This policy sets out the provisions and practices in relation to accommodation provided for boarding masters and other staff employed by St Benedict’s.

**Accommodation for Boarding Masters**

The School assumes responsibility for the care and supervision of Grade 7 to 12 boys enrolled as weekly and termly boarders at Bishop Grandin House. The School employs Boarding Masters (Boarding Masters) to help it effectively and efficiently deliver these services. Consistent with its operational philosophy and management of its duty of care, the School has established accommodation for Boarding Masters attached to and adjacent to its boarding house facilities.

The offer of employment as a Boarding Master is conditional upon the acceptance of certain arrangements. Some of these have been incorporated into employment agreements. Others are matters of policy or prescribed standards and vary according to the School’s operational needs.

The School compensates full-time Boarding Masters required to live on site to perform their managerial and supervisory functions with free accommodation.

**Conditions Governing Provision of Accommodation**

1. **Allocation of Staff Accommodation**

1.1 Residential accommodation is provided for full-time boarding masters and it is policy for all full-time boarding masters to live on site in the accommodation provided.

1.2 The School will determine, as a condition of employment, whether Boarding Masters will be required to live on-site if suitable accommodation is available, or alternatively live off-site but sleep on-site when rostered for late night and early morning supervision.

1.3 In general, full-time Boarding Masters will be required to live in the on-site accommodation provided and included with their offer of employment. It is a School requirement that live-in accommodation is included in the offers of employment to full-time Boarding Masters. There can be no variation from these employment arrangements for full-time staff without the prior approval of the School.

1.4 As a monastic school for boys, every effort will be made to secure the employment of and provide accommodation for male Boarding Masters.

1.5 Except as otherwise provided for under this policy, live-in, full-time Boarding Masters shall not be permitted to subsequently move to off-site accommodation and continue to be employed as a Boarding Master.

1.7 In general, part-time and relief staff will not be required to live on-site.
1.8 Accommodation provisions shall be as agreed upon during interview, except that the Executive Headmaster and/or Board of Governors reserves the right to reallocate accommodation as circumstances warrant. The Headmaster and/or Board of Governors will give consideration to any change in circumstances or request from a Boarding Master for a change in accommodation, but its decision shall take into consideration the broad needs of the school. The Headmaster and Board of Governors are under no obligation to agree to a request.

1.9 Boarding Masters will be required to pay the appropriate "perks tax" as determined by the policies and rulings of the South African Revenue Services.

2. Family of Boarding Masters

2.1 At the discretion of the Headmaster and Board of Governors and depending upon the type, size and location of accommodation available, a Boarding Master’s spouse, and/or children, may be permitted to live with them on-site.

2.2 Unmarried boarding masters may not share accommodation with live-in lovers or partners.

2.3 The school is under no obligation to provide family accommodation either at the time of employment or subsequently.

2.4 Children of Boarding Masters, aged 12 to 18 years and living on-site, must abide by the Borading House and School Rules when visiting or utilizing common areas.

3 Use of Surplus Staff Accommodation

3.1 No accommodation built for or needed to house Boarding Masters is to be allocated to any other person (including boarders) without the School’s written approval.

3.2 The provision of surplus accommodation to other persons must be by way of a formal rent agreement and in accordance with taxation requirements where the value is to be offset against work carried out as an employee of the School.

4. Guests

4.1 At the discretion of the Head of Boarding and depending upon the type, size and location of accommodation available, member/s of a Boarding Master’s family may be permitted to stay with them overnight or on a short term casual basis (up to one week). Staff will have to obtain the prior approval of the Head of Boarding in writing.

4.2 Non-staff members living on-site or staying overnight are not permitted to enter boarders’ student dormitory or ablutions without the Head of Boarding’s approval and unless accompanied by a Boarding Master.

4.3 At the discretion of the Head of Boarding and/or the Executive Headmaster College Board of Management, permission for family members to live on-site or stay overnight may be withdrawn if their presence has an adverse effect on boarder care and safety, boarder discipline or staff behaviour.

5. Boarders are never allowed to enter Boarding Masters’ Accommodation unless prior written approval has been obtained from the Head of Boarding and the Executive Headmaster. In the event of an emergency, the Head of Boarding and Executive Headmaster must be notified at the earliest opportunity why a boarder or boarders have entered a Boarding Master’s accommodation. Depending upon
the circumstances, failure to comply with this policy can result in an employee’s instant suspension without pay and subsequent dismissal.

6  Furniture, fixtures and fittings

6.1  Staff accommodation is unfurnished.

6.2  Reasonable Life

Under normal circumstances the fixtures and fittings in staff accommodation are maintained by the School. However, staff will be required to pay for maintenance and repairs arising from wilful damage or sub-standard care of the accommodation provided.

The School depreciates fixtures and fittings over 7-10 years. On this basis, College Management should view favourably requests to replace fittings from 7-10 years old. Items that have not been abused and break down before seven years have elapsed may be replaced with the approval of the Executive Headmaster. Replacement of items that have not been looked after, before seven years have elapsed, will need to be at the staff member’s expense.

6.3  The Head of Boarding and Executive Headmaster has the right to remove or transfer fittings and fixtures between staff accommodation as they deem appropriate to meet the needs of staff.

6.4  The occupying staff member is responsible for immediately advising the Head of Boarding of any damage to fixtures and fittings supplied in their accommodation.

7  Extended Sick Leave Provisions

7.1  Where staff need extended sick leave and the Head of Boarding and the Executive Headmaster determine that they will need to vacate college accommodation to maintain operations, the Executive Headmaster shall give four weeks’ written notice.

8  Additional Conditions Governing Provision of On-Site Accommodation

8.1  Alcohol/Illegal Substances

Live-in staff must comply with all School policies on the use of alcohol and illegal substances on School premises. Staff living on-site can consume alcohol in their onsite residence when off-duty but staff found to be under the influence of alcohol or illegal drugs while on duty face reprimand and/or dismissal.

8.2  Charges

For full-time live-in Boarding Masters there is no charge for rent, water or power consumed. An amount of up to R2500.00 may be withheld from the staff member’s final pay to cover the cost of cleaning or repairs.

8.3  Cleaning and Inspection

Staff accommodation must be kept clean and tidy at all times. This includes the adjacent courtyards, corridors, balconies and carports and other outside areas attached to the accommodation.
Staff accommodation may be inspected at any time, with the provision of one week prior notice. Staff must be present during inspection.

All accommodation will be routinely inspected as part of the induction of new staff and when employment terminates. On termination of employment, staff are expected to leave the vacated accommodation in a clean and tidy state.

8.4 Dangerous Weapons/Substances

No dangerous weapons (eg firearms) or hazardous materials are permitted on College premises or grounds. Alternative arrangements for the storage of these items off-site must be made by staff living on College premises.

8.5 Insurance

The School’s insurance policy does not cover the loss of staff members’ personal belongings and money. The risk of theft, loss or damage to staff belongings is each staff member’s personal responsibility and staff may wish to consider taking out insurance to cover these risks.

8.6 Keys & Accessibility

The Head of Boarding as well as the School Estate Manager will keep master keys for all accommodation but will respect the privacy of live-in staff and only enter staff accommodation by prior arrangement or in an emergency. Keys will be kept in a locked and secure area in the Estate Manager’s office and accessed only in an emergency. All keys to staff accommodation are to be returned on termination of employment.

The School will require entry to Staff Accommodation for the following purposes (this list is not exhaustive):

(a) carrying out repairs in response to a request on a fault report form;
(b) undertaking planned maintenance;
(c) carrying out emergency repairs;
(d) assessing the Staff Accommodation for planned improvements;
(e) carrying out risk assessments; and
(f) complying with health and safety legislation.

8.7 Pets

The keeping of pets requires permission from the Head of Boarding and Executive Headmaster. Approval will take into account the safety of pupils and staff, health issues, the matter of liability, the degree of nuisance involved and location, as well as any benefits to the school.

8.8 Smoking

Smoking is only permitted outdoors.

8.9 Telephone Facilities

The School does not provide a telephone connection point in staff accommodation. Where a staff telephone number is listed by the school for after hours contact, the telephone is provided rent free.
Accommodation Agreement

All Boarding Masters living in St Benedict's on-site accommodation are required to abide by this Accommodation Policy. A copy of this Agreement will be provided after it has been signed.

I ................................................................. have read and understand the Accommodation Policy. I agree to comply with the provisions of the Accommodation Policy and all associated policies whilst I am employed by St Benedict's and living in onsite accommodation.

Signature: ________________________________

Date: ________________________________