

STAY SAFE STAY SECURE

A Guide For Students Living & Working in Leeds



KNOWLEDGE.

Introduction

Dear Student

Welcome to Leeds, and we hope that you will have both an enjoyable and successful time in the City.

Leeds is a large vibrant city, and the vast majority of students do not come in to contact with crime during their stay, although you may hear about crime issues during your time here. Of those students affected by crime, as many as two-thirds may not take simple effective measures to deter the criminals.

Consequently, this booklet provides sound crime prevention advice, which will help you to enjoy your time in Leeds – Please take time to read it carefully – Use the advice whether you are in halls of residence or private rented accommodation – AND please report any crimes to either University Security staff or West Yorkshire Police.

Further advice is available from the **www.knowledge-leeds.ac.uk** website, which provides valuable crime prevention advice for students on behalf of the universities and colleges in Leeds, their students unions, West Yorkshire Police, and other associated agencies such as Unipol Student Homes.

KNOWLEDGE.[™]

Useful Numbers

Police

Emergencies 999

Non-emergencies 0845 6060606

Leeds Metropolitan University numbers

Security 0113 230 7249

Student's union advice service 0113 812 8408

Student services 0113 812 8400

University of Leeds numbers

Security – emergencies 0113 343 2222

Security – non-emergencies 0113 343 5494

University Crime

Prevention Advisor 0113 343 5005

LUU Student Advice Centre 0113 380 1290

Other numbers

Unipol 0113 243 0169

Nightline 0113 380 1380

Victim and witness support 0845 303 0900

More information

www.immobilise.com

www.crimereduction.gov.uk

www.knowledge-leeds.co.uk

www.westyorkshire.police.uk

www.leeds.ac.uk/security

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Personal Safety



Out & About

- when going out, let people know where you're going and when to expect you
- avoid walking alone, particularly after dark
- keep to busy, well-lit roads – short cuts aren't worth the risk
- look confident – attackers are cowards and are likely to pick on those who look vulnerable
- keep your house keys in your pocket and avoid displaying attractive items, such as jewellery, mobile phones, laptops or personal stereos
- carry your bag close to your body and keep any scarves tucked in keep personal attack alarms close, i.e. not in the bottom of your bag
- if you feel that you are being followed, head for a busy area such as a pub or 24 hr garage and ask for help
- if someone grabs your bag, let it go – your safety is more important than your belongings



Getting Home

- if out late, try to travel home with people you know
- use licensed taxis and sit in the back of the vehicle
- if you have no money for a taxi, remember that by handing your NUS card to an Amber cars driver you may pay for the journey later
- on public transport sit near other people or the driver
- if you are pestered by someone, complain to the driver or guard
- don't accept lifts or share taxis with people you don't know
- Help others feel safe by being aware of your behaviour: give space to a person walking or travelling alone; offer friends or family a lift or walk them home; make sure they are safely indoors before leaving.







Street Robbery

Whilst intimidation and robbery are rare, be on your guard and don't take risks. The following advice will help ensure your safety:

- walk in groups and stick to busy well-lit routes
- avoid carrying large amounts of cash keep cheque books and cards separate when using cashpoints, put money and cards safely away before turning from the machine. Avoid using them on your own or late at night. Don't carry your PIN number on your person
- security mark your belongings with ultraviolet pen or scratch marks
- keep personal belongings close, especially in crowded bars and shops which pickpockets like to target
- if someone demands something from you, then hand it over – money can be replaced, and mobile phones and credit cards can be cancelled. Tell your bank immediately about lost or stolen cards
- you might be able to keep talking and reasoning whilst watching for a change to escape
- if cornered or threatened, attract attention by screaming, shouting or using a personal alarm you might be able to defend yourself with keys or an umbrella, but play safe and run away, rather than stand and fight if at all possible
- keep yourself safe and report any incident immediately to the police and university security

Mobile Phone Security

- only make essential calls in the street use them out of public view and somewhere where you can see what is happening around you
- phones are stolen in places like pubs and nightclubs when left on a bar, table or on a nearby seat. Open handbags, coats lefthanging on chairs and phones left unattended in vehicles and other places are also tempting for thieves
- security mark phones with a postcode and house number using an ultraviolet pen.
- report loss or theft to service providers who can bar phones across all networks, rendering the phone useless to thieves
- as with all your personal electrical items, register for free on **www.immobilise.com**. Police forces around the country check this site for recovered equipment, enabling it to be returned to its rightful owner.





Home Security

Make it difficult for thieves to get into your home and remove your valuables. Look for properties that meet the Unipol code of standards. Consider fire safety when making security improvements. Keep keys handy, but out of the sight of potential thieves. Criminals do use implements to reach through letter boxes or open windows to hook keys.

- consult landlords first about extra security. If they will not fit extra items and will not allow you to do it, contact the welfare office of your student union who can discuss ways of negotiating with your landlord
- find out from your landlord who has access to the property
- make sure that any burglar alarm is in full working order and ask how it works
- ensure that external doors are solid, firmly fixed to a secure frame with three hinges and shut properly. Side doors should also be fitted with bolts



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- check for a security chain or spy-hole on the entrance, so you can see callers before opening the door
 - don't leave windows insecure if not in room– thieves can be in and out in minutes
 - if you think there might be a prowler outside, dial 999 immediately – never go out to look
 - ask for ID cards from official callers. If still in doubt, call the organisation they are from ground floor and accessible upstairs windows should have locks fitted, sash windows should have blocks to limit opening
 - only bring essential items to Leeds and don't let valuables be seen through windows
 - check all windows and doors are locked when you go out. At night close the curtains and leave a light on
 - when returning home always approach with keys ready to open the door
 - during holidays, take what valuables you can with you or lock things away
 - don't view properties by yourself
 - prospective tenants should visit by appointment only
 - when answering the phone, do not give your name or number
 - if pestered by obscene or nuisance telephone calls, tell the operator and police
 - advice is available on home security from university security or police crime prevention officers
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On Campus

Both universities provide a 24 hour security service to protect you on university property. If you suffer from crime whilst on university premises report it to the security office and police.

- keep your student I.D. card about you at all times. Be ready to produce it if requested by the security staff or other authorised person
- protect your and the university's property by challenging unknown people – a polite "can I help you?" or "are you lost?" can deter a thief, and be helpful to genuine visitors
- doors to many areas within universities are kept locked. If you have authority to enter, do not allow others to follow. Even if it appears bad manners, do not hold a door open for others as they may not be authorised report anything suspicious to security
- report anything suspicious to security
- If you suffer from any crime during your stay at the University please report it to Security Control and the Police.



Drugs & Alcohol

Drugs

The Universities of Leeds are concerned about the use of all illegal drugs, such as cannabis, heroin, crack cocaine, amphetamines (speed) and ecstasy. Drugs have different physical and mental effects when used or misused, they also carry different legal penalties if you are caught with them. Remember that a drug conviction, or even a caution, can get you expelled from University and can also seriously restrict your eligibility for certain careers.

Alcohol

Whilst at the University drink safely and sensibly, official guidelines recommend no more than 3-4 units a day for adult males and 2-3 units for adult women, (one unit is approximately half a pint of beer, lager or cider, one small glass of wine, or a 25ml measure of spirits. Remember that whilst under the influence of drink your perceptions are dulled and your reactions are slower; please be careful when walking around, especially at night.

Drink Spiking

Mind altering substances are sometimes used to spike other people's drinks, by persons wishing to take advantage of those people, either to take their property or for sexual purposes. Always keep a watch on your drink and never leave it unattended, only accept drinks from persons whom you trust.

If you feel odd and know you are not drunk, it is possible your drink has been spiked, you have less than 20 minutes to get yourself to a place of safety. If you are with a friend tell them what you fear, ask them to call a taxi and accompany you home. If you suspect the person with you, speak to the bar manager, ask them to phone a friend, family member or the police so that you can be taken home safely.



Cars & Bicycles

Your car may be the most expensive thing you own, so look after it! A quarter of all crimes recorded in Leeds are theft of or from motor vehicles. Consider whether it is really necessary to bring cars to Leeds – parking at the universities is scarce and Leeds has good public transport.

- park in busy, well-lit areas, especially at night
- lock car doors and close windows. Consider getting a steering wheel lock, alarm or immobiliser – these can reduce insurance premiums
- remove valuables, including stereos and satellite navigation systems, or lock them in the boot out of sight
- a lockable fuel cap may prevent fuel theft
- lock your bike with a D-lock, even for just a few seconds (sold secure)
- use a solid lock to secure your bike and attach it to cycle racks. If your bike has quick release wheels, secure these as well
- mark the frame of your bike with your permanent home postcode
- take the saddle with you – a bike with something missing is less attractive to a thief
- bring your bike into the house if possible, and try not to leave it on display

Protecting Property

- mark property with the postcode and house number of your home address. It can deter burglars and help police to get things back if stolen, eg. 7 West Street, Notown, NT42 9WA can be marked as NT42 9WA7
- use ultraviolet pens (available from local crime prevention officers) for delicate items or an etching tool for hard surfaces
- if you have anything that cannot be marked or is difficult to describe, take a photo of it and keep in a safe place
- keep a list of valuables and credit card numbers. Make a note of the IMEI number of a mobile phone (type in *#06# to display the number)
- fees for university residences may include insurance. Parental household contents insurance can sometimes be extended to cover your belongings
- check with the Association of British Insurers that you have an accredited insurance company policy and be aware of what items and possible incidents are covered for; personal negligence may invalidate your insurance claim
- consider paying by monthly instalments, as you may not require 12-months cover
- Laptops are targeted by thieves. West Yorkshire Police recommended Computrace ® and Lojack ® software from Absolute Software ®, enabling stolen laptops to be traced once they are connected to the internet. For further information visit <http://www.absolute.com/en-GB/lojackforlaptops>



Reporting & Advice



If you are a victim of crime, please report it. The more information collected, the better the chance of identifying the offender and you may prevent further offences being committed. It is important to report all matters as this impacts on how the security or police deploy resources.

Emergency

Telephone 999 only in an emergency
University of Leeds Security 0113 343 2222

Non-emergency

University of Leeds Security 0113 343 5494

Leeds Metropolitan
University Security 0113 283 3165

Telephone 0845 6060606
for non-emergencies where:

- police attendance is required
- to report crimes
- to report other incidents

Your local police station and University Security Services can provide advice on crime prevention and updates on reported crimes.

Victim and Witness Support

Victim and witness support can help you talk through your feelings and support you in practical decisions you need to take should you be burgled, suffer a theft or attack. The service in Leeds also supports witnesses of street crime.

Emergencies

Only telephone in an emergency
(such as a crime in progress)

999	Police
0113 343 2222	University of Leeds Security

Non Emergency

0845 6060606	Police
0113 343 5494	University of Leeds Security
0113 230 7249	Leeds Metropolitan University Security
0845 303 0900	Victim and witness support

Telephone for non emergencies where:

- Security and Police attendance required
- To report a crime
- To report other incidents

The University Security Service and local police station can provide advice on crime prevention, additionally the Police can provide updates on reported crimes.