



Staff Accommodation Policy

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DLD College London

ELT Responsible for this Policy: James Kidd, Vice Principal (Pastoral)

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This policy is reviewed on an annual basis		
Annual Policy reviewed by:	James Kidd	June 2021
Next Review:		June 2022

This policy has been approved by ELT 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.

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Introduction

In order to fulfil duties and responsibilities of their role, some DLD College London full time boarding staff are required to live in the boarding house shared with its students. As a boarding school, DLD College London 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. Accommodation is owned by Urbanest, who acts as the landlord.

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. DLD College London 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 ELT reserve the right to reallocate accommodation as circumstances dictate. The ELT will consider requests for changes in accommodation, and will consider changes in circumstance, with the decision in both instances taking into consideration the needs of the school and its students.

DLD College London 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 the boarding house is required to have an Enhanced DBS check and Barring List check. This is required before the accommodation is occupied – DLD will assist with this. No rights are given to spouses/partners who have moved into the accommodation provided to the staff member. Approval for a spouse/partner must be sought, in writing, from the Principal, and any occupancy of staff accommodation is limited to the time the staff member is in the role, and with the approval of 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

DLD College London expects all resident employees living in DLD accommodation, to respect and properly care for the property. DLD will provide accommodation in a clean and liveable condition when first occupied. An initial condition inventory will be provided by the HR Officer when the staff member arrives at the school, for staff to check and return to the HR officer. Staff accommodation will include carpets, blinds and white goods. DLD will also provide a microwave, hob and dishwasher. 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. Staff will be provided with a new mattress from the school's supplier as soon as possible after employment commences if not before. The Vice Principal (Boarding), with

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responsibility for staff accommodation, will ensure this is provided. 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.

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

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

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

DLD College London, through Urbanest, 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

Staff Recharges for Damage/Mistreatment of Accommodation

DLD College London 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, DLD College London 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. Any issues raised as a result of e.g. an inspection will be dealt with by the Vice Principal (Boarding). Any subsequent charges to the staff member will be agreed by the Vice Principal (Boarding) and one other member of the ELT. 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 Vice Principal (Boarding) (or other delegated staff member) 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 access fob to their accommodation. Additional keys may be ordered with the approval of the Vice Principal (Boarding). Replacement fobs due to fob misplacement are charged to the employee, by Urbanest. Urbanest have access to boarding staff accommodation fobs; these fobs 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. Fobs are kept locked in a secure key safe. All fobs to boarding staff accommodation are to be returned on termination of employment. If fobs are not returned, the cost of a complete lock change and fob replacement will be deducted from the staff member's final salary.

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 Vice Principal (Boarding). This also applies to possible installations of phone lines or satellite TV. DLD will not pay for the installation or removal of additional items approved, nor is DLD responsible for the bill payments.

Council Tax

DLD 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.

Laundry

Boarding staff will be able to make moderate use of the laundry service. Further washing machines are available to use, based in the basement of the building.

Parking

There is no parking on site for staff.

Change of Accommodation

If a move to another flat is requested by the Vice Principal (Boarding), the facilities 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 member

I confirm that I (insert full name.....) have read and will comply with the above policy.

Signed..... Date.....

Declaration for partner/spouse of staff member

I confirm that I (insert full name.....) have read and will comply with the above policy.

Signed..... Date.....