

Circular 046

01 July 2022

Dear Residents,

PRIVATE DOMESTIC WORKERS AND GARDENERS ACCESS INTO THE VILLAGE:

After my previous communication with regards to the process to be followed for Carers, Domestic workers and Gardeners, I have had a lot of requests for clarity and assistance.

Although I asked if documents could be sent to me in two weeks' time, this was merely to get the ball rolling and get an idea of how many people we might have to get clearances done for.

I am not going to deny them access after two weeks. I am trying to get to the point where I know how many people have the necessary documentation and how many do we need to assist in getting the correct documentation.

Please understand that our intention is to ensure that we don't give regular access to anybody who we are not certain has no criminal record or the SAPS are not actively looking for them in an open investigation.

Similarly, all staff who are employed to work in the Village had to have a criminal check done before employment here. This includes Evergreen Lifestyle Village Staff, Evergreen Health Staff, FSG Garden staff, Thorburn Security staff as well as Reef Catering staff. We are therefore also including domestic workers, gardeners and care workers that are employed by residents to work in the Village on a regular basis.

In order to assist resident and their employees to avoid having to go the nearest SAPS, we have arranged with our service provider that Evergreen Lifestyle Village uses for criminal checks on our employees to assist us.

Brooke International charge R172.50 per criminal check. All that is required is that you send me the ID / Passport copy. There is a consent form that needs to be signed by yourself as the Employer of the worker as well as the employee giving permission for us to do the criminal check. Once we send these documents away it will take roughly 48 hours to get the report back. We will pay Brooke International and recover the fee from residents by adding it onto their levy accounts. (I have attached the necessary Village access consent form documents to be completed – the same form can be used for garden staff, carers or domestic workers)

We only need one criminal check per employee, so if your employee works at other units as well, you can share the cost of R172.50 between everybody who employs the person.

Should you not want to make use of this service you are welcome to still go to the SAPS and get the Criminal check done by them which would cost R160.00.

Should you require any further assistance or information, please do not hesitate to contact me.

Assuring you of our best intentions at all times.

Kind regards,



Wilma Swart
Village Manager