

Premises Policy

inlingua Leeds is committed to providing a comfortable, clean and safe environment for students and staff. As part of this, everyone is expected to play a part to maintain standards.

inlingua Leeds management will:

- Provide suitable classrooms with suitable furniture so that all students can see the teacher and study properly.
- Provide suitable toilet and washing facilities for everyone to use, that consider the culture and comfort of our students.
- Provide a staff room where teachers can prepare lessons and resources for them to use (see Resources Policy).
- Provide extra learning resources for students that are in a good state or repair and suitable for independent study. These resources will be shown to students in the Student Induction and teachers will also help students to make use of these (see Job Descriptions).
- Ensure that the building is comfortable, bright, warm and ventilated.
- Provide a Building Maintenance Log on site where all staff can note any disrepair or damage that can then be addressed.
- Keep to maximum numbers for classes and rooms at all times for the safety and comfort of all students.
- Ensure regular cleaning of all facilities, especially in the toilets and kitchen areas.
- Provide clean and safe drinking water on site and advertise that tap water in the UK is OK to drink. inlingua Leeds will also provide other facilities for food and drink and ensure these are accessible and well-organised.
- Ensure the safety of all electrical equipment and technology in the College.
- Ensure that clear Health and Safety rules and policies are in place, are familiar to everyone and are followed at all times.
- Ensure that there is sufficient fire safety equipment in the building and that the fire alarms are tested weekly.
- Ensure that all staff and students are familiar with the fire escape procedure through regular drills and clear signs.
- Ensure that all staff and students know who the Fire Marshal and First Aiders are through posters with photos.
- Provide clear posters and signs to explain all important rules to students and staff.
- Provide adequate bins and ensure that these are emptied weekly.
- Provide comfortable student areas where students can relax.
- Provide a space for students to eat, heat food and a fridge to refrigerate food. This will be cleaned regularly to ensure that there is no old or rotten food.
- Provide information about Leeds and local activities for students to integrate and volunteering opportunities.

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- Encourage activities for all students to take part in the community and improve their understanding of the UK.

inlingua Leeds staff will (also see Staff Handbook):

- Ensure that their personal work space is tidy and clean. All windows in classrooms must be closed and the blinds shut when leaving the building, and all staff must ensure that common areas are left clean and tidy.
- Keep the staff room clean and tidy.
- Treat all areas of the building with respect and due diligence.
- Ensure they report all damage or disrepair they notice to management or note it down in the Building Maintenance Log.
- Report any damage or disrepair they cause. They may need to pay for a replacement or repair.
- Ensure students under their supervision use all equipment properly.
- Provide guidance and support for students to use the independent study resources in an effective way.
- Ensure they are always up to date on all the policies of the school, with particular attention to the people responsible for health and safety (see Health and Safety Policy).

inlingua Leeds students and associates will:

- Treat the building with respect and follow the rules as set out in the Student Handbook.
- Not smoke in the building (see Smoking Policy) or outside the designated smoking areas.
- Keep their personal areas clean and ensure they leave areas they have used clean and tidy.
- Tell a staff member if they see anything broken or damaged or if they break or damage something. They may need to pay for a replacement or repair.
- Follow the school rules.
- Use the resources and equipment properly and ask for help if they need it.
- Pay attention when health and safety procedures are explained to them.

Security at York House

inlingua Leeds takes the security at York House very seriously. Anyone with worries about the safety at York House should speak to inlingua Leeds management.

Security doors

To keep staff, students and associates at York House safe, inlingua Leeds has fingerprint biometric security doors at the main entrance. One fingerprint biometric security door goes to the ground floor and the other door goes to the stairs.

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The staff at inlingua Leeds will only allow someone in who has an official ID, an appointment with a member of inlingua Leeds management or is a prospective student looking for more information.

Students and staff will be given the code for the doors and are asked to keep this information private. Anyone who tells someone outside of inlingua Leeds the code for the doors will be immediately expelled or fired if this leads to a break-in or intrusion.

The code will be changed on a regular basis (every term or when large groups start). When the code changes, all staff and students must be told in person and not by text, email or any other way that means the code is written down.

Camera and alarm system

inlingua Leeds has a camera and alarm system at York House to keep the building secure and to protect against damage.

The alarm system is linked to West Yorkshire Police and the police may be called if there is an emergency at York House. The cameras are linked to a screen in the management office only and are only seen by inlingua Leeds management members. Footage from the cameras may be given to the police, insurance companies or other necessary groups if there is a break-in or intrusion at York House.

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