



Balderstone
Sports Institute

Boarding House
Handbook, Policy and Procedure

Welcome

Dear Boarding Boarders and Parents

Welcome to the BSI Boarding House. This Handbook, Policy and Procedure contains all the details that you need to know about boarding. The Personal Information and General Consent and Indemnity forms are part of the registration pack (and a copy of your medical aid card) and need to be completed and handed to the boarding staff when entering the boarding house.

Please do not hesitate to contact me should you have any queries.

Kind regards

Michael Balderstone

Boarding House Management

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Boarding Policy & Procedures

Introduction

- The Balderstone Sports Institute (“Boarding House”) provides boarding facilities to male boarders. There is an option of sharing or single rooms. There are boarders from both our high school and College programs.
- Provision is made for 2 full time BSI staff members and 3 domestic support staff in the boarding house.

Purpose

- The purpose of this policy is to establish that the principles applying to the conduct of boarders in the boarding house are understood and adhered to. Further, to ensure that if the policy is breached, the necessary disciplinary action is properly and fairly administered.

Scope

- This policy applies to all boarders in the BSI Boarding House, at all times whether in the normal course of BSI operational hours and day, as well as after hours, on weekends and during cycle breaks.

Privacy and Protection

- All boarders have the right to privacy and protection in the environment in which they live at the boarding house. To ensure that this privacy and protection is enjoyed and that their education at BSI is supported, it is the responsibility of boarders to conduct themselves with respect for the rights of all in the boarding community and to adhere to the provisions of this policy and procedures supporting this policy.

Policy Statements

- The Boarding House Manager, resident in the boarding house, shall be responsible for overseeing the running of the boarding house and the boarders’ well-being and safety.
- Management, in consultation with the Boarding House Manager, shall appoint boarding staff who shall be responsible for the day-to-day running of the boarding house and the boarders’ conduct, well-being and safety.
- The boarding staff shall also be accountable for maintaining records of the whereabouts of boarders and if necessary, reporting the absence of boarders to the Boarding House Manager.
- All boarding staff shall report to the Boarding House Manager and in turn BSI management.

Related Policies, Standards, Procedures and Guidelines

- BSI Code of Conduct
- Boarding Lease Agreement
- BSI General Consent and Indemnity Form
- All procedures and standards published by the Boarding House Manager in terms of this policy.

Enforcement of Policy

- This policy and the BSI Code of Conduct is the basis for how boarders and staff will interact. BSI reserves the right to alter these policies as it deems fit. The Boarding House Manager has the right to formulate and enforce “new” rules. Boarders are obliged to follow his instruction and any delegation of such authority.
- This policy shall have the force of a contractual agreement between BSI and the boarder, duly assisted by his parent/s.
- The enforcement of this policy shall be conducted and any disciplinary measures administered in the same manner as provided for in the BSI Code of Conduct.

Boarder Obligations

Within the context of the value-driven culture in the BSI boarding house, every boarder is obliged, individually and collectively:

- To treat fellow boarders and BSI personnel and property with respect at all times;
- In addition to adherence with the provisions of the BSI Code of Conduct, which applies to all boarders at BSI, boarders shall respect the right of other boarders and staff to privacy;
- To respect the individual right of choice and opinion of fellow boarders;
- To seek honest and fair solutions in possible conflict situations during his stay in the boarding house;
- Not to bring BSI or its boarding house into disrepute;
- To provide, voluntarily or upon request, honest and factually accurate information about any circumstance that may arise inside or outside the boarding house and not to withhold any relevant information;
- To comply with all BSI guidelines and reasonable instructions from BSI personnel;
- To report any irregular behaviour by fellow boarders or staff;
- To use the available facilities responsibly and in accordance with the institutional rules and regulations;
- To adhere to the provisions of this policy and/or procedures or standards supporting this policy and published by the Boarding House Manager;
- Unless expressly excused by a person with the authority to do so, ensure that they are present at the boarding house at all times that their presence is mandatory;
- To adhere to all procedures relating to the operation of the boarding house including, but not limited to, doors closed, meals, registration, use of cell phones, visitors to boarders, visits by boarders to third parties, security, boarding house departures and arrivals and any other procedures or standards which may be established by the Boarding House Manager;
- To show respect towards the boarding staff and/or any other staff employed by BSI in the day-to-day running of the boarding house;
- To adhere to all instructions given to them by persons appointed by BSI and duly authorised to give the instructions;

- The Boarding House Manager may empower senior boarders to carry out certain responsibilities, including the monitoring of behaviour and incidents will be reported to the Boarding House Manager;
- Junior boarders will be expected to be in their rooms with doors closed by 21:00 (Sunday, Monday, Tuesday, Wednesday, Thursday) and 22:00 (Friday and Saturday).
- College boarders will be expected to be in their rooms with doors closed by 22:00 (Sunday, Monday, Tuesday, Wednesday, Thursday) and 23:00 (Friday and Saturday).

Contractual Agreement and Indemnity

- All boarders must complete, sign and submit the BSI Boarding Agreement before being admitted to the boarding house.
- Note that the parent/s and boarder indemnifies BSI for any damage of whatever nature caused by the boarder within or on the boarding house premises, and indemnifies BSI against claims of any third parties in this regard.
- Boarders further undertake not to hold BSI or any of its employees liable for any damage that they may suffer in respect of personal injury and/or illness, or damage of any nature or loss of personal belongings.
- Boarders must obtain personal property insurance to cover their personal property at the residence. BSI does not carry insurance covering personal property, and is not liable and does not assume responsibility for theft, destruction, malfunction, failure or loss of money, valuables or other personal property belonging to, or in the care of a boarder from any cause whatsoever, whether such loss occurs in the boarder's room, communal, recreation, storage or public areas.

Facilities and Restricted Areas

- The Boarding House Manager may publish restrictions relating to the use of facilities at the boarding house. Specifically, boarders may not enter staff members or other boarders rooms without permission.

Alcohol and Smoking

- All boarders are strictly prohibited from consuming alcohol on the boarding house premises.
- Smoking (including E-Cigarettes/Vapes) are strictly prohibited anywhere on the boarding house property at any time, including the areas belonging to the property outside the front gate.

Access to Wi-Fi:

- Wireless internet access will be restricted during certain times and monitored in accordance with the provisions of appropriate policies and procedures established to support the policies.

Meal

- Boarders may not eat in their rooms or in communal areas (other than the dining room) and no cutlery, crockery or food may be removed from the dining room.
- Boarders must attend meal times in appropriate clothing.
- Boarders are expected to inform the Boarding House Manager well in advance if they will miss meal times for a valid reason.

- Food deliveries are not allowed during the week for health and security considerations. Food deliveries may be received on weekends during daylight hours only. Delivery vehicles and personnel must not be allowed onto the boarding house premises at any time.

Recreation

- Television is provided for use by boarders during the week at the following times:

Monday to Thursday	17h00 - 21h00
Fridays	16h00 - 22h00
Saturdays	Until 22h00
Sundays	Until 21h00
- Special permission to view television after the specified times must be granted by the boarding staff. No television during the week in examination time.
- Boarders may make use of the swimming pool and/or recreation area during recreation times. Boarders using the swimming pool must be accompanied by another boarder.

Homework

- Homework Hour is every weekday evening from 19h00 to 20h00. Junior boarders are expected to study unsupervised during this period unless the Boarding House Manager is informed otherwise by the Study Centre staff.

Visitors

- All visitors must report to the boarding staff member on duty and sign the visitors book.
- Venues for receiving visitors shall be restricted to the boarding reception area, or outside.
- Restriction on visitors to the boarding house:
 - No visitors are permitted entry onto the boarding house property without the prior consent of the Boarding House Manager or delegated staff member.
 - Boarders must report the presence of any unauthorised person in the boarding house to the boarding staff, immediately or as soon as reasonably possibly.
 - Visitors are not allowed during meal times or after lights out.

Absence from the Boarding House

- Junior boarders are prohibited from leaving the boarding house without the authority of the Boarding House Manager (or designated staff). Parents must provide to the Boarding House Manager full details of the junior boarder's intended whereabouts, time of departure and expected time of return to the boarding house.
- Junior boarders shall not be permitted to leave the boarding house with a person other than the boarder's parent/s without the prior consent of the Boarding House Manager and their parents.
- In the event that a boarder travels in a vehicle with another boarder, they shall do so at their own risk.

Security and Precautions

- The burning of candles or incense in the boarding house is a fire hazard and is prohibited.

- Boarders shall not bring heaters or electric blankets into the boarding house. Hot water bottles or microwave bags are permitted. Toasters are not allowed. Fridges are permitted in rooms with tiled floors, with prior permission from the Boarding House Manager.
- The Boarder Master shall ensure that regular fire drills are held and all boarders shall participate in the fire drills.
- The fire drill procedures shall be provided to all boarders on arrival at the boarding house and the Boarding House Manager shall ensure that they are prominently displayed in each room and other common boarding house areas.
- The Boarding House Manager shall ensure that all boarders are familiar with the fire drill procedures.
- Boarders shall report any incident of theft to the Boarding House Manager as soon as reasonably possible.

Shopping and Delivery of Goods to the Boarding House

- The Boarder Master shall establish and publish procedures to be followed relating to Junior boarders leaving the boarding house for the purpose of sport, shopping or entertainment and which shall include transportation;
- The delivery of any goods to the boarding house for or on behalf of a boarder should take place at the entrance gate during daylight hours. No delivery personnel are to be allowed on the premises without the consent and attendance of the Boarding House Manager or designated staff member.

Registration

- On arrival and enrolment at the boarding house, boarders shall be subject to the registration procedures stipulated and published by the Boarding House Manager.
- The Boarding House Manager and persons assigned by him to do so shall establish and maintain a Register of Boarders.
- The Boarding House Manager shall publish the procedures relating to the maintenance of the register and the grant of permission to boarders:
 - To be excused from being present at meals;
 - To be excused from being present from the boarding house in the normal course;
 - To leave the boarding house premises.
- Boarders who are absent from meals or the boarding house without permission shall be subject to disciplinary action in terms of the provisions of the BSI Code of Conduct.
- If a boarder is absent from a meal or the boarding house without prior permission, or fails to return to the boarding house, or report his arrival to the on-duty staff member, the person responsible for keeping the register shall immediately report the boarder's absence to the Boarding House Manager or delegated staff member.
- The boarding staff shall make due enquiry as to the boarder's absence within a reasonable time period as may be appropriate in the circumstances and will report such absence to the parents when deemed necessary.

Boarding House Departures and Arrivals

- The Boarding House Manager shall establish and publish procedures relating to the arrival at the boarding house of boarders at the commencement of a term/cycle, half-term, or week, alternatively the departure of a boarder at the end of a term/cycle, half-term or week.

- The provisions of this policy or any procedures established under this policy, shall apply to the arrival and departure of a boarder from the boarding house. By agreeing to this policy, parents agree that boarding staff or school drivers may transport their son as deemed necessary by management. In the event that a boarder is transported by another boarder or person other than BSI staff or their delegate, that this is done at their own risk.
- At the beginning of a term/cycle, all Boarders must be in by 17h30 on the stipulated arrival day (unless special arrangements have been made with the boarding staff).
- Junior boarders may not go out during the week except on special occasions and with prior permission.
- Only persons authorised by parents will be allowed to take Junior boarders out.
- An e-mail, WhatsApp or SMS must be sent by parents, by Wednesday evening, to the boarding staff granting permission for their son to go out for the weekend and authorising persons other than themselves to sign a boarder out.
- Boarders leaving the boarding house for the weekend or at the end of the term/cycle or half term must be signed out in the office in the boarding house by the boarding staff. The person who is fetching the boarder will be required to sign the pass out register. Weekend sign out will take place in the office on Fridays between 16h00 and 17h00. Boarders may not be signed out during any meal times.
- Boarders are expected to sign in at the boarding house by 20h00 on a Sunday evening (they must report to the boarding staff on duty to do this) or 06h30 on a Monday morning in the boarding house office or at BSI after a weekend out of the boarding house.
- Parents must notify the Boarding House Manager before 06h30 should a boarder not be returning to school after a weekend or holiday period.

Medical

- Should any boarder require medical attention or, in the event of a medical emergency, BSI shall arrange transport to a medical practitioner or medical facility in accordance with the parents' instruction detailed in the Boarding House – Personal Information Form. Any such medical attention or subsequent prescription of medicine shall be for the parents' account.
- BSI undertakes to notify the parents on each occasion that their son has requested to consult with a medical practitioner thereafter it shall be the parents' responsibility to enquire with their son and/or the practitioner as to the nature of the visit, diagnosis and the prescription of any medicine.
- The parents take cognisance of the provisions of the Child Act (38 of 2005) that provides that a child can consent to medical treatment as detailed in Section 129 Subsection 2 of the Act that states: *“A child may consent to his or her own medical treatment or to the medical treatment of his or her child if:*
 - *The child is over the age of 12 years; and*
 - *The child is of sufficient maturity and has the mental capacity to understand the benefits, risks, social and other implications of the treatment.”*
- The parents acknowledge and agree that BSI, in facilitating these medical visits for the convenience of the boarder and parents and cannot be held accountable or responsible for the scope and nature of the medical advice sought by their son or the advice or medication prescribed by the doctor as these are within the ambit of the patient/doctor confidentiality relationship and BSI is not privy thereto.
- Similarly, the parents acknowledge and agree that if any medication is prescribed by the doctor and any member of the boarding staff (or member of BSI staff) is requested to assist with the administration thereof in compliance with the doctor's prescription, that any such involvement is purely administrative and neither BSI, or boarding staff member can be held responsible for any consequence arising from the boarder taking such prescribed medication.

Illness

- Boarders who are feeling sick must see the boarding staff member on duty.
- All medication must be supervised by the boarding staff.
- Boarders who are too sick to attend their BSI schedule must notify the Boarding House Manager and must stay in their rooms. It is noted that boarders who remain in the boarding house will not receive direct supervision.
- If necessary, the boarding staff will organise for a boarder to be taken to see a doctor.
- In the case of an emergency, the boarding staff will take a boarder to hospital.
- All costs involved will either be charged to the boarder's medical aid or will be for the boarder's personal account.
- Routine medical/dental appointments may be made in consultation with the Boarding House Manager.

Clothing

- All clothing, linen and possessions of a boarder must be clearly marked with name and surname.
- BSI cannot be held liable for the loss of clothing that isn't clearly marked with the boarder's name.
- Sewn on name tags are preferable, otherwise with permanent fabric black marker or both – no iron-on name tags as they come off in the wash. All shirts should be marked in the neck area, pants in the belt area and each sock and underwear item must be marked.
- All unmarked or unclaimed possessions at the end of each term/cycle will be donated to charity.
- Hand washing of clothing is permitted in the laundry and may be hung to dry in the allocated laundry area only.

Laundry

- Each boarder must bring laundry bags to the boarding house.
- Laundry bags must be placed on top of the bed on the boarder's designated laundry day.
- All boarders must adhere to the laundry list system, including listing all of the laundry items, and signing them out and back in.

Weekend Activities (7 day boarders)

- BSI is not responsible for arranging weekend activities for our 7-day boarders.
- Should boarders wish to leave the premises they should notify the relevant boarding staff.
- Boarders are responsible for their own costs relating to weekend activities. This shall include but not be limited to transport, sport, activity or entertainment.

BSI Code of Conduct

- This policy document is complementary to the BSI Code of Conduct which applies to all learners and staff at BSI.
- To the extent that there may be any conflict in interpretation of the BSI Code of Conduct and this Boarders' Policy, management shall resolve any inconsistency and their decision is final.

Enforcement of Policy

- This policy document shall have the force of a contractual agreement between BSI, and the boarder, duly assisted by his parent/s.
- The enforcement of this policy document shall be conducted and any disciplinary measures administered in the same manner as provided for in the BSI Code of Conduct.

Review

The Management Committee shall:

- Monitor and review the procedures relating to this Procedure and where necessary amend this Procedure on a regular basis but at least once every year.

Daily Routine

The weekly timetable including travel times will be published on relevant WhatsApp groups.