



Stamford American INTERNATIONAL SCHOOL

SAIS Guardianship FAQs

This FAQ guide is designed to help SAIS families choose a Guardian who can provide strong support for their child, someone who will not only ensure their safety and wellbeing but also encourage their academic progress, nurture their personal growth, and offer consistent care. It also outlines the requirements of Stamford American International School's Guardianship policy, so families can be confident their chosen Guardian meets our standards

1. How do I know if a Guardian is suitable for my child?

The parent is encouraged to verify the suitability of a Guardian through background checks. Such actions are the sole responsibility of the parent.

SAIS Guardianship Criteria

- Be **over 25** years of age
 - 21 years of age if an immediate family member.
- Be a **Singapore Citizen/Permanent Resident**.
 - For immediate family members, Employment Pass and Long Term Visit Pass holders will be considered.
- Resides at the **same address** (legal domicile) as the student.
- Be able to communicate effectively in English, both spoken and written.
- Adhere to a **limit of 6** live-in students (from any school), with an additional cap of 6 boarding students in Oldham Hall.
- Must be willing to **work in partnership** with Stamford American and comply with the school's expectations.
- Should have **no criminal** record related to violence, or offenses against children and vulnerable adults.

2. What Safeguarding issues should I consider?

Parents may wish to consider the following:

- The appropriateness of mixed or single gender properties, including instances where the Guardian is of a different gender than the student.
- The Guardian should be permanently residing at the same address as the student. The Guardian's address should reflect the address that the school has registered for the student.
- The school and parents are to be informed at least three (3) working days in advance via email if the Guardian is traveling out of the country with a definite return date. For stability in care of the student,

parents may wish that the absence is brief, for example, no more than seven (7) days during the school term dates. Full details of a responsible adult acting as a temporary Guardian during this absence should be shared with the school and the parent via the loco parentis form.

- No CCTV/surveillance equipment in student bedrooms and bathrooms.
- No other adults, that are unrelated to the Guardian and unknown to the child, should live in the same address.

3. What should I look for when considering a Homestay?

Student Wellbeing

- Guardian demonstrates personal interest in the progress and welfare of the student
- The student can access medical, health, and well-being support when needed, with the Guardian's assistance
- Meals meeting the student's dietary needs are provided
- The Guardian must reside at the same address as the student
- Students have access to a laundry service
- Age-appropriate curfews and lights out times are established

Accommodation

- The accommodation has suitable toilet and washing facilities that ensure privacy and are easily accessible
- The accommodation is furnished for the age and needs of the student, with good lighting, ventilation, clean, temperature-controlled and well-maintained
- Adult accommodation is separate from students
- Bedding is clean, regularly laundered, and sufficiently warm or cool
- Student accommodation is protected from access by unauthorized persons
- Surveillance does not intrude on student privacy (e.g. CCTV cameras are **not** in student bedrooms, bathrooms or private areas)
- Roommates are of the same age, or no more than 2 years older or younger.
- No other adults, unrelated to the Guardian and unknown to the child, should reside at the same address
- Sleeping accommodation has a lock on the inside of the door to allow privacy for the student (which is accessible by a responsible adult during an emergency)
- There is secure storage for student's personal items
- It is recommended that the accommodation meets good health and safety requirements. This includes, but is not limited to first aid kits, fire safety plans and furniture and fixtures (lightings, fans and Aircon etc) with risk assessments in place.

Support for Study

- Students have access to an appropriate study area
- There are quiet times allocated for study, with adult supervision
- Wi-Fi is available and the Guardian considers parental filters to support safe access and use
- Age appropriate device management protocols are implemented, (i.e. device curfew times, suitable lockers to keep devices to prevent use after lights out)

4. How do I know if my child is ready to live in a homestay?

A positive homestay experience often depends on how ready your child is. Parents may wish to consider the following questions to help them decide:

- What is my student's attendance like? All students must maintain at least a 90% attendance record.
- How is my student's academic performance? Students must meet minimum criteria to pass all classes.
- Does my student have any additional needs or mental health needs, and may need extra support? This can include a history of suicidal ideation or self-harm, drug/alcohol misuse or other risk-taking behaviors
- Has my student lived away from parents in the past? This can include living in previous boarding/homestay arrangements.

If you are worried about one or more of these issues, you may consider consulting with the Stamford American Guardianship Team to discuss your child's suitability for Guardianship.

5. What is the essential information that the Guardian needs to know about the student?

- Food allergy
- Medicine allergy
- Medical condition - including physical or mental health
- Blood type
- Student medical insurance
- Emergency contact, in addition to parents- should parents be uncontactable
- Areas for academic development, including any subjects that may require additional support.

6. How do I notify the school about my child's Guardian?

If the student does not reside with a parent, the family must notify the school:

- Step 1:
 - New student: contact Admission team at admissions@sais.edu.sg
 - Existing student: contact the Guardianship team at guardianship@sais.edu.sg
- Step 2:
 - The Guardianship Team may arrange a meeting with the Guardian. The Guardianship Team may additionally arrange a meeting with the parent, student, and Guardian when necessary.
- Step 3:
 - Parents and Guardians must fill out the school Guardianship Agreement Form to add the Guardian to the student's school records.