



CAMPBELL
COLLEGE

Est 1894

GUARDIANSHIP

All boarding students whose parents live internationally (or in the UK where significant travel is involved) should have appropriate guardianship arrangements in place to allow them to be hosted outside the College environs during those times when the Boarding Department is closed, in the event of illness, for disciplinary reasons, or in an emergency.

THIS IS AN ESSENTIAL CRITERION FOR ADMISSION.

Guardians will be appointed by the parents to act 'in loco parentis' (in the place of a parent) and must be able to respond readily to an urgent call to be at the College on behalf of their charge(s).

PARENT-APPOINTED GUARDIANS

A parent may appoint a Guardian who may be a family member, a family friend, a host family, or other UK-based adult **known to the parents**. A university student resident in student accommodation would not be a suitable Guardian. It is the **parents'** responsibility to ensure the quality and safety of the accommodation and that their son is being cared for in line with the responsibilities of Guardians.

GUARDIANSHIP AGENCIES

If necessary, but not a requirement, overseas parents may also use a guardianship agency to appoint a guardian on their behalf. Guardianship agencies usually offer a range of service levels and typically arrange holiday accommodation with approved and vetted host families. It is the Agency's responsibility to ensure the quality and safety of the accommodation.

PARENT RESPONSIBILITIES

Parents should maintain regular contact with their son and his guardian, especially when he is staying with the guardian. Parents **must** ensure that

- Guardians know and agree to the responsibilities stated in this document
- The accommodation is suitable, safe and clean
- Mealtimes and bedtimes are agreed and adhered to
- Their son has an appropriate level of privacy and should have his own bed (and preferably bedroom). He should not be sharing a room with children of the opposite sex or where there is a significant age difference
- They keep in **regular** contact with their son and ensure that they are aware of any concerns their son may have. Also parents should keep in regular contact with the guardian.

GUARDIAN RESPONSIBILITIES

Given below is some guidance developed by the College for appointed Guardians, to ensure that pastoral partnership between the Guardian and the College works as smoothly and effectively as possible. It is not an exhaustive list, but it covers the main points.

- The contact for all Guardians is the Head of Boarding (or the Assistant Heads of Boarding), and they should contact the College if any concerns exist.
- Parents and appointed Guardians should ensure that the information provided to the College is accurate and kept up-to-date especially in the case of contact numbers; changes should be forwarded immediately to the College office.
- **Guardians should inform the College if they intend to be away from home on holiday or business, and provide alternate contact numbers, approved by parents. We must have a safe point of contact at all times in case of emergency.**
- There are special occasions when Guardians may wish to support their charge; whilst at the College he/she may participate in School concerts, productions and matches. Guardians are always welcome to attend – it means a great deal for students to know that their performance may be watched by their own special visitor from outside.
- If a Guardian wishes to host their charge for a weekend or during holidays, the College should be informed. Students greatly enjoy, and benefit from, the experience of spending the occasional weekend out of school in the company of their guardians/friends.
- In the event of illness, the College has a Matron on duty during the day and Housemothers who are first-aid trained to care for pupils when they are unwell; however if a student is too ill to attend school, Guardians must be prepared to accommodate their charges in these circumstances.
- If you have any concerns regarding a Safeguarding or Child Protection issue, please contact the Head of Boarding or a Designated Teacher.
- **ACCOMMODATION / SUPERVISION**
 - Accommodation should be well clean, well-appointed, with enough space to provide dignity and privacy.
 - Students must have their own bed and should not share rooms with children of the opposite sex, or where there is a significant age difference. Ideally, there should be no more than 2 students sharing a bedroom.
 - The accommodation should have the same level of safety equipment, such as smoke alarms, that would be evident in any safe household with children.
 - Meal times and bed times should be agreed and adhered to.
 - At all times the student(s) should be supervised.

On the very rare occasion that a student is suspended from the College (or from boarding) for serious misbehaviour, the Head of Boarding will liaise with parents and guardians about the circumstances of the suspension.



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GUARDIANSHIP AGREEMENT

PARENTS OF BOARDERS MUST NOMINATE A GUARDIAN AS PART OF THE COLLEGE'S ADMISSIONS PROCEDURE.

- **Section A** must be completed by the **Parent**
- **Section B** must be completed by the nominated **Guardian**
- You should **keep the information document** for your reference but return **this** form to Campbell College (The information section is also available in the Boarding Handbook and on the College Website)

SECTION A MUST BE COMPLETED BY THE PARENT

STUDENT NAME: _____

YEAR: _____ DATE OF ADMISSION: _____

I NOMINATE THE FOLLOWING TO ACT AS GUARDIAN FOR MY SON

GUARDIAN'S NAME: _____

ADDRESS: _____

HOME NUMBER: _____

WORK NUMBER: _____

MOBILE NUMBER: _____

E-MAIL ADDRESS: _____

RELATIONSHIP WITH STUDENT: _____

I declare that I have read and understood the responsibilities of Parents and Guardians

SIGNED: _____ DATE: _____
(Parent)

SECTION B **MUST BE COMPLETED BY THE NOMINATED GUARDIAN**

*PLEASE ENSURE THE CONTACT DETAILS IN SECTION A ARE CORRECT
THE PARENTS AND THE COLLEGE SHOULD BE INFORMED IF ANY OF THESE CHANGE*

STUDENT NAME: _____

GUARDIAN NAME: _____

*I declare that I am willing to take responsibility for the named student in the case of illness,
holiday or disciplinary reasons.*

I declare that I have read, understand and agree to the responsibilities of Guardians.

SIGNED: _____ DATE: _____
(Guardian)

OFFICE USE ONLY

DATE FORM RECEIVED: _____

DATE FORM APPROVED: _____