



**UNIVERSITY OF LEEDS**

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## Welcome to Leeds

Welcome to your time here in Leeds, we hope you have an enjoyable and successful time while staying safe and secure.

During your time at the University you may not personally come into contact with crime, although you may hear about crime issues that have taken place. Reassuringly, the majority of students don't experience crime, and very few crimes are committed in large student residences. Indeed, the levels of crimes committed against students in our residences has been consistently falling over the last few years.

This guide provides you with everything you need to know about the services we offer, and additional tips on what you can do yourself to stay safe and secure whilst on campus and in the city. We are here to help and make sure you have a safe time in Leeds!

If you are affected by crime or witness a crime please report it to either staff in your halls of residence, call the University Security Services or West Yorkshire Police. We also have a dedicated Crime Prevention Advisor at the University who can offer you additional support and advice.



## Security in Residences

All University managed residences are secure and safe to the highest standards. We have been awarded national Secured Environments accreditation by the Association of Chief Police Officers since 2009. Large student residences normally experience lower levels of crime, compared to small private sector rented housing, but students should ensure this is not a reason to take their personal safety and the security of their possessions for granted. The locations of University residences are well known, and criminals will be on the lookout to take advantage of any opportunity offered.

- Hide any keys, money or other attractive items out of sight in your room.
- Securely lock your room when you leave, along with all windows and doors.
- Close your curtains at night, or when you are away for any amount of time.
- Report any defects on windows, doors or locks immediately to the staff responsible for your residence.
- Report any loss of keys/fobs to the staff responsible for your residence. Lost or stolen fobs can be rendered useless in minutes, and the University can arrange for locks to be changed, should a key go missing.
- Report anything suspicious immediately to the staff at your residence; or contact University Security Services. We provide Residences Watch and Security Dog patrols out of hours for University and partner residences, and mobile patrols can also attend during the day time.
- Report any crimes or suspicious activity to West Yorkshire Police on 999 immediately. Also notify the University Security Services, so that they can work with the Police on arrival.
- Ask to see the ID cards of any staff or maintenance teams who request access to your accommodation to carry out work. If you are uncertain, then please contact staff at your residence, or University Security Services during out of hours.
- When you move into a private rented property in your second year, check the property is registered with the Safer Leeds Safer Homes scheme.



## Protecting Personal Property

- The rent you pay to live in a University residence includes insurance for most personal property room contents, but check the policy to confirm exact details.
- Parental household insurance cover can also be extended to cover any other items, but please discuss this with your parents. Compile a list of personal items, including identification numbers, so you have a record of items you own, eg IMEI number for mobile phones. Use an ultraviolet pen or etching tool to mark your property with your permanent home postcode and house number, as this will deter criminals, eg NT42 9WA7 marked up, represents 7 West Street, Notown, NT42 9WA.
- Install tracker software [www.preyproject.com](http://www.preyproject.com) as extra security, in the event of a laptop or mobile phone being stolen. This will help the Police locate it if stolen, and may lead to the arrest of the criminal(s) and the return of your property.



## Drugs and Alcohol

We want you to enjoy your time here at Leeds, but a number of students are injured or fall victim to crime each year because they have taken significant levels of alcohol or drugs.

### Drugs

Many students are concerned about the impact of all illegal drugs, such as cannabis, amphetamines, ecstasy, crack cocaine and heroin, on both themselves and their fellow residents.

Drugs have different physical and mental effects when used or misused, and can carry different legal penalties if you are caught with them. We advise you to stay away from drugs, especially psychoactive substances which used to be called legal highs and are no longer legal. They can cause hallucinations, drowsiness and change in moods, putting you in a vulnerable position and potentially leaving you at risk of being a victim of crime.

### Alcohol

Whilst studying in Leeds, please drink safely and sensibly. You may put yourself at risk when you drink – your senses become dulled and you are not able to think or respond quickly to incidents as they arise.

Criminals can, of course, take advantage of such situations, but you also put yourself at risk when crossing the road – a number of students sustain traumatic injuries each year whilst under the influence of alcohol. Official guidelines recommend the following safe drinking levels: No more than 3-4 units a day for adult males, and 2-3 units a day for adult females. (One unit is a half pint of beer, cider or lager; one small glass of wine; or a 25ml measure of spirits).



**Useful contacts if you need advice or support with regards to drug or alcohol problems:**

The Student Counselling Centre  
19 Clarendon Place, Leeds, LS2 9JY  
0113 343 4107  
[students.leeds.ac.uk/counselling](http://students.leeds.ac.uk/counselling)

Leeds University Union Student Advice Centre  
0113 380 1400  
[www.luu.org.uk/student-help-support](http://www.luu.org.uk/student-help-support)

Leeds Student Medical Practice  
4 Blenheim Court, Blenheim Walk, Leeds LS2 9AE  
0113 295 4488  
[www.leedsstudentmedicalpractice.co.uk](http://www.leedsstudentmedicalpractice.co.uk)

Talk to FRANK, free and confidential drugs information.  
0300 1236600  
[www.talktofrank.com](http://www.talktofrank.com)



## Security on Campus

Our Security Services provide a 24 hour security presence, all year round, to ensure our campus remains safe for you, our staff and visitors.

If you are concerned about security, or witness a suspicious or criminal activity, then you can contact University Security Services or the Police. The campus is covered by CCTV, and officers can be sent to any incident or request that is monitored on the CCTV system. These officers will be trained uniformed officers, and can also provide crime prevention information on request. Our University Crime Prevention Adviser is always on hand to help you with any queries or advice on staying safe and secure.

### **West Yorkshire Police, University Liaison Officer**

We work closely with West Yorkshire Police on a regular basis and have created a partnership with a dedicated University Liaison Police Officer, PC Rebecca Hurrell. PC Hurrell works with us to help provide students and staff with a safe and secure working and living environment.

### **Student and Staff ID Cards**

All students, staff and contractors working at the University of Leeds are provided with an ID card, which they should produce on request. Please carry your ID card with you at all times, and report its loss to University Security Services or your own School immediately.

### **Tail-Gating**

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



## Out and About

We know you will have a great time in Leeds – there is so much to do and fun to be had! Whether you are out in Leeds just for the day with friends or out for the night, follow these tips to help you stay safe!

- When going out, let your friends know where you are going, and when you are likely to return.
- Don't carry items or large amounts of cash that are likely to attract attention.
- Don't walk alone, go out as a group, or phone a taxi.
- Keep to busy, well-lit streets, and don't take shortcuts.
- Be extra vigilant at cashpoints, and don't carry your PIN number on you.
- If you feel that you are being followed, keep to busy, well-lit areas; get on public transport or in a licensed taxi; or go into a busy club or takeaway.
- Don't accept lifts or share taxis with people that you don't know.
- If you run out of money, then you can offer your student card with Amber Cars. You can then come along to the Union, pay your fare and collect your card.
- Try to walk home as a group, and consider others by keeping the noise down.
- If cornered or threatened when walking home, attract attention by screaming, shouting or using a personal alarm.
- If someone grabs your bag or demands something from you, then let them have it without a struggle. These items can be replaced, and your safety is more important than your belongings.
- Keep yourself safe and report any incident to the Police or University Security Services immediately.





## Mobile Phone Security

Many students keep their mobiles safe and out of sight when out, as we all know how frustrating it can be to lose a phone or for it to be stolen. Did you know that, sadly, mobile phone theft is one of the highest crimes committed against students in Leeds?

### Here are some top tips on phone security:

- Mark your property with your permanent home postcode and house number, as it will deter criminals. See *Protecting Personal Property*.
- Download an app from [www.preyproject.com](http://www.preyproject.com) on your mobile phone to help identify it if it is stolen.
- Only make essential calls when out and about.
- Leave your phone out of sight, and don't leave it in an unattended bag or coat, even in busy public areas.
- Report any loss to your service provider, who can bar phones across all networks, making the phone useless to thieves.



## Online Security

It is important to know how to stay safe online, and to avoid becoming a victim of online fraud.

- Be careful when online shopping or banking. You should always make sure the website you are using is genuine – check to see that they are listing an address and phone number, and that the web address is the official one.
- They should also have a secure “https” link in the web address, showing the site is secure for payments. When you are making a payment look for the padlock symbol, this confirms your data is encrypted when set.
- For greater protection, pay online using either a credit card or a secure payment site such as PayPal. Make sure you keep your receipt and check your bank statement to make sure the correct amount has been debited.
- Avoid using public Wi-Fi when making payments online, use a secure internet connection instead, and if using a computer in public be aware of who can see your screen and make sure you log out properly.



## Spam Emails

Be wary of unwanted or unexpected emails that are offering deals that look “too good to be true” or are claiming to be an urgent message.

- Watch out for phishing emails that are intended to deceive you into thinking they are a genuine communication from a legitimate organisation, such as your bank. Never click a link from a suspicious email. Remember, most banks or other reputable organisations will never ask for details such as your password or PIN over email.
- If you're in any doubt, phone the alleged source of the email to verify it is genuine using a number obtained separately from the email itself. Never reply to suspicious emails, you could be added to a 'victims' list and receive more emails of a similar nature.
- It is best to never open any attachments that you are not expecting or 100% sure are from a legitimate sender. If you do open a dodgy attachment, it may install malicious software on your computer or device.



## Cars & Bicycles

Many students do not bring a car to Leeds as there is great access to public transport, cycling, or walking between University residences, the campus and the city centre.

Cycle theft happens everywhere, and a significant number of car crimes include theft of mobile phones or satnavs, left in easy view of passers-by.

### **Keeping your bike and car safe:**

Mark the frame of your bike with your permanent home postcode and house number, see *Protecting Personal Property*. The only way to protect your bike is to buy a strong D-LOCK for your bicycle, and use it in residences and on campus. Sold Secure D-locks can also be collected from your site office on a loan basis, and this will only be charged to your resident account, should you fail to hand it back to the site office at year end. Secure your bicycle frame to the cycle racks provided, or external railings. Remember to check for quick release wheels, as these will also need to be secured. Take your saddle with you when you leave your bicycle, as this will make the bicycle less attractive to a potential thief.

Collect a West Yorkshire Police Pedal Cycle Passport from your site office, after you have arrived in your Residence. You should complete all appropriate details, so you can hand the completed form over to the Police, should your bicycle be stolen at the University.

Ensure that you park your car in a well-lit area at night, and that you secure any attractive items out of sight in the boot or glove compartment. Ensure that you lock all doors and windows, and get a car immobiliser, if not already fitted.



## Reporting and Advice

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

Remember – if you make us aware of a crime incident, then we can work with local law enforcement agencies to identify the possible offender, and prevent further offences being carried out against other students, staff or visitors at the University of Leeds.

### **Victim and Witness Support**

Victim and witness support can help you talk through your feelings and support you in practical decisions that you may need to take, should you become a victim of crime. The service provided in Leeds also provides support for those who may have witnessed a street crime incident (see page 25 for more details).



## Useful Numbers to keep in your wallet

### **Police**

Emergencies: 999

Non-emergencies: 101

### **University of Leeds**

Security Services, emergencies: 0113 343 2222

Security Services, non-emergencies: 0113 343 5494

University Crime Prevention Adviser: 0113 343 5005

### **Other contacts**

LUU Student Advice Centre: [advice@luu.leeds.ac.uk](mailto:advice@luu.leeds.ac.uk)

Nightline: 0113 380 1285

Victim and Witness Support: 0808 168 9111

PC Rebecca Hurrell: 07590 359138

(University Police Liaison Officer)

(8am-4pm, Monday-Friday)

[r.hurrell@leeds.ac.uk](mailto:r.hurrell@leeds.ac.uk)

Twitter @WYP\_PCHurrell

### **Further information**

[www.police.uk/crime-prevention-advice](http://www.police.uk/crime-prevention-advice)

[www.westyorkshire.police.uk/students](http://www.westyorkshire.police.uk/students)

[www.leedsnightline.co.uk](http://www.leedsnightline.co.uk)

[www.leeds.ac.uk/security](http://www.leeds.ac.uk/security)

### **Telephone for non-emergencies where:**

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



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Leeds  
LS2 9JT  
United Kingdom  
[www.leeds.ac.uk](http://www.leeds.ac.uk)