

Using email and the internet safely

- Information about using the internet safely is on the Computer Services website www.brookes.ac.uk/services/cs/about_us/rules.html
- If you receive emails which offend you, tell Computer Services helpdesk@brookes.ac.uk
- When you use email chat rooms, don't give your address. If you arrange to meet someone, meet in a place where there will be other people

Insuring your valuable things

Take out an insurance policy. You pay a small amount of money for this. But if any of your things are stolen (for example your clothes or laptop) the insurance company will pay you money to help buy new ones. For more information contact:

- Endsleigh **01865 308416**
- other insurance companies in *Yellow Pages* at www.yell.com and from the British Insurance Brokers' Association www.biba.org.uk

The university does **not** have an insurance policy to pay you if any of your things are lost or stolen from university property

Taking care when joining organisations

There are many religious organisations in the UK. Most churches and religious groups are helpful and you can trust them, but some students are asked to join groups which they find put them under pressure to behave in a way which they do not like. If someone from any religious organisation or group talks to you and asks you to become a member, always ask for their name and the address of their head office. Check the organisation with the International Student Advisory Service (see the back of this leaflet) or the University Chaplain **01865 484690** chaplaincy@brookes.ac.uk

Safety when travelling internationally

Before travelling go to Suzy Lamplugh Trust www.suzylamplugh.org/ and search for 'worldwise'.

More on safety issues

- Students' Union Advice Centre **01865 484770**
suadvice@brookes.ac.uk
- Safety Officer **01865 485744**
trmcgill@brookes.ac.uk
- *Safety First: a personal safety guide for international students* (British Council)
www.educationuk.org/downloads/safety_1st.pdf
- Nightsafe Oxford www.nightsafe-oxford.org.uk/

International Student Advisory Service

For confidential information, advice on a range of issues including:

- immigration
- finance
- employment
- general academic matters
- bringing your family to the UK and related issues
- adjusting to living and studying in the UK

Contact:

International Student Advisory Service
Helena Kennedy Student Centre
Headington Hill Site

Tel: 01865 484681

Email: isas@brookes.ac.uk

Drop-in advice: Monday to Friday (see website for when and how to contact ISAS)

www.brookes.ac.uk/student/services/isas/

The International Student Advisory service operates within the UKCOSA/AISA [Code of ethics for those advising international students](http://www.ukcosa.org.uk/aisa/index.htm#Ethics) at: www.ukcosa.org.uk/aisa/index.htm#Ethics

Student Services

Personal safety for international students

The information in this leaflet was from reliable sources, but the University cannot accept responsibility for its accuracy.

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Oxford is usually a safe place to live. But always think about ways to make yourself safe. This leaflet tells you how to do this and who to contact if you have a problem or are worried about being safe.

Safety when you are outside

Walking outside

- Always think about your safety
- Try not to walk on your own. Try to walk with a friend or a small group
- Stay on main routes in areas with good lights. Don't take 'short cuts'
- Walk reasonably quickly and look as if you know where you are going. If the pavement (walkway) is empty, walk on the middle of it
- Tell someone where you are going and when you think you will return
- If you think someone is following you, cross the street and walk faster or knock on someone's door and ask them to call the police
- Carry an attack alarm. You can ask for a free alarm from the Students' Union (SU) reception, Helena Kennedy Student Centre, **01865 484750** or from the SU Women's Officer obsu.womens@brookes.ac.uk or Welfare Officer obsu.welfare@brookes.ac.uk. If you are in trouble, use your alarm or shout loudly so that other people know what is happening.

Using buses, taxis and trains

- Always use a taxi late at night. If you are in a group, you can share the cost. If you are travelling late, book a taxi in advance to make sure that you will get one
- Always book a taxi or pick one from an official taxi rank. There are taxi ranks at Gloucester Green and the train station. Don't stop a taxi on the street
- Don't share a taxi with someone you don't know or have only just met
- Don't get in a private car with someone you don't know
- Wait for a bus or train, by other people and where it is light
- When you are on a bus, sit near to the driver. Try not to sit in empty train carriages or 'upstairs' on a bus

At parties or clubs

- If someone offers you illegal drugs, say 'No' politely and walk away
- Don't accept drinks from people you don't know. Never leave your drink where you can't see it

Carrying your money or anything valuable

- Carry your bag with the strap over your head
- Keep the opening flap facing towards you
- Carry only what you need. Don't carry anything valuable like money, mobile phone, passport, laptop or jewellery where people can see them
- Keep your purse, wallet and keys in a different place to your bag
- If someone does try to take your bag, don't stop them
- Write down your credit card and passport numbers and keep them safe in a different place to where you keep your cards. If they are stolen, you can then report the numbers to the police and cancel your credit cards

What to do if you are attacked or have something stolen

- Tell the police. The police station is in Cowley **0845 8505505**. If it is an emergency telephone **999** and ask for the police, fire or ambulance service
- If you live in a university hall, tell your hall manager

Safety inside your room or house

Fire safety

- If there is a fire alarm in a public place, you will hear a loud bell which does not stop ringing - Leave the building by the nearest exit/way out - Close all doors behind you - Do not go back into the building before the bell stops or a member of staff tells you it is safe
- Plan how you would get out of different rooms, if there were a fire
- If you are living in private accommodation, make sure that you have smoke detectors. Test them to check they are still working
- You are not allowed to light candles or joss-sticks in university accommodation. If you live in private accommodation and light them, never leave them when you are not in the room
- Keep the kitchen and other fire doors closed when you are out

- Keep a fire extinguisher and/or fire blanket in your kitchen
- Cover small hot cooking oil fires with a damp cloth. Never put water on an oil fire
- If there is a serious fire, telephone **999** and ask for the fire service
- If you use an international adaptor plug for electrical goods, **ALWAYS** check it first with your hall manager or the Safety Officer **01865 485744** trmcgill@brookes.ac.uk

For more on fire safety, contact the Oxfordshire Fire Safety Officers **01865 242223**

Gas safety

- To make sure that you do not have a gas leak, ask an engineer to check your gas equipment (cookers/fires/boilers) every year. If you think your gas equipment is not safe, tell your landlady or landlord. They should get an engineer for you, but it is important that they are registered with CORGI www.trustcorgi.com
- A gas leak can cause carbon monoxide poisoning. This could kill someone. The first signs of this poisoning are sleepiness, headaches, nausea, chest pains, dizziness. If you are feeling like this, contact the University Medical Centre **01865 483193** or the John Radcliffe Hospital **01865 741166** as soon as possible

Keeping your room safe

- If you are living in a university hall and do not feel safe, talk to your hall manager or warden
- If you are living in private accommodation, ask the owner to check that there are safe locks on the doors and windows
- If you lose your keys, ask your hall manager or house owner to change your locks straight away. You may have to pay for this
- If someone comes to your home, and says they are from the police, electricity or gas company, ask to see their identification before you let them in
- If you have a party, make sure you know all the people who come. Look out for 'gate crashers' who you have not asked to come