GUARDIANSHIP POLICY AND AGREEMENT

1. Introduction

Epsom College Malaysia ("the College") welcomes students from across the world and our international students are part of a diverse community of young people who care for each other and grow as individuals. Living in a foreign country, in unfamiliar surroundings, and having to communicate in a different language presents a challenge to our international students. The wellbeing of these students is of primary importance and our students and boarding systems are designed to ensure that all international students are effectively supported as they integrate fully into life at the College.

In the interest of student welfare and safety, the College generally requires all students whose parents live outside of peninsular Malaysia to have a named Guardian residing within a 2 hour drive from the College. However, in certain circumstances it is recognised that a normal Guardian can be applicable who is a short (for example, one hour) flight away.

2. Policy Aims

- to provide the parents of international students (and the Guardians they appoint) with a clear explanation of the College's expectations relating to educational guardianship;
- to provide the parents of international students with a clear explanation of the responsibilities of the Guardian they appoint;
- to make known to the parents of international students that the College reserves the right to determine the acceptability of arrangements made for their son/daughter when they are residing out of College; should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements;
- to provide an agreement for the registration of a guardian; and
- to provide details on how communications between the College, international parents and Guardians will operate.

3. What is a Guardian?

A Guardian provides a means of support for an international student, allowing them access to another adult outside of school who they can turn to for assistance or advice, and who will provide accommodation when the school is closed and it may be impractical to travel home. For international students the guardian is their parents' representative in Malaysia, essential in times of crisis or need for support and advice, available not only to the student but also to the College as a proxy for the parents who cannot be contacted for whatever reason. The guardian has a clear student welfare role, bridging between parents, students and the College.

During term time the College is legally responsible for each student's welfare, and undertakes parentally delegated responsibilities. However, there are times (as noted below under section 4. Guardian Responsibilities) when the College must be able to hand over these responsibilities to a properly appointed guardian.

A Guardian:

- may be a nominated relative or friend of the family to whom the parent is happy to delegate the role, or an individual employed by a professional Guardianship Agency, but whoever it is does need to be aware and fully accepting of the requirements that we have of guardians acting on behalf of students;

- should reside within peninsular Malaysia (noting the possible exception highlighted in the introduction);
- be over 25 years old;
- should not reside in university accommodation; and
- must be English speaking or have access to an English language speaker.

In order to reduce travel time between the Guardian's home and the College we recommend that the Guardian lives within a 2 hour drive of the College or in the Kuala Lumpur area, but this may not always be possible. Once appointed, the Guardian has a responsibility to support the student and their family while studying at Epsom College Malaysia.

In the event the Parents do not, or are unable to, appoint a legal guardian, then Parents are expected to turn up and to pick up their Child, not later than 4 hours if you are in Peninsula Malaysia, 8 hours if you are in Sabah or Sarawak, and 48 hours if you are outside Malaysia, after being requested to do so by the College. Where there is unavoidable delay, a Parent may request for additional time from the College if necessary.

Further, in the case where a Student has been suspended/expelled, in which case the Student is required to leave the College, this will also apply with regard to the process of the Student's departure from the College premises.

4. Guardian Responsibilities

In general terms an individual Guardian or Guardianship Agency will be expected to meet all or some of the following, depending on the specific agreement made with the parent:

- provide a 24 hour point of contact for parents, student, school (and host family if applicable);
- act with delegated parental authority in the case of an emergency (such as illness or serious misbehaviour) or crisis and in other matters agreed by parents;
- provide safe and suitable accommodation and appropriate care and supervision for the student during periods
- when they cannot be accommodated at the College (including Exeat weekends, school holiday, periods of long-term or serious illness and disciplinary measures). Regardless of the child's age, we do not consider unsupervised stays in hotels, apartments or University Halls of Residence to provide an adequate level of accommodation or care;
- provide pastoral and educational support, including communicating with Housemaster / Housemistress on a regular basis regarding the welfare of the student. Guardians, in the absence of parents, are invited to attend Parents' Consultations and events involving the student (for example, music concerts or sports matches). They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the College by appointment. A Guardian should also be familiar with the school's rules, regulations and policies and support the School's aims and values;
- liaise with the school and parents over Exeat weekend and holiday arrangements. Inform the school in writing, about all details of travel arrangements made prior to the student leaving school for any weekend at least 48 hours in advance, or for a longer holiday period at least one week prior to departure or arrival (email is acceptable). The school must know the exact details of student's accommodation and the methods of transportation; and
- ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.

Individual guardians/agencies should adhere to what is commonly regarded as best practice in guardianship. This includes having in place a proper agreement with the student's parents as to what the guardian's responsibilities are.

If a student does not have a guardian when required to by the school, or the appointed guardian is considered to be unsuitable by the school, the school will invite parents to find a new guardian. Should parents fail to do so they will be required to make adequate temporary guardianship arrangements to deal with any emergency.

Any change in Guardianship must be communicated to the College's Admissions Office and student's Housemaster/mistress ("HMM") in writing promptly, providing all necessary details in order to facilitate continuous care.

Please note that the choice of Guardian is entirely the responsibility of the parent and the College accepts no legal responsibility for any Guardianship arrangements. It is the parent's responsibility to ensure they have selected and are satisfied with a Guardian of their choice.

The College does, however, expect the Guardianship Arrangements to be satisfactory and to meet the expectations outlined in this document. The Guardian will receive a letter with our Guardianship policy, outlining the school's expectations of the Guardian's role. The Guardian is required to sign the Guardianship Agreement, agreeing to the above expectations prior to the student's arrival at the College.

Guardian's Absence

If a nominated Guardian is away from peninsular Malaysia for any period of time during the school term times, they must notify the student's HMM and parents, and provide full contact details for the period of absence. In such circumstances the parents must provide the school with details of an alternative contact who is fully authorised by the parents to act on their behalf as a temporary guardian in the event of an emergency.

Appendix 1

Epsom College Malaysia Guardianship Agreement - Parents

Please read the Guardianship Policy before completing this form. Please ask the appointed Guardian to complete The Guardian Agreement Form (Appendix 2).

This form should be completed and signed by parents of students who reside outside Peninsular Malaysia and returned to the Admissions office before the student commences their education at Epsom College Malaysia.

Full name of student:	

Guardian Details

Name:…….

Address:…….

……...

……...

Tel:.....(day)/..... (evening)

Mobile:……Email: ……...

Passport No.:……...Nationality:……

Relationship to Student:……

I/we confirm that we have read the Epsom College Malaysia Guardianship Policy and agree to the appointment of the above Guardian. I/we recognise that in certain circumstances, the College may need to share specific student information with the Guardian (such as student records, reports, examination results, correspondence with parents etc.).

I/we agree that the duties of a Guardian/Guardianship agency include the following responsibilities:

- to provide a 24 hour point of contact during the school term to ensure the wellbeing of the student;
- to provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the College (including Exeat weekends, school holiday, periods of long-term or serious illness and disciplinary measures). I/we understand that unsupervised stays in hotels, apartments or staying with friends/relatives in University Halls of Residence is not considered to be adequate supervision;

- to provide pastoral and educational support for the student. This may include regular communication with the student's HMM, attending Parents' Consultations in my/our absence and supporting the schools aims and values through adherence to its rules, regulations and policies;
- to liaise with the school over Exeat weekend and holiday arrangements, including informing the school in writing, about all details of travel arrangements made prior to the student leaving school; and
- to ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.

I/we authorise the person or agency named above to accept responsibility for my/our son/daughter and to take any necessary decisions, should the need arise, while he/she is resident at school.

Signature of Parents:

_____ _____

(mother) Date

_____ _____

(father) Date

Note: Except in the case of a single parent who has custody of the child, this form must be signed by both parents.

Appendix 2

Epsom College Malaysia Guardianship Agreement – Guardian

Please read the Guardianship Policy before completing this form. This form should be completed and signed by the Guardian, and returned to the Admissions office before the student commences their education at Epsom College Malaysia.

I understand that the duties of a Guardian include the following responsibilities:

- to provide a 24 hour point of contact during the school term to ensure the wellbeing of the student;
- to provide safe and suitable accommodation and appropriate care and supervision for the student during
- periods when they cannot be accommodated at the College (including Exeat weekends, school holiday, periods of long-term or serious illness and disciplinary measures). I understand that unsupervised stays in hotels, apartments or staying with friends/relatives in University Halls of Residence is not considered to be adequate supervision;
- to provide pastoral and educational support for the student. This may include regular communication with the student's HMM, attending Parents' Consultations and supporting the schools aims and values through adherence to its rules, regulations and policies;
- to liaise with the school over Exeat weekend and holiday arrangements, including informing the school in writing, about all details of travel arrangements made prior to the student leaving school; and
- to ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.

I confirm that I have read the Epsom College Malaysia Guardianship Policy and accept and agree to undertake the responsibilities outlined above. I am over the age of 25 and live permanently in peninsular Malaysia (or within a 1 hour flight distance to Kuala Lumpur). I am not a full-time student living in accommodation provided by another educational institution and I am able to communicate with the College in English or provide access to an English speaking translator in order to do so. I shall be available to be contacted in an emergency, or when it is necessary for accommodation to be provided.

Guardian's Full Name:	
Signature:	
Date:	