of these snacks is the responsibility of the students organising the function. Catering services will provide for House guests at a cost agreed between Catering Services and the organisers.

- 6.3 Catering Services will cater for Hall or House functions on the following days only:
- Braais: Fridays or the eve of Public Holidays only
 - Hall Balls: Fridays or Saturdays only
 - Garden Parties: Saturdays only
 - Formal Dinners: Tuesday or Wednesday nights only
 - Brunches: Saturday or Sunday only.
 - Beach braais or picnics: Saturdays/Sundays. Food in lieu of a meal will be provided, provided it is collected by no later than 16h00 on the preceding Friday.
 - Any other function (other than beach braais or picnics): Mondays to Friday nights only

7. ALCOHOL AND OTHER DRINKS

- 7.1 Written permission must be obtained from the Hall Warden for the consumption of alcohol at any Hall or House function or any other function within the precincts of the Hall.
- 7.2 Written permission must be obtained from the Vice-Chancellor for the consumption of beer and/or wine at a braai or at a party which is held on University property, other than within the precincts of the Hall or House. (This includes the Prospect braai area and the Great Hall).
- 7.3 The organisers are to control the supply of alcohol. The only alcohol allowed at a social function is beer and/or wine and/or fortified wines.
- 7.4 7.4.1 With the express permission in writing of the Hall Warden a temporary liquor licence (issued in terms of section 28 of the Liquor Act No. 87 of 1977) for the sale, by a recognised liquor outlet only (for the profit of that outlet only in terms of section 107 of the Liquor Act No. 87 of 1977) of beer, wine and soft drinks may be obtained for Hall Balls.
- 7.4.2 In all such cases the bar must close at 23h00.
- 7.4.3 No other liquor may be brought onto the premises concerned (i.e. neither students nor Wardens and guests may bring their own private liquor to the ball).
- 7.5 The preparation and consumption of drinks containing more than one alcoholic beverage, and the holding of 'boat races' and 'down downs' will be regarded as serious punishable offences.
- 7.6 The organisers must supply soft drinks in a quantity regarded as sufficient by the Hall Warden.

8. COST

The cost of all official Hall and House functions (except food provided by the Catering Services in lieu of a meal) must be paid for by the Hall or House concerned. Students may not be asked to contribute to the cost of such functions, i.e. no collections are allowed.

9. BINDING EFFECT OF THESE RULES

These rules were approved by the Board of Residences in May 2002. They have been approved by Senate and Council and are binding on all Halls.



ANNEXURE O - RULES FOR THE USE OF ELECTRICITY IN UNIVERSITY RESIDENCES

1. The safety guidelines covered above must be observed (see Annexure P on page 40).
2. Only bulbs of 60 or 100 watts will be supplied by the University and the total wattage used for lighting in each room must not exceed 160.
3. Students may, at their own expense, where not already provided have a table lamp which must be plugged into the appropriate wall fitting.
4. No electrical appliances may be connected to the **lighting** circuit.
5. No electrical appliances, other than one desk lamp (with a lamp of not more than 60W) and or a computer, may be connected to the 13 amp (square pin) socket in student rooms.
6. Electrical appliances as permitted by your *Hall Rules and Information Booklet* may be connected to the 15 amp (round pin) **power** circuit. Toasters, snackwich makers, hot plates, electric frying pans, electric grillers, emersion heaters, TV-braai machines, portable gas cookers or any other similar appliance used in connection with preparation of or cooking food **ARE NOT PERMITTED** under any circumstances. Fridges are not normally permitted, but an application for permission to have a fridge, accompanied by a valid doctor's certificate, may be made in writing to the House Warden. A suitable charge may be made, for any appliance authorised by the Warden, to cover the cost of electricity used. Wardens are requested to provide details to the Finance Division when such permission is granted so that charges may be levied. The University is not bound to supply sufficient demand power for that apparatus.
7. Electric blankets are not permitted in student rooms.
8. Private electric irons may not be used in student bedrooms.
9. No appliance, other than the heater provided by the University, may be plugged into the heater socket.
10. Heaters must be switched off when the room is vacated for any time or when the student goes to sleep.
11. No personal/ additional/ loose heaters are permitted in residence
12. Heaters must not be used for cooking, making toast or any other purpose for which they are not intended. Damage to a heater, or failure or malfunctioning of the lighting, power system or University electrical equipment in a student's room must be reported immediately
13. The cord of the study lamp may **not** be lengthened except by authorised Rhodes staff
14. Electric cords must not be placed under rugs or carpets.
15. Only commercially bought multiplugs and extension leads without any joins may be used in student rooms.
16. All students are requested to co-operate in ensuring that electricity is not wasted, and in particular to see that lights and heaters are switched off when not required. **It is an offence for a heater to be left on when a room is vacant and severe disciplinary action will be taken against offenders.** Several fires have occurred in recent years due to students not turning off heaters when leaving their rooms.
17. A penalty for any breach of these rules will be applied. In addition, students will be charged for any damage done by them as a result of the misuse of electricity or electrical appliances, and also for electricity consumed by appliances in contravention of these rules.
18. In the interest of safety all socket outlets and other electrical fittings and equipment should always be regarded as "live" at all times.
19. It should be noted however that power to 15 amp (round pins) socket outlets (plug points) may not always be available. The power supply is subject to interruption automatically by the computer-controlled equipment installed throughout the University to control the use of energy in the interests of keeping operating costs (including residence fees) down.

The University does not accept any responsibility for damage, no matter how caused, to any electrical equipment or electric appliances belonging to Wardens, Sub-Wardens and students.



ANNEXURE P - SAFETY GUIDELINES

Always:

- Keep passage ways free from any form of obstruction.
- Provide sufficient containers for rubbish, and clean regularly.
- Check stairways to see that the treads and hand rails are firm.
- All cleaning materials must be stored correctly.
- Cleanliness should not be left to chance. Cleaning staff should be properly instructed and adequately supervised.
- Keep access to Fire exits and extinguishers open.

Do NOT allow:

- Accumulation of waste materials.
- Flammable substances, such as hessian or paper chains to be used to decorate rooms.
- Materials, bottles, tins, etc to be stored on window sills.
- Electric plugs to be overloaded or become cracked.
- Electric cords to become frayed or placed under carpets.
- Heaters, etc to be left switched on after use or whenever the room is left unattended.
- Clothes to be draped over heaters to dry.
- Use of any personal/loose/additional heaters
- Immersion heater elements anywhere on the Campus.
- Any unauthorised person to interfere or tamper with any electrical wiring, fitting, equipment or appliance.
- Any electrical work to be carried out by persons other than technical staff.
- The joining of any electrical cord or flex.
- Heaters to be used as a source of heat for the cooking or warming of food.
- Extra weight to be added to light fittings (such as clothes lines).
- Access to electrical switchboards to be obstructed or boxes, containers or any other items rested against switchboards or other electrical installations.



ANNEXURE Q - START OF YEAR/TERM TASK LIST



RHODES UNIVERSITY
ALLAN WEBB HALL

START OF YEAR/TERM TASK LIST

The following task should be completed at the start of each term/year. Note that some tasks are peculiar to certain residences in the Hall and some tasks are only done at the start of certain terms (see the key at the end of the checklist).

Task	Description	Res	Term	Done
1.	Master keys Hand out master keys to Sub-Wardens			
2.	Access control Update the front door access system			
3.	Outside doors Unlock back outside doors in the VAT and adjacent Room 5	W		
4.	Room checks Check student rooms (check rooms are clean, furniture and bedding is present and correct, and do a maintenance check)		P	
5.	Rooms keys Check all student rooms keys are on the board		P	
6.	Maintenance Requisition any maintenance required in the <i>Requisition File</i>			
7.	Room allocations Do room allocations		1	
8.	RAS Enter student data into the Residence Administration Systems (RAS)		S	
9.	Door labels Put up student room door labels		1	
10.	Sign-in Register Print and manage <i>Term Sign-in Register</i>			
11.	Welcoming letters Draft and print first year and returning students welcoming letters	-T	1	
12.	Forms and information Place forms (including: <i>Application to Use Electrical Appliances</i>) and information in student rooms		1	
13.	Residence Room and Linen statements Place <i>Residence Room and Linen Statements</i> in student rooms		P	
14.	Student information forms Place <i>Student Information</i> and <i>Medical Information</i> forms in student rooms		S	
15.	Board labels Check notice board labels/titles are in place			
16.	Notice boards Set up Notice boards			
17.	Direction signs Check room direction signs	-T		
18.	Laundry booking sheets Put up laundry booking lists			
19.	Banner Welcoming banner: iron and put up	C, W	1	
20.	House Committee cupboard Check and tidy House Committee cupboard	-T	1	



Task	Description	Res	Term	Done
21.	Kitchenette Clean and sort out kitchenette			
22.	Fire fighting equipment Check fire extinguishers are full and serviceable (pins are still sealed) and fire hoses are serviceable (by unreeling it and running the hose for a couple of minutes out of a window).			
23.	Corridors Check all corridors are unobstructed			
24.	First-aid box Replenish the first-aid box		S	
25.	Internal lights Check all lights are working in the residence			
26.	Lamps Check and repair lamps: desk lamps		1	
27.	Security lights Check all security lights are working			
28.	Audio-visual equipment Check audio-visual equipment (TVs, MNet, DStv, VCR, DVD, amplifier, etc) is working			
29.	Intercom Check that the intercom is working	-T		
30.	Clocks Check clocks. Replace batteries at the start of each year	-T		
31.	Call boxes Check public phones			
32.	Filing Do student filing			
33.	Fire Wardens Appoint Fire Wardens	S, W	1	
34.	Box rooms Manage Box rooms		P	
35.	House photos Put up the previous year's house photo		1	
36.	Collage Set up picture collage	W	S	
37.	ResNet Initiate and manage ResNet			
38.	Tumble-Driers Check and remove any build up of lint in the tumble-dryer wall exhaust pipes (that lead outside)			

Key:**Res:**

[C]anterbury, [S]alisbury, [T]ruro, [W]inchester, *blank* indicates all houses.

Term:


[1]st term, [2]nd term, [3]rd term, [4]th term, [S]emester, [E]nd of year, when rooms are [P]acked up during the vacation, *blank* indicates all terms. A minus sign means in front of a letter/digit means "not" (i.e. -1 means not first term).



ANNEXURE R – STUDENT INFORMATION FORM

Our House
Student Information
SAMPLE FORM

Confidential



Notes: 1. Please check that the information recorded below is complete and correct.
2. Correct any errors and omissions using a BLUE or RED pen.
3. Return completed/corrected form to the Warden as soon as possible.

Stud No

Surname

First names

Preferred name

Initials

Title

Gender

Date of birth


Degree:

Academic year

Seniority in Res

Room No

Student photo



Cell phone No

E-Mail Address

Positions held

Position held	Start	End
House Senior Student	01-Jan-02	31-Dec-02
Hall Senior Student	01-Jan-03	31-Dec-03
Sub-Warden	01-Jan-04	

Home Address

Physical address

Suburb

City/town

Province/Country

Postal Address

Postal address

Postal Code

Province/Country

Next of Kin (NoK) Details

NoK's name

Relationship of NoK *eg. father, mother, etc*

Cell phone number

Home phone code and number

Work phone code and number

Address

Suburb
 City

Province

Alternate Contact Details

Notify alternate

Complete below if alternate person is to be contacted in an emergency

Reason for selecting alternative person:

Alternative's name

Relationship of alternative

Cell phone number

Home Phone code and number

Work phone code and number

Address

Suburb
 City

Province/Country


Office use only

Status:

Date Admitted into Hall


Hall departure date:

Access control number:



Page 1 of 1

ANNEXURE S – STUDENT MEDICAL INFORMATION FORM

 ALLAN WEBB HALL Emergency Medical Information Form		CONFIDENTIAL	
		<p>Students sometimes find themselves in situations where they are unable to speak for themselves i.e. accidents, acute illnesses etc. Under these circumstances the Wardening Staff requires certain vital information in order to admit such students to hospital. The information you provide in this document will be treated as confidential. While it is unlikely that we will have to access this information during your stay in res, it is nevertheless necessary to have the information available in the event of an emergency.</p> <p><i>Please complete the entire form.</i></p> <p>John McNeill HALL WARDEN</p>	
Student Details		Residence: <input type="text"/>	
Student Number:	<input type="text"/>		
Name:	<input type="text"/>		
Identity Number:	<input type="text"/>		
Cell Number:	<input type="text"/>		
Doctor's Name:	<input type="text"/>		
Medical Aid Details		Medical History	
Name of Principal Member:	<input type="text"/>		
Relationship:	<input type="text"/>		
Name of Medical Aid:	Medical Plan:	<input type="text"/>	
Membership Number:	Date Joined:	<input type="text"/>	
Home Address:	Street: <input type="text"/> Suburb: <input type="text"/> City/Town: <input type="text"/> Postal code: <input type="text"/>		
Employer's Name & Address:	Name: <input type="text"/> Street: <input type="text"/> Suburb: <input type="text"/> City/Town: <input type="text"/> Postal code: <input type="text"/>		
Home Telephone Number:	Area Code:	Number: <input type="text"/>	
Work Telephone Number:	Area Code:	Number: <input type="text"/>	
Cell Number:	<input type="text"/>		
Email Address:	<input type="text"/>		
		Heart Disease: <input type="checkbox"/>	
		Respiratory Disease: <input type="checkbox"/>	
		Diabetes: <input type="checkbox"/>	
		Kidney Disease: <input type="checkbox"/>	
		Liver Disease: <input type="checkbox"/>	
		Porphyria: <input type="checkbox"/>	
		Epilepsy: <input type="checkbox"/>	
		Arthritis: <input type="checkbox"/>	
		Allergies: <input type="text"/>	
		Medications: <input type="text"/>	
		Other: <input type="text"/>	



ANNEXURE T - SUICIDE WARNING SIGNS

So what sort of things can contribute to someone feeling suicidal?

Nearly every individual who attempts suicide will show some warning signs in the days, weeks or months beforehand. By identifying these risk factors, we can help prevent suicide in the future.

What can I do to help someone who may be suicidal?

Take it seriously:

- **Myth:** "The people who talk about it don't do it."
Studies have found that more than 75% of all completed suicides did things in the few weeks or months prior to their deaths to indicate to others that they were in deep despair. Anyone expressing suicidal feelings needs immediate attention.
- **Myth:** "Anyone who tries to kill himself has got to be crazy."
Perhaps 10% of all suicidal people are psychotic or have delusional beliefs about reality. Most suicidal people suffer from the recognized mental illness of depression; but many depressed people adequately manage their daily affairs. The absence of "craziness" does not mean the absence of suicide risk.
- "Those problems weren't enough to commit suicide over," is often said by people who knew a completed suicide. You cannot assume that because you feel something is not worth being suicidal about, that the person you are with feels the same way. It is not how bad the problem is, but how badly it's hurting the person who has it.

Remember: Suicidal behaviour is a cry for help

Myth: "If someone is going to kill [themselves], nothing can stop [them]."

The fact that a person is still alive is sufficient proof that part of [them] wants to remain alive. The suicidal person is ambivalent - part of [them] wants to live and part of [them] wants not so much death as [they] want the pain to end. It is the part that wants to live that tells another "I feel suicidal."

If a suicidal person turns to you it is likely that [they] believe that you are more caring, more informed about coping with misfortune, and more willing to protect [their] confidentiality. No matter how negative the manner and content of [their] talk, [they] is doing a positive thing and [have] a positive view of you.

Be willing to give and get help sooner rather than later

Suicide prevention is not a last minute activity. All textbooks on depression say it should be reached as soon as possible. Unfortunately, suicidal people are afraid that trying to get help may bring them more pain: being told they are stupid, foolish, sinful, or manipulative; rejection; punishment; suspension from school or job; written records of their condition; or involuntary commitment. You need to do everything you can to reduce pain, rather than increase or prolong it. Constructively involving yourself on the side of life as early as possible will reduce the risk of suicide.

Listen

Give the person every opportunity to unburden [their] troubles and ventilate [their] feelings. You don't need to say much and there are no magic words. If you are concerned, your voice and manner will show it. Give [them] relief from being alone with [their] pain; let [them] know you are glad [they] turned to you. Patience, sympathy, acceptance. Avoid arguments and advice giving.



Ask: "Are you having thoughts of suicide?"

Myth: "Talking about it may give someone the idea."

People already have the idea; suicide is constantly in the news media. If you ask a despairing person this question you are doing a good thing for them: you are showing [them] that you care about [them], that you take [them] seriously, and that you are willing to let [them] share [their] pain with you. You are giving [them] further opportunity to discharge pent up and painful feelings. If the person is having thoughts of suicide, find out how far along [their] ideation has progressed.

If the person is acutely suicidal, do not leave [them] alone

If the means are present (i.e. pills/knife/gun), remove them from the area and give them to the Warden.

Urge professional help

You should ensure that professional help from the counselling services of the University is sought. Persistence and patience may be needed to seek, engage and continue with as many options as possible. In any referral situation, let the person know you care and want to maintain contact.

No secrets

It is the part of the person that is afraid of more pain that says "Don't tell anyone." It is the part that wants to stay alive that tells you about it. Respond to that part of the person and persistently seek out a mature and compassionate person with whom you can review the situation. (You can get outside help and still protect the person from pain causing breaches of privacy.) Do not try to go it alone. Get help for the person and for yourself. Distributing the anxieties and responsibilities of suicide prevention makes it easier and much more effective.

From crisis to recovery

Most people have suicidal thoughts or feelings at some point in their lives; yet less than 2% of all deaths are suicides. Nearly all suicidal people suffer from conditions that will pass with time or with the assistance of a recovery program. There are hundreds of modest steps we can take to improve our response to the suicidal and to make it easier for them to seek help. Taking these modest steps can save many lives and reduces a great deal of human suffering.

WARNING SIGNS**Conditions associated with increased risk of suicide**

1. Death or terminal illness of relative or friend.
2. Divorce, separation, broken relationship, stress on family.
3. Loss of health (real or imaginary).
4. Loss of job, home, money, status, self-esteem, personal security.
5. Alcohol or drug abuse.
6. Depression.

In the young depression may be masked by hyperactivity or acting out behaviour. Depression that seems to quickly disappear for no apparent reason is cause for concern. The early stages of recovery from depression can be a high risk period.

Recent studies have associated anxiety disorders with increased risk for attempted suicide.



Emotional and behavioural changes associated with suicide

1. Overwhelming Pain: pain that threatens to exceed the person's pain coping capacities. Suicidal feelings are often the result of longstanding problems that have been exacerbated by recent precipitating events. The precipitating factors may be new pain or the loss of pain coping resources.
2. Hopelessness: the feeling that the pain will continue or get worse; things will never get better.
3. Powerlessness: the feeling that one's resources for reducing pain are exhausted.
4. Feelings of worthlessness, shame, guilt, self-hatred, "no one cares". Fears of losing control, harming self or others.
5. Personality becomes sad, withdrawn, tired, apathetic, anxious, irritable, or prone to angry outbursts.
6. Declining performance in school, work, or other activities. (Occasionally the reverse: someone who volunteers for extra duties because they need to fill up their time.)
7. Social isolation; or association with a group that has different moral standards than those of the family.
8. Declining interest in sex, friends, or activities previously enjoyed.
9. Neglect of personal welfare, deteriorating physical appearance.
10. Alterations in either direction in sleeping or eating habits.
11. (Particularly in the elderly) Self-starvation, dietary mismanagement, disobeying medical instructions.
12. Difficult times: holidays, anniversaries, and the first week after discharge from a hospital; just before and after diagnosis of a major illness; just before and during disciplinary proceedings. Undocumented status adds to the stress of a crisis.

Suicidal Behaviour

1. Previous suicide attempts, "mini-attempts".
2. Explicit statements of suicidal ideation or feelings.
3. Development of suicidal plan, acquiring the means, "rehearsal" behaviour, setting a time for the attempt.
4. Self-inflicted injuries, such as cuts, burns, or head banging.
5. Reckless behaviour. Unexplained accidents among children and the elderly.
6. Making out a will or giving away favourite possessions.
7. Inappropriately saying goodbye.
8. Verbal behaviour that is ambiguous or indirect: "I'm going away on a really long trip.", "You won't have to worry about me anymore.", "I want to go to sleep and never wake up.", "I'm so depressed, I just can't go on.", "Does God punish suicides?", "Voices are telling me to do bad things.", requests for euthanasia information, inappropriate joking, stories or essays on morbid themes.

A warning about warning signs

The majority of the population at any one time does not have many of the warning signs and has a lower suicide risk rate. But a lower rate in a larger population is still a lot of people - and many completed suicides had only a few of the conditions listed above. In a one person to another person situation, all indications of suicidality need to be taken seriously.

For more information, please read the Suicide FAQ, available on-line at <http://www.rochford.org/suicide/inform/faq/answers/>



ANNEXURE U - SUMMARY OF STEP BY STEP PROCEDURE IN A DISCIPLINARY HEARING

(In terms of rules 20.4.1.7.and 20.5.5 of the *Student Disciplinary Code*)

A JURISDICTION

(See Rule 20.4 and 20.5 of the *Student Disciplinary Code*. Do I have the right to take disciplinary action?)

Consider

- (a) **Offence:** Do the acts/actions of the student (if proved) amount to a disciplinary offence, i.e. a breach of the *Student Disciplinary Code* (SDC), a Hall or House rule. (See rules 20.4.1.3.1.to 20.4.1.3.15, and 20.5.1.2. to 20.5.1.2.10 of the SDC) which set out the disciplinary offences Hall and House disciplinary authorities can hear)
- (b) **Person:** Is he/she in my hall/house or was alleged offence committed in my hall/house (see rules 20.4.1.1.to 20.4.1.2 and 20.5.1.1. to 20.5.1.2).
- (c) **Forum:** Can I deal with the matter or must it go to the Hall Warden or University Prosecutor - (seriousness of offence) (See rules 20.4.1.4.1. to 20.4.1.4.9 and 20.5.2.to 20.5.2.5 of the SDC relating to the penalties you can impose) (Sub-Warden – 20.5.2.6).
- (d) **Penalty:**
- (1) Does the offence warrant a penalty (objectively regarded) higher than I can impose
 - e.g. (i) Breach of "inter-visiting rules" usually requires either exclusion from residence or fine plus suspended exclusion from residence. Only Hall Warden/Hall Disciplinary Committee may impose exclusion. Therefore House Warden has no jurisdiction: Send the matter to the Hall Warden.
 - (ii) Serious assaults whilst under influence of alcohol / Theft and drug offences often require exclusion from the University. Only a Proctor or a Proctor's Disciplinary Board may exclude from the University. Therefore it must go to University Prosecutor as Hall/House Warden cannot exclude from the University. Refer it to the Hall Warden for a decision.
 - (2) **Maximum Penalties**
 - (i) Hall Wardens/Hall Disciplinary Committees: a fine of 10% BA Fee, per count and exclusion from residence; Community service up to 75 hours per count; exclusion from activities and any other appropriate penalties.
Thus if a student is found guilty of three offences, in theory he/she could be fined a total of 30% of a BA fee or 225 hours community service.
 - (ii) House Wardens, Assistant House Wardens and House Disciplinary Committees: a fine of 5% BA Fee per count; 50 hours community service and any other appropriate penalty (see rule 20.5.2).
Thus if a student is found guilty of five offences, in theory he/she could be fined a total of a quarter of a BA Fee, or 250 hours community service.
 - (iii) Sub-Wardens:, a fine of 50% of penalty that House Wardens may impose per count or 25 hours community service.



B NOTICE

If satisfied that a disciplinary offence **may** have been committed and that you have jurisdiction, **tell the student that he/she must appear before you on a day (no sooner than one day after the notice-Remember that ‘days’ mean days in term time but excludes Saturdays, Sundays and Public Holidays) at a specified time and place to answer a charge.**

See *Figure 1* in Annexure D for an example)

C APPEARANCE / PARTICULARS

1. (i) When the student arrives **tell the student what he/she has allegedly done** e.g. I have received a report that you threw food at other students in the dining hall at dinner on Wednesday 6 March 2002. (This may be in writing)
- (ii) Ask the student whether he/she understands the alleged offence - If no, explain it again; If yes or after the second explanation:
- (iii) Ask the student if she wishes to have a further two days to consider the charge or wishes to proceed immediately.. Also inform the student of their right to have an observer present and to be tried by a Hall/ House Disciplinary Committee.
- (iv) If the student wishes to proceed immediately, before a Warden sitting alone, without an observer, ask the student if he/she admits the alleged offence.
- (v) a) **If student wishes to have a further two days notice or wishes an observer to be present** but does not want to appear before a Disciplinary Committee, give them a date, time and place for considering the matter at least two days later. Again inform them of their right to have an observer present.
b) If student wishes to be tried by a Hall / House Disciplinary Committee, tell the student that you will give them notice of the hearing (date/ time/ place).

D HEARING

- (a) **Student wishes to proceed immediately before a Warden sitting alone, without an observer and admits the charge (pleads guilty)**
 - (i) Ensure that student admits all the relevant facts of the offence by asking him/her to tell you what happened (Does this agree with the information in your possession?)
 - (ii) Give student an opportunity of having his/her say.
 - (iii) If you are satisfied that the student has committed the offence (is guilty) tell him/her.
 - (iv) Ask student if he/she has anything to say about a possible penalty (mitigation). If so listen to what he/she has to say. Then draw to student's attention the factors which aggravate the penalty e.g. Third time student has committed same offence. Heavier than normal penalty necessary. Remember that drunkenness is NOT A MITIGATING BUT AN AGGRAVATING FACTOR at University. If you are considering a fine CHECK ON FINANCIAL POSITION TO PAY FINE. (How much pocket money/ allowance etc do they receive and how often – what do they spend it on?)
 - (v) Ask him/her if he/she wishes to comment.
 - (vi) Decide on penalty and
 - (vii) Tell student what the penalty is, with brief reasons.
 - (viii) Complete the ‘Notification of Penalty’ Form
 - (ix) **(NB) Tell student that he/she has the right to take the matter on review to the Hall Warden** (if sentenced by a House Warden, Assistant House Warden, House



Disciplinary Committee, Sub-Warden); or to the **Disciplinary Review Committee** (if sentenced by a Hall Warden or Hall Disciplinary Committee), but only on the grounds set out in rule 19.1 of the Student Disciplinary Code. Read these to the student. **Then tell him/her that if he/she wants to take the matter on review you must have a letter asking for a copy of the record in the next two days** (if from House Disciplinary Authorities) or **within 3 days** (if from Hall Disciplinary Authorities). (The composition of the record is the same as that in rule 18.6.32.1, an example of which can be seen in *Figure 3* in Annexure D.)

- (x) If a student is appearing before a Hall Warden on review s/he must be told that the **Hall Warden's decision on review can be taken on review to the Disciplinary Review Committee**
- (b) **Student has requested the additional two days, or requires an observer, or wishes to proceed immediately without an observer and before the Warden sitting alone, and, or pleads "not guilty"**. Having given him/her the necessary two days notice or where s/he wishes to proceed immediately etc and pleads not guilty etc; and in the presence of his/her observer (if requested and present – you do not have to wait for the advisor if s/he is not there: If the accused student is not present and you are **satisfied after an enquiry** that s/he has no valid reason for being absent you may proceed in his/her absence – check with the Dean of Students if this occurs:-
- (i) Again tell him/her what the charge is:- "I have received a report etc (See C.(i) above)
 - (ii) Ask if he/she admits/denies charge. If s/he admits the charge proceed in terms of D (a) (i) to (x) above
 - (iii) If the student denies the charge tell him/her the details of the evidence against him/her:
e.g. "Mr James, the Warden of Stanley Kidd was in the dining hall at 6.30 p.m. on Wednesday 6 March 2002. He was sitting at a table near the door. He saw a blob of mashed potato sail past his ear. Mr James, on looking round, saw you standing at the next table in the act of throwing another blob of potato. It hit Mr Baxter's back."
 - (iv) Ask if he/she admits any of these allegations. The student cannot be **compelled** to admit any facts. He/she may admit standing in the dining hall but deny throwing the potato. Tell him/her that no evidence will be produced for admitted facts (e.g. admits standing in the dining hall)
 - (v) Then call Mr James and Mr Baxter (one at a time) and ask them to tell you what happened. (This must be in the accused student's and the observer's [if present] presence). If the witnesses are not there you may postpone the hearing until they are available.
All witnesses must affirm to tell the truth, i.e. "Do you solemnly affirm that the evidence you will give at this hearing will be the truth, the whole truth and nothing but the truth."
 - (vi) Then give the accused student a chance to ask Mr James and Mr Baxter any questions about the incident.
 - (vii) Once the witnesses of the incident have finished, **the accused student must be given the chance of telling you his side of the story and of calling witnesses**. If his/her witnesses are not present you may postpone the matter until they are available. The accused student, if s/he wishes to give evidence, must give evidence before his/her witnesses give theirs.
 - (viii) You have the right to ask them questions to test whether they are telling the truth or not.



- (ix) When you have heard all the witnesses, give the accused student a chance to say anything further he/she may wish to.
- (x) Then decide if he/she is guilty or not. If not, tell him/her and that is the end of the matter.
- (xi) If you decide that he/she is guilty tell the student, with brief reasons.
- (xii) If you have found the student guilty, you now come to the question of **penalty**. You must now follow the procedure set out in D(a)(iv), (v), (vi), (vii), (viii), (ix) and (x) above.
- (xiii) Then complete the form headed "Student Discipline - Notification of Penalty". (Please see *Figure 2* in Annexure D for an example). This form must always be completed even if your penalty is only a warning.
- (xix) **Remember NEVER impose a penalty without giving the student**
 - (a) **Notice of offence;**
 - (b) **Particulars of offence;**
 - (c) **the two days notice if required. Notice of time/place of hearing;** and
 - (d) **an opportunity of telling you his/her side of the story**

If you fail to do so and the matter goes on Review the reviewing authority **WILL** set aside (nullify) the verdict and penalty without considering if the student threw food in the dining hall or not.

E HALL OR HOUSE DISCIPLINARY COMMITTEE

- (i) Where the accused student elects to be tried by a Hall/House Disciplinary Committee, it is your responsibility as Warden to notify the members of the Committee (the composition of the Committees is to be found in rules 20.4.1.6 and 20.5.4 and sections 22.2 or 22.3 of the Allan Webb Hall Constitution) when and where the hearing will take place. Don't forget the provisions of rules 20.4.1.6 and 20.5.4 in cases where the committee members do not want to take part
- (ii) You must then draw up a charge to be given to the accused student at least two days before the hearing
 - e.g. "You are charged with contravening rule XY of the ABC Hall rules in that on 6 March 2002 you threw mashed potatoes at other students in the dining hall during the evening meal".

Once this is given to the accused student, (don't forget to mention the date/time and place of the hearing) you will assemble for the hearing and follow the procedure set out in D (b) (i) to (xii) above

F REPRESENTATION

A student is **NOT** entitled to be represented (defended) in a disciplinary matter before a Lower Disciplinary Authority. Thus if a final year law student or anybody else appears with a stack of books to "defend" the accused student you are entitled to ask him/her to leave. This is not the same as having a "friend" present who has no speaking rights.

G "NOTIFICATION OF PENALTY" FORM

1. Do not complete this form (please see *Figure 2* in Annexure D for an example) until you have carried out the above procedures and decided on a penalty. In the past many Wardens and Sub-Wardens have completed the form and handed it to the student without carrying out any of the above



procedures. **THIS IS QUITE WRONG AND WILL RESULT IN THE PROCEEDINGS BEING DECLARED A NULLITY (OF NO FORCE AND EFFECT)**

2. (a) Four copies of the form, which must be signed by both the Disciplinary Officer and the Student, are made and distributed as follows:
 - i) **One** is given to the student
 - ii) Another is sent to the **Hall Warden within one working day** for **immediate onward** transmission to the Dean of Students who will advise the necessary people.
 - iii) The **third copy** goes into the **Hall's Disciplinary File** in the Hall Secretary's Office.
 - iv) The **fourth copy** (pink) goes into the Student's Personal File in the House Warden's Office.
- (b) The wording of a suspended sentence has caused problems. The attached copy of the form contains the correct wording (see Annexure A on page 14).

H COMMUNITY SERVICE RECORD FORM

1. The form in Figure 4 in Annexure D should be completed if any form of Community Service has been issued. It should be given by the Disciplinary Officer to the individual in charge of ensuring that the student completes the community service.
2. The person responsible should indicate what work was done, and the length of time it took, including the start and end times of each session, in the space provided.
3. The form should then be either collected by, or delivered via internal mail to, the Allan Webb Hall Secretary by the date indicated on the form.



ANNEXURE V – SUPPORTING SURVIVORS – WHEN SOMEONE SAYS “I WAS RAPED”...

Taken from Men Can Stop Rape. P.O. BOX 57144, WASHINGTON, DC, 20037. (202) 265-6530.
info@mencanstoprape.org http://www.mencanstoprape.org/usr_doc/Supporting_Survivors.pdf © 1998, 2001.

- **BELIEVE them.** It is not your role to question whether a rape occurred. The fact is that false rape reports are no more nor less common than false reports for other violent crimes.
- **HELP them explore their options.** Don't take charge of the situation and pressure the rape survivor to do what you think s/he should. That's what the rapist did. Give her/him the freedom to choose a path of recovery that is most comfortable, even if you would do it differently. Remember, there is no one right way for a survivor to respond after being assaulted.
- **LISTEN to them.** It is crucial to let survivors know that they can talk to you about their experience when they are ready. Some may not wish to speak with you immediately, but at some point during the healing process, it is likely that the survivor will come to you for support. When that happens, don't interrupt, or yell, or inject your feelings. Just open your ears to the pain of being raped. Your caring but silent attention will be invaluable.
- **NEVER BLAME them for being assaulted.** No one ever deserves to be raped. No matter what they wore, how many times they had sex before, whether they were walking alone at night, whether they got drunk, if they were married, or whether they went up to the perpetrator's room. Even if the survivor feels responsible, say clearly and caringly, "It wasn't your fault".
- **ASK before you touch.** Don't assume that physical contact, even in the form of a gentle touch or hug, will be comforting to a survivor. Many survivors, especially within the first weeks after an assault, prefer to avoid sex or simple touching even by those they love and trust. Be patient. Give them the space they need, and try your best not to take it personally. One way to signal to the survivor that you are open to giving physical comfort is to sit with an open posture and a hand palm up nearby.
- **RECOGNIZE that you've been assaulted too.** We can't help but be hurt when someone we love is made to suffer. Don't blame yourself for the many feelings you will have after learning that someone close to you has been raped. Sadness, confusion, anger, helplessness, fear, guilt, disappointment, shock, anxiety, desperation, and compassion are all common reactions for survivors and their significant others. Being aware of these emotions will ultimately help you better understand the survivor's experience and be more supportive.
- **GET HELP for yourself.** Whether you reach out to a friend, family member, counsellor, or religious professional, make sure you don't go through this experience alone. Most rape crisis centres offer counselling for significant others and family members because they realize that the impact of rape extends far beyond the survivor. Suppressing your feelings will only make you less available to support the survivor. Remember, asking for help when you need it is a sign of strength, not weakness.



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