



## Guardianship Policy

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## 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.
- 1.2. The School's pastoral care system aims to ensure the physical and emotional wellbeing of all students and provide an environment where all students feel happy, involved and able to flourish, and explore their potential. To ensure our students can fully participate in the curriculum our [Admissions Policy](#) encourages certain conditions be met. This includes age appropriate fluency in English language and a positive attitude to learning that can be met in the mainstream classroom.

## 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 'students are required to reside with at least one parent'. 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, puts 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 guardianship form](#) must be submitted to the relevant school office before parents travel. The form needs to be signed by the parents and the temporary guardian who may be contacted in an emergency.
- 4.2. The temporary guardian must be at least 21 years old and living in Singapore. The School would strongly recommend that foreign domestic helpers are not named as temporary 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 these exceptional circumstances, the School may consider allowing students to live instead with

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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 Key Stage or 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 signed by parents and potential guardians before it can be considered for approval by the School management. Factors considered include whether the In-loco parentis guardians can provide conditions suitable for the student’s physical and emotional development. This would include nutrition, healthcare, shelter, physical safety, and daily guidance. Experience suggests a student’s friend’s parents provide the most suitable guardianship support as they are already connected to the School and aware of the student’s needs.
- 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 confidential information that would normally be shared with the parent.
- 5.4. Financial responsibility for accommodation, food, education, travel, and medical expenses remains the responsibility of parents.
- 5.5. No in loco parentis arrangement will be deemed approved until signed by the Chief Executive Officer (CEO).

**6. Failure to provide valid contacts or Guardianship information**

- 6.1. In circumstances where the School is unable to reach parents and does not have valid signed Guardianship forms, the CEO will take action in the best interests of the student as per Conditions Governing Enrolment and Admissions.

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## Appendices

### Appendix 1 – Temporary Guardianship Form



#### Letter of Temporary Guardianship

If BOTH parents (or legal guardians where parents are absent) are travelling out of Singapore at the same time, you are required to complete and hand this form to the respective school office.

To Whom It May Concern

1. We, \_\_\_\_\_, and

\_\_\_\_\_

(full names of parents / legal guardian)

parents / legal guardian of:

a. \_\_\_\_\_ in class \_\_\_\_\_

b. \_\_\_\_\_ in class \_\_\_\_\_

c. \_\_\_\_\_ in class \_\_\_\_\_

d. \_\_\_\_\_ in class \_\_\_\_\_

will be out of Singapore from \_\_\_\_\_ to \_\_\_\_\_ (inclusive dates).

2. We give full rights of temporary guardianship over our children named above for the period that we are out of Singapore, to:

\*Name of temporary guardian: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

(Singapore address)

Contact Numbers:

\_\_\_\_\_

(Home)

\_\_\_\_\_

(H/P)

Relationship to parents / legal guardian: \_\_\_\_\_

***\*The temporary guardian must be at least 21 years old and the school would strongly recommend that foreign domestic helpers are not named as temporary guardian.***

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**\*\*Name of alternate temporary guardian:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Singapore address)

**Contact Numbers:**

\_\_\_\_\_

(Home)

\_\_\_\_\_

(H/P)

**Relationship to parents / legal guardian:** \_\_\_\_\_

4. We agree that the school may consult, seek consent and take instructions from the temporary guardian with respect to our child/children named above as if the temporary guardian were the parent / legal guardian, including consent for medical treatment of any nature or signing documents of any type.

5. We can be contacted overseas on

\_\_\_\_\_

(H/P)

\_\_\_\_\_  
Signature of parent / legal guardian

Name:

Date:

\_\_\_\_\_  
Signature of parent / legal guardian

Name:

Date:

\_\_\_\_\_  
Signature of temporary guardian

Name:

Date:

\_\_\_\_\_  
Signature of alternate temporary guardian

Name:

Date:

**\*\* In the situation where the temporary guardian is a foreign domestic helper, please appoint an alternate temporary guardian.**

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## Appendix 2 – In-Loco Parentis Form



Details		STUDENT 1	STUDENT 2	MOTHER	FATHER	INFORMATION ON ADULTS ACTING IN LOCO PARENTIS / AS GUARDIAN	
Last Name						ADULT 1	ADULT 2
First Name							
Middle Name							
Class							
Date of Birth							
Passport Number							
Issue Date							
Expiry Date							
Country of Issue							
Singapore Immigration Status							
Pass Type							
Issue Date							
Expiry Date							
Contact Number							
Email Address							
Address in Singapore							
Postal Code							
Student's Medical Conditions and Administration of Emergency Treatment				Future Contact Details		Do you have permission from the Student's parent's to care for the student?	
Please state all medical facts that the In-Loco Parents should be aware of ( e.g. Asthma, Allergies, any medical condition, recent illness, injury or operation).				Contact Number	Contact Number	care for the student?	
				Email Address	Email Address	Is it in writing?	
				Address	Address	How long do you expect the student to live with you?	
Postal Code	Postal Code			Are you planning to seek court ordered custody or guardianship?		YES / NO	
State limits to emergency treatment.						YES / NO	
Information about the Care and Support of the Student							
Please confirm that you have read and understood the Guardianship Policy.				YES	YES	YES	YES
We consider you as acting In Loco Parentis if: The student's parents are absent. You are not the student's legal guardian or custodian. You have taken over the daily care of the student.							
By signing this form the In Loco parentis agrees to carry out daily care and support of the student, which includes: Provide Safe and Appropriate Accommodation, Regular Meals, Regular Medical & Dental care, Clothing, Guidance, Discipline, Ensure the students gets to school on time, You will attend Parent / Teacher conferences, Act as the Emergency contact at school. Sign up and Take the student to Extra-Curricula activities.							
Signature							
Date							

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