



CAMPBELL  
COLLEGE

Est 1894

# GUARDIANSHIP

**A GUIDE FOR GUARDIANS OF  
BOARDING PUPILS AT CAMPBELL  
COLLEGE**





CAMPBELL  
COLLEGE

EST 1894

Dear Guardian,

You have accepted the responsibility to act as a Guardian of one of our boarders. This booklet is to explain more fully what this may involve.

We appreciate your commitment to look after one of our students and it is our strong belief that the secret to being a good Guardian is to treat the student as you would want your own child to be treated if they were staying with somebody else.

This handbook offers some helpful guidelines for you to follow. The safeguarding and protection of children is of paramount importance, and we ask that you read the section on the roles and responsibilities of Guardians carefully, along with the section on Safeguarding.

We expect that the students staying with you will be included in normal family activities, including family dinners, outings and family nights in too!

Please stay in touch with the students' parents – they have requested you to act as Guardian for their son and we have asked them to stay in touch with you over the stay.

If you have any concerns or uncertainty regarding the content of this handbook, please do not hesitate to be in contact.

*Mr Bert Robinson.*  
**HEAD OF BOARDING**



## INDEX

1. Important Documentation	Page 4	
2. Safeguarding & Child Protection	Page 5	
3. Acting on behalf of Parents	Page 6	
4. Illness and Medical Provision	Page 8	
5. Helping your student start boarding	Page 9	
6. Keeping up-to-date with what is happening at the College	Page 12	
<b>APPENDIX 1</b>	<b>Contact Details of Campbell College Boarding</b>	Page 13
<b>APPENDIX 2</b>	<b>Guardianship – Roles and Responsibilities</b>	Page 14
<b>APPENDIX 3</b>	<b>Guardianship Agreement Form</b>	Page 16

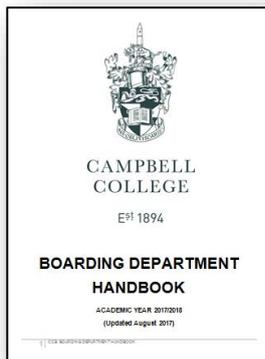
# 1. IMPORTANT DOCUMENTATION

The College has published various documents to explain the operation of the Boarding Department along with the protocols and policies in place at the College.

All documents are available on the College website

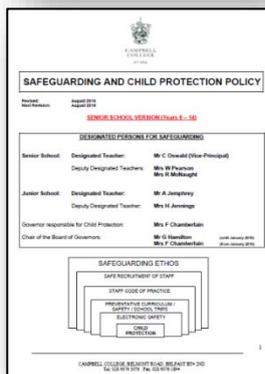
[www.campbellcollege.co.uk](http://www.campbellcollege.co.uk)

In particular, two documents you should initially familiarise yourself with are:



## The Boarding Department Handbook

(Available on our website: follow the link Boarding – Useful Guides)



## The Safeguarding and Child Protection Policy

(Available on our website: follow the link About us – Policies)

We have asked you to complete the Guardianship Agreement Form. If any details change, please download a fresh copy and return to the Boarding Department of Campbell College.

(A copy is also provided in Appendix 3)



## The Guardianship Agreement Form

(Available on our website: follow the link Boarding – Admissions and Fees)

## **2. SAFEGUARDING (CHILD PROTECTION) ARRANGEMENTS**

The safeguarding of your student should be a priority while they are staying with you, whether that is during term time, or during a holiday.

It is vital that you familiarise yourself with the policies within the College and the guidance in this document.

### **DURING TERM TIME**

During term time, staff are available in the boarding Department should you wish to discuss any concerns you have regarding a student.

- **APPENDIX 1** gives you boarding department contact numbers.

### **OUTSIDE TERM TIME**

Mr Bert Robinson will be contactable intermittently over holiday periods. However, because Boarding staff are not always available outside of term time, it is important that the student (and you) have access to helplines should you have a concern about your student.

The Gateway Service deals with concerns regarding the safeguarding and child protection of young people. They operate 24 hours a day, 7 days a week.

### **GATEWAY SERVICE**

During office hours (8am – 5pm Monday – Friday), the contact number is

02890 507000 (Belfast office)

Outside office hours (5pm – 8am weekdays, and 24 hour weekends)

028 9504 9999

### **CHILDLINE**

An advice and helpline for young people is through Childline. A young person can contact Childline by phone, email or text (all are free and do not show up on a telephone bill)



### **3. ACTING ON BEHALF OF A PARENT**

#### Your responsibilities

As a Guardian, your student's parents have intrusted you to look after their son/daughter. They will expect you to look after their son/daughter in the same way that you would look after your own.

- ❑ **APPENDIX 2** gives you information on your role and responsibilities as a Guardian

Please read the information given in the Guardianship agreement form carefully.

#### Keeping in touch with the parents

If you have been appointed a Guardian, it is VITAL you keep in regular contact with your student's parents. We have also asked them to stay in close contact with you.

If you have any concerns regarding your student, you should contact his/her parents immediately.

#### Mealtimes

It would be usual that there would be three mealtimes:

Breakfast	usually when the family wakes up
Lunch	usually around 1pm
Dinner	usually around 6pm
Supper	a light snack later on in the evening (e.g. toast or cereal)

It is important that the parents make you fully aware of any dietary requirements or food allergies the student may have.

Students should have access to drinking water at all times.

#### Wake-Up time and Bedtime

We would expect that you would not allow students to sleep in too late, or go to bed too late. Good practice would be that you ask the students not to be watching television or playing computer games late into the evening.

#### Permission to go out and Curfews

Students will naturally wish to go out and meet their friends, or go to the cinema or a friend's party. It is important that the student always asks your permission and tells you where they are going. Please ensure you have their mobile contact number, and they have a contact number for you. You should set a curfew time when the student has to return to you (or at least contact you when they are out if they are going to be later than the set time).

## Concerns regarding behaviour

The College does not accept responsibility for the student outside term-time. If you have any concerns regarding the conduct of your student, please contact his parents directly.

## Bedroom and Sleeping arrangements

Ideally students should have their own room, but at all times they **MUST** have their own bed and should never share a room with someone of the opposite sex or someone of a significant age difference.

The host family is expected to ensure the room is clean, comfortable, well heated and provide fresh bedsheets and towels regularly. Students should be asked to keep their room clean and tidy.

## Laundry

Host families should provide laundry arrangements for their student, allowing them to wash and iron their clothes as appropriate. It may be necessary to assist them with this.

## Term dates

Ensure you know the term dates – when your student will arrive and when they will be leaving.

- It would be usual that new boarders will attend an 'induction day(s)' before the term starts.

It is essential that a new boarder starts on time so they have the opportunity to join in any induction events, have time to get themselves organised for the first day of term and time to meet their new teachers and get the necessary equipment over the first few days of term.

Term dates are on the College website: [www.campbellcollege.co.uk](http://www.campbellcollege.co.uk)

(Follow the link '*Information for current parents*' on the homepage)

## Travel arrangements / Airport transfers

Please keep in contact with the College so we know when your student is arriving and how they are arriving. We will liaise with you to discuss any necessary collection arrangements or airport transfers.

## 4. ILLNESS AND MEDICAL PROVISION

Students at Campbell College are registered with a local Medical Practice. If a student takes ill, it may be necessary to arrange a medical appointment for them.

The practice details are:

Dr G Millar or Dr D Best  
Harland Medical Practice  
Holywood Arches Medical Centre  
Westminster Avenue  
Belfast  
BT4 1NS

Telephone: 028 90 563397

Out of Hours Doctor: 028 90 769220

Students should already have a copy of these contact details (this is given to them at the start of a new academic year).

In the case of an emergency the student should be accompanied to a local Accident and Emergency Department.

**Please ensure you inform Matron of any illness or medical issues that occurred when the student was staying with you. Please do this at the start of term once your student returns to school.**

## **5. HELPING YOUR STUDENT START AT BOARDING SCHOOL**

For some, this will be the first time they are away from home and also the first time they will be starting at a Boarding School.

Guardians play a vital role in helping their student settle in and being there for them if they want to talk to you.

### **HOMESICKNESS**

Homesickness is a feeling; it is not an illness. It can be felt by young people and adults when they have moved, either permanently or temporarily from home. It is normal to feel loss when not in surroundings you know, when not with friends, family or familiar foods or family pets. Severe homesickness does get better when students are given and adopt coping strategies and it is important to note that talking about homesickness does not make it worse.

### **SIGNS AND SYMPTOMS**

The signs and symptoms may be tearfulness, withdrawing, changes in sleep and changes in eating. Young people usually present as being tearful, withdrawn, depressed. Some young people present with somatic complaints, nausea, ear ache, headache etc. In schools, it can display as academic difficulties, absent mindedness, low self-esteem, and obsessive thoughts/behaviours. In younger children, it may display as clinginess, with tears and it would not be unusual to see them revert to behaviour of a younger child.

### **VULNERABILITY TO HOMESICKNESS**

Vulnerability to homesickness is affected by the distance from home, a sense of anti-climax after arriving. The perceived work load once at school is also a factor for some. If there is a genuine physical illness or injury this may exacerbate or induce homesickness as the need to be with family now will be strong.

### **HOW TO SUPPORT A YOUNG PERSON FEELING HOMESICK**

Young people should be told,

*“Almost everyone misses something about home when they are away. Homesickness is normal. But the good news is that there are lots of things you can think and do to help make things better if homesickness bothers you.”*

Some of the strategies that help are:

- Encourage children to make new friends and seek the support of trusted adults. Both kinds of connections ease the adjustment to a new environment. This should prevent socially anxious young people becoming isolated and could encourage them to seek social support, thus reducing the likelihood of feeling homesick.
- Maintaining predictability and perspective with the young person about the time away will also reduce anxiety and help to build trust between parent and child regarding time spent from home. Use a wall calendar to show children the time between today and the day of the separation

## STRATEGIES THAT DO HELP

- **normalising homesickness**
  - the young person needs to understand that this is nothing unusual, the Boarding Staff have met this before and know what to do to help
- **keeping in contact with the young person, but not to an extreme level**
  - we encourage his parents to stay in contact, but a call from you from time-to-time will be appreciated
- **coaching young people on effective ways to cope**
  - the young person needs to be helped and encouraged to seek advice and to know that we can suggest ways to manage homesickness
- **encourage the young person to speak with a member of boarding staff**
  - tell them that boarding staff WILL help and DO know what to do to help.
- **working on building new social connections**
  - making friends in boarding is vital
- **helping them keep some perspective on the duration of the separation**
  - knowing when they will be boarding from and when they will be going home helps them see boarding as a finite time – not an eternity!
- **involving them with the new environment in meaningful ways that enhance their commitment to it.**
  - Helping the young person to get involved in clubs / societies / events keep their mind active and helps them get more involved in school life.
  - **The boys really appreciate their guardians coming to support them at school events!**

## 'CULTURE SHOCK'

For international students joining boarding, there may be a number of other factors they need to adapt to. Arriving in a new country with all the new changes is called '**culture shock**'.

These factors can include:

- **Language Difficulties**
  - English may not be a first language, and some students may initially struggle with understanding or speaking English
- **Cultural Differences**
  - There may be cultural differences in terms of dietary requirements, dress codes, personal or religious observances etc
- **The weather**
  - UK (and especially Northern Irish) weather can be unpredictable. Although the climate is relatively mild, we can have high rainfall at times and evenings can be cool. We would not usually experience uncomfortably humid weather

- The food
  - Although we cater for specific dietary requirements, new boarders may take time getting used to what will predominantly be a UK cuisine
- Other cultures
  - Living in a boarding community will mean adapting to students from worldwide locations.
- Academic Concerns
  - It may be that the young person will struggle academically having to cope with a new country and all that entails. This will improve.

## **BUT THERE IS GOOD NEWS.....**

Arriving in a new country can be very exciting and although a young person may feel a little overwhelmed at times, this does improve and they WILL settle in to boarding life at Campbell.

- Our boarding staff have much experience working with international students. Many of our boarding staff are also from other countries and cultures, and many have either lived or worked in other countries.
- Our English as an Additional Language (EAL) provision will help pupils develop their English
- The College encourages pupils to still observe their own culture as well as respecting differences.
- Getting to know other students from their country, will help, and there are *always* staff and students who will help.

## 6. KEEPING UP TO DATE WITH THE COLLEGE

At Campbell College we have a number of Social media platforms that help parents (and guardians) keep in touch with what is happening at the College, and also in Boarding.

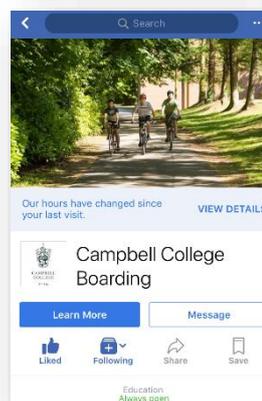
We post details of events on the College website and also we have a termly calendar of events.

There are also a number of social media platforms we use such as Facebook and Twitter:

Campbell College Facebook



Campbell College Boarding Facebook



Campbell College Twitter  
@CampbellCollege



CCB Boarding Twitter  
@CCBBoarding



There are several other Facebook and Twitter feeds we use for subjects, clubs and societies and sports.

## APPENDIX 1

### BOARDING CONTACT DETAILS



**JUNIOR BOARDING MOBILE      07496 441178**



**SENIOR BOARDING MOBILE      07583 218844**

#### **HEAD OF BOARDING**

**Mr Bert Robinson**

**Office:**      Tel:    028 90764122  
**Mobile:**      07583 218844 (Senior Boarding Mobile)  
**Email:**      [brobinson317@campbell.belfast.ni.sch.uk](mailto:brobinson317@campbell.belfast.ni.sch.uk)

#### **ASSISTANT HEADS OF BOARDING**

**Mr John Rea (Years 8 – 10)**

**Mobile:**      07930 850743  
**Email:**      [jrea304@campbell.belfast.ni.sch.uk](mailto:jrea304@campbell.belfast.ni.sch.uk)

**Mrs Wendy Pearson (Years 11 – 12)**

**Mobile:**      07947 316120  
**Email:**      [wpearson859@campbell.belfast.ni.sch.uk](mailto:wpearson859@campbell.belfast.ni.sch.uk)

**Mr Jonathan McNerlin (Years 13 – 14)**

**Mobile:**      07908 444661  
**Email:**      [jmcnerlin246@campbell.belfast.ni.sch.uk](mailto:jmcnerlin246@campbell.belfast.ni.sch.uk)

## APPENDIX 2

# ROLES AND RESPONSIBILITIES OF PARENTS WHO HAVE APPOINTED A GUARDIAN



The Guardianship Agreement form is available from the Admissions Department and may be printed off the College Website

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.

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 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
- To keep in regular contact with their son to ensure he is being well cared for
- To ensure their son knows how to contact a responsible adult should he have any concerns

# **ROLES AND RESPONSIBILITIES OF GUARDIANS**

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 Child Protection issue, please contact the Head of Boarding or a Designated Teacher at Campbell. Advice may also be sought from PSNI or Social Services.
- **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. 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 household with children.
  - Meal times and bed times should be agreed and adhered to.
  - At all times the student(s) should be supervised.
  - The student should have access to a telephone at all times



CAMPBELL  
COLLEGE

EST 1894

# 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: \_\_\_\_\_