



## Guardianship Policy

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Risk and Compliance Director	ESC – Jun 2020	Clare Lancaster, Whole School Safeguarding Lead, Sept 2022	Safeguarding committee	September 2024

## 1. Overview

- 1.1. Tanglin Trust School aims to provide a caring environment and community in which our students can thrive and enjoy their learning experience. This policy is written in relation to [Safeguarding and Child Protection Policy](#) and with regard to the School's mission and values, in particular, our core value of Responsibility.

## 2. Guiding Principles

- 2.1. The School aims to provide a safe environment with pastoral care which is largely dependent on mutual co-operation with parents. Hence the Admissions Policy clearly states that at least one parent must reside with the student in Singapore on an ongoing basis. We also require one parent to be fluent in English to ensure effective communication between school and home.
- 2.2. The School does not encourage any living arrangements where students are effectively unsupported and fending for themselves whether residing at home, in a boarding house, or sharing accommodation with other persons who are not actively looking after the student. Arrangements where students reside with parents who frequently travel leaving students in the care of a nanny, domestic helper or alone, may put the student's wellbeing at risk.

## 3. Objectives of this Policy

- 3.1. This policy sets out the School's expectations for the appointment of a guardian in cases where parents of existing students need to leave Singapore, whether for short term travel or for an extended period.

## 4. Temporary Guardianship

- 4.1. If parents, or where the student ordinarily lives with only one parent then that parent, need to leave the country temporarily, a temporary guardian should be appointed. -The temporary guardian should be someone who can be contacted and respond in case of an emergency and who can make decisions relating to the student's attendance at school, and who can support homework and CCA commitments.
- 4.2. Temporary guardians must be at least 21 years old and physically present [living] in Singapore for the entire duration of the parent(s)' temporary absence. Guardians should be family, friends or colleagues of parents, and we would strongly recommend that foreign domestic helpers are not named as temporary guardian.
- 4.3. A [Temporary Guardianship Form](#) must be completed and submitted online before the parent(s) travel.
- 4.4. The appointment of a temporary guardian via the School's system is for the School's purposes only and is not an appointment of a legal guardian for any other purposes and shall not affect any pre-existing appointment by parents of a legal guardian.

## 5. In-Loco Parentis

- 5.1. The School acknowledges that a parent's circumstances may change, and they may be unable to live with their child due to matters such as employment changes, critical illness or death. In

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these exceptional circumstances, the School may consider allowing students to live instead with suitable in-loco parentis guardians to facilitate completion of their education, especially in critical years. Parents with these concerns should approach their child’s Head of School to clarify suitable options to assist students.

- 5.2. If both parents need to leave the country for the longer term, an [application for In-loco parentis](#) needs to be submitted by parents, and the [In Loco Parentis guardian form](#) needs to be submitted by the nominated guardians. The School’s safeguarding team will review the circumstances and the potential in loco parentis guardians (before the application is considered for approval by the Chief Executive Officer (“CEO”). The review may include home visits and other forms of assessment. Factors considered are the In-loco parentis guardians’ ability to care for the student and provide conditions suitable for the student’s physical and emotional development such as nutrition, healthcare, shelter, physical safety, and daily guidance. Experience suggests a family member, or the parents of the student’s friends provide the most suitable guardianship support.
- 5.3. In loco parentis guardians would be expected to attend parent consultations and information meetings, to support the School in ensuring the student’s needs are met. This would extend to the disclosure and discussion of confidential information that would normally be shared with the parent.
- 5.4. Financial responsibility for accommodation, food, education, travel, and medical expenses would be as arranged between the parents and the in loco parentis guardians, but in any case, should not lead to any derogation of duties of the in loco parentis guardian.
- 5.5. No in loco parentis application will be deemed effective vis-a-vis the School until approval has been issued by the CEO.

## 6. Failure to provide Temporary Guardianship or In-Loco Parentis information

- 6.1. If it comes to the School’s attention that parents are travelling without appointing a temporary guardian, this will be followed up by the safeguarding team with a view to advance the best interests of the student.
- 6.2. If it comes to the School’s attention that parents are not residing in Singapore with their child, without having an approved in loco parentis arrangement with the School, this will be followed up by the safeguarding team and if appropriate, the relevant authorities in Singapore. The CEO will take such action as he deems to be in the best interests of the student, and as per the Conditions Governing Enrolment and Admissions.

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