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Staff Accommodation Policy

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Abbey College Cambridge

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This policy is reviewed on an annual basis		
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Next Review:		June 2022

This policy has been approved by SLT and adopted on behalf of the Governors, and is addressed to all members of staff and volunteers and is available on the school's portal. It is available to parents on request. It applies wherever staff or volunteers are working, including when this involves being away from the school.

During any absence of the Director of Boarding the Vice Principal Pastoral will oversee the adherence to this policy and the necessary authorizations.

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Introduction

In order to fulfil duties and responsibilities of their role, some Abbey College Cambridge full time boarding staff are required to live in its various boarding houses shared with its students. As a boarding school, Abbey College Cambridge provides round the clock care, support and supervision of its students and as such, staff are required to have a full time on site presence.

Eligibility for Accommodation

Residential accommodation is provided for designated full time boarding staff included with their offer of employment. In general, part time and relief or bank staff will not be required to live on site. Abbey College Cambridge reserve the right to modify rights and obligations either generally or in specific cases by written notice to the affected boarding staff member.

Accommodation provision will be discussed during the interview, however the SLT reserve the right to reallocate accommodation as circumstances dictate. The SLT will consider requests for changes in accommodation, and will give consideration to changes in circumstance, with the decision in both instances taking into consideration the needs of the school and its students.

Abbey College Cambridge is under no obligation to provide family accommodation at the time of employment or subsequently. All staff accommodation is as far as possible, of a comparable size and set up, however senior staff may be given priority of a larger accommodation.

Every adult member of a household occupying a flat in a boarding house, is required to have an Enhanced DBS check and Barring List check. This is required before the accommodation is occupied – ACC will assist with this. No rights are given to spouses/partners who have moved into the accommodation provided to the staff member. The spouse/partner must read, understand and sign the agreement at the end of this policy, before moving into the accommodation, alongside documents required as per Adults Living in Boarding Policy.

Condition and Maintenance of Accommodation

Abbey College Cambridge expects all resident employees living in ACC accommodation, to respect and properly care for the property. ACC will provide accommodation in a clean and liveable condition when first occupied. An initial condition inventory will be provided by The Head of House with responsibility for staff accommodation when the staff member arrives at the school, for staff to check and this will be placed in your HR file. Staff accommodation will include carpets, curtains and white goods. ACC will also provide a microwave, hob and dishwasher, as well as a table and chairs. The staff member is responsible for providing other kitchen items. Basic bedroom furniture comprising of a bed, bedside table and wardrobe is provided. If a staff member wishes to change the furniture provided, they are responsible for its removal and storage. Some rooms have sofas – these are not provided as standard. If staff wish to bring their own furniture, they must arrange for the safe storage of furniture provided by school, and return this furniture upon exit. Failure to replace college furniture at the end of employment will result in the cost of replacement of the furniture being taken from the final salary.

Boarding staff members are expected to report any maintenance issues or damage to fixtures and fittings immediately using the correct channels within 24 hours.

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Notice of access required to boarding staff accommodation by the maintenance team following a request for works, will be given 24 hours in advance.

In emergency cases, the school maintenance team may enter staff rooms without prior notice.

ACC will require access to staff accommodation for the following purposes; (although this list is not exhaustive)

- Carrying out repairs in response to reported issues
- Undertaking planned maintenance/servicing
- Assessing accommodation for planned improvements
- Carrying out Risk Assessments
- Complying with Health and Safety legislation
- Carrying out emergency repairs

Unless agreed otherwise by the Director of Boarding, there will be a weekly clean of staff apartments with the exact times to be arranged by the Reception Manager in liaison with the Boarding Staff member.

Staff Recharges for Damage/Mistreatment of Accommodation

ACC will make all necessary repairs and do all possible to keep staff accommodation in a habitable and safe condition. If damage occurs due to neglect or actions from the boarding staff member, ACC retains the right to charge the staff member for the cost of the repairs.

Staff accommodation should be kept clean and tidy at all times. There will be an inspection twice per academic year of all staff rooms by the Site Manager during which time the boarding staff member has the option to be present. The inspection dates will be given a minimum of one week in advance and boarding staff members will be given a minimum of 48 hours' notice of the exact agreed time of such inspection.

Any issues raised as a result of such inspection, or reported by Enviroclean as a result of their cleaning of the room, will be dealt with by the Director of Boarding. Any subsequent charges to the staff member will be agreed by the Director of Boarding and one other member of the SLT. The staff member will be informed of such costs in writing and money will be deducted from their salary, unless other arrangements are made at the request of the staff member.

Leaving Accommodation

Accommodation will be inspected by the Site Manager or the Head of House responsible for staff accommodation, when employment ends, with the HR Officer notified if further action is required. On leaving, boarding staff are expected to leave their accommodation in a clean and tidy state and have removed everything that was not in the original inventory supplied by the college. Any items left in the accommodation will be disposed of by the caretaking team, and any costs incurred will be charged to the staff member. The staff member will be advised of such costs in writing with the money being deducted from the final salary, unless other arrangements are made at the request of the staff member.

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Accommodation Keys

All boarding staff are provided with one key/access card to their accommodation. Additional keys may be ordered with the approval of the Director of Boarding. Replacement keys due to key misplacement are charged to the employee at £80 per key, which should be paid in cash by the staff member to the Director of Boarding. The Site Manager and SLT have access to boarding staff accommodation keys, these keys may be used in the instances outlined above by prior arrangement with 48 hours' notice with the boarding staff, or in an emergency without notice. Keys are kept locked in a secure key safe. All keys to boarding staff accommodation are to be returned on termination of employment. If keys are not returned, the cost of a complete lock change and key replacement will be deducted from the staff member's final salary, the cost of which is approximately £300. Staff living in accommodation that is controlled by card, should be aware that only SLT, the Site Manager and caretaking team have access to this staff accommodation.

Alterations to Accommodation

Boarding staff may add personal items to their accommodation, but must not alter, paint or add to their accommodation without prior written consent from the Director of Boarding. This also applies to possible installations of phone lines or satellite TV. ACC will not pay for the installation or removal of additional items approved, nor is ACC responsible for the bill payments.

Council Tax

ACC will pay for the cost of utilities in boarding staff accommodation, and will also pay for council tax. Boarding staff must ensure they are registered with the city council by completing the necessary council tax paperwork provided by the operations team in a timely fashion.

TV Licence

Boarding staff are responsible for purchasing a TV licence for their accommodation if one is required.

The law states a TV Licence is required to:

- watch or record programmes as they're being shown on TV, on any channel
- watch or stream programmes live on an online TV service (such as ITV Hub, All 4, YouTube, Amazon Prime Video, Now TV, Sky Go, etc.)
- download or watch any BBC programmes on BBC iPlayer.

This applies to any device used, including a TV, desktop computer, laptop, mobile phone, tablet, games console, digital box or DVD/VHS recorder.

Only one TV Licence is required per household, even if more than one of the devices listed above is used. A TV Licence costs £159 [Pay for your TV Licence - TV Licensing™](#)

TV Licensing may prosecute individuals if they find that they have been watching, recording or downloading programmes illegally. The maximum penalty is a £1,000 fine plus any legal costs and/or compensation ordered to be paid.

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Laundry

At the start of the new academic year, residential staff will be provided with a laundry card to the value of £134 in total. If this runs out mid-year, staff are expected to top this up themselves until the annual renewal on 1st September. Staff who commence employment mid-year, will be given their allowance pro rata. This card will be given to the boarding team by The Head of House. If lost then the staff member is responsible for replacing it themselves.

Parking

Boarding staff may have access to parking on their accommodation site if available, however, spaces are limited and a dedicated parking space is not offered. Parking is at a premium in such a large city that Cambridge is, and parking spaces are offered on a first come first served basis. Other parking spaces are offered on a rota basis. Boarding staff are fully responsible for the insurance of their own vehicles and leave their vehicles onsite at their own risk.

Change of Accommodation

If a move to another boarding house or flat within the same accommodation is requested by the Director of Boarding, the operations team will arrange assistance for the staff member, providing boxes and in moving the items. In this instance the staff member should still leave their accommodation in a clean and tidy state ready for a colleague to move into.

Pets

Pets are not permitted in boarding staff accommodation.

Smoking

Smoking is not permitted in boarding staff accommodation.

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Declaration for staff

I confirm that I have read and understand the Staff Accommodation policy.

I confirm that I:

- I have purchased or intend to purchase a TV Licence
- I have read the section regarding TV Licence and do not require a TV Licence

Date:.....

Signature:.....

Declaration for staff partner

I confirm that I have read and understand the Staff Accommodation policy.

Date:.....

Signature:.....