



## APPOINTMENT & OBLIGATIONS OF GUARDIANS

The King's School requires that all International Students enrolled at the School and not residing with a parent, irrespective of age, have a guardian appointed for the duration of their enrolment who can act on behalf of the student's parents. Guardians are required to liaise with the student's parents and School and assist the School with all aspects of the student's welfare while in Australia.

### ELIGIBILITY

The person accepting the role of guardian is to meet the following criteria:

- must be over 25 years of age, have good verbal fluency in English and be living in Sydney while the student is attending the School.
- must complete a *Prohibited Employment Declaration* form as part of the School's risk management requirements.
- must be of good character and have permission to reside in Australia while the student is at the School.
- may be a family relative, family friend or professional guardian/agent authorised by the parent.
- must provide documentary evidence of his/her appointment to this role by submission to the School of the completed *Appointment of Guardianship* form.
- must provide a statement to the School of his/her acceptance of guardianship for the student, and their obligations in this capacity, by submission to the School of the completed *Acceptance of Guardianship* form.

### GENERAL RESPONSIBILITIES

The responsibilities of the guardian include:

- regular contact with the student, his parents and the School; especially where the student resides at the School as a boarder.
- informing the School of any absences or appointments where the student would require leave from school.
- acting on behalf of the parents regarding school matters or issues of concern which may mean availability to meet with staff at the School.
- awareness of School rules and expectations for students, particularly in the area of academic and extra-curricular commitments, as well as leave and term dates as outlined in the Student Diary.
- ensuring the student is aware of School rules and expectations and meets their academic and extra-curricular commitments, as well as attendance at School and House functions.
- confirming the suitability of a student's leave arrangements which includes good knowledge of any activities the student may undertake and of hosts with whom they may be staying.
- availability to provide support for the student, for example, in regard to health matters, medical emergencies, travel & accommodation arrangements during school vacations, which may include temporary accommodation.
- availability to attend School functions such as Parent-Teacher interviews, Speech Night, Graduation Ceremony & Valet Dinner, as well as House functions and dinners, if the parents are unable to attend.
- active involvement in providing for the wellbeing of the student, for example, regular visits or telephone contact, invitations to meals or staying over with the guardian.
- interest in, and encouragement of, the student's academic performance and guidance for further support such as tutoring.
- interest in, and encouragement of, the student's growth physically, mentally, emotionally, socially and spiritually through their participation in extra-curricular activities, particularly sport.
- informing the School of the need for any changes to guardianship should the guardian be unable to act in this capacity. Should the guardian be unavailable for short periods of time, i.e. 4 weeks or less, then a 'proxy' guardian must be nominated by the guardian or parents to act during this period and the school informed of these arrangements. For absences where the guardian would be unavailable for greater than 4 weeks, then a new guardian must be appointed well in advance and a new *Appointment of Guardianship* form submitted.

**A student's place at The King's School is conditional upon successful application, offer of a place and agreement with terms and conditions outlined by the School.**





## APPOINTMENT OF GUARDIANSHIP

### PLEASE PRINT

I/ We \_\_\_\_\_ / \_\_\_\_\_  
(Mother's name) (Father's name)

of \_\_\_\_\_  
(Parent's address)

\_\_\_\_\_  
(Suburb / Town) (Postcode) (Country)

appoint Mr / Mrs / Ms / Dr \_\_\_\_\_  
(Guardian's full name)

of \_\_\_\_\_  
(Guardian's address)

\_\_\_\_\_  
(Suburb / Town) (Postcode) (Country)

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_ (Email) \_\_\_\_\_

in the role of guardian for my son: \_\_\_\_\_  
(Student's full name)

I / We give authority for the above mentioned person to act on my / our behalf concerning the health, welfare, discipline, and academic progress of my / our son who will be a student at the School.

I / We understand that my / our son's continued enrolment at the School is conditional upon the appointment of a suitable Guardian for the duration of his enrolment, who is required to meet regularly with staff and fulfil other requirements outlined in the *Appointment & Obligations of Guardians* form and I /we have discussed these obligations with the appointed Guardian.

I / We agree to notify the School immediately if there is a change of guardianship and will submit full details of the new guardian, or a 'proxy' guardian if my / our son's current guardian is unavailable or absent from Sydney for more than 4 weeks.

**Any change of guardianship for your son must be made by completing a new *Appointment of Guardianship and Acceptance of Guardianship* forms which then need to be approved by the Registrar of The King's School.**

Signed: \_\_\_\_\_  
(Mother's signature) (Father's signature)

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Approved: \_\_\_\_\_

(Registrar's signature)

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



## ACCEPTANCE OF GUARDIANSHIP

### PLEASE PRINT

I, \_\_\_\_\_  
(Guardian's full name)

of \_\_\_\_\_  
(Guardian's address)

\_\_\_\_\_ (Suburb / Town) \_\_\_\_\_ (Postcode) \_\_\_\_\_ (Country)

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_ (Email) \_\_\_\_\_

agree and accept the role of guardian, as outlined in the *Obligations of Guardians* document, for

\_\_\_\_\_ whose parent(s) have authorised me to act in this capacity on their behalf.  
(Student's full name)

Guardian's relationship to student: \_\_\_\_\_

I agree to fulfil the duties of guardian as outlined in the *Appointment & Obligations of Guardians* form and act on behalf of the student's parents concerning the health, welfare, discipline, and academic progress while the student attends The King's School.

I have completed a *Prohibited Employment Declaration* form as part of the School's risk management requirements.

I understand that the student's continued enrolment at the School is conditional upon the appointment of a suitable Guardian for the duration of his enrolment, who is required to meet regularly with staff and attend School functions.

I agree to support the School and parents by ensuring that the student meets their academic and extra-curricular commitments, as well as attending School and House functions.

I agree to notify The King's School of any changes to these arrangements should I be unable to act as Guardian. Should I be unavailable for short periods of time, i.e. 4 weeks or less, I will nominate a 'proxy' guardian to act during this period and inform the School of these arrangements. Should I be unavailable or absent from Sydney for greater than 4 weeks, then a new guardian will be appointed well in advance and a new *Appointment of Guardianship* form will be submitted to the School.

I agree to provide proof of identity such as a current Australian driver's license or a valid Passport.

**Any change of guardianship for this student must be made by completing a new *Appointment of Guardianship* and *Acceptance of Guardianship* forms which then need to be approved by the Registrar of The King's School.**

Signed: \_\_\_\_\_  
(Guardian's signature)

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Approved: \_\_\_\_\_

(Registrar's signature)

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



## ATTACHMENT 4

### 6.4 PROHIBITED EMPLOYMENT DECLARATION

The *Commission for Children and Young People Act 1998* makes it an offence for a prohibited person (a person convicted of a serious sex offence, the murder of a child or a child-related personal violence offence, as well as a Registrable person under the *Child Protection (Offenders Registration) Act 2000*) to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment. It does not apply if an order from the Industrial Relations Commission, Administrative Decisions Tribunal or Commission for Children and Young People, declares that the Act does not apply to a person in respect of a specific offence.

For further information on what is child-related employment see the *Working With Children Employer Guidelines*.

**Section 33B of the *Commission for Children and Young People Act 1998* defines a serious sex offence as:**

- an offence, involving sexual activity or acts of indecency, committed in New South Wales and that was punishable by penal servitude or imprisonment for 12 months or more; or
- an offence, involving sexual activity or acts of indecency, committed elsewhere and that would have been an offence punishable by penal servitude or imprisonment for 12 months or more, if it had been committed in New South Wales; or
- an offence under section 80D or 80E (sexual servitude) of the *Crimes Act 1900*, committed against a child; or
- an offence under Sections 91D-91G (child prostitution, other than if committed by a child prostitute) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence under Section 91H, 578B or 578C (2A) (child pornography) of the *Crimes Act 1900* or a similar offence under a law other than a law of New South Wales; or
- an offence of attempting, or of conspiracy or incitement, to commit an offence referred to in the preceding paragraphs; or
- any other offence, whether under the law of New South Wales or elsewhere, prescribed by the regulations.

**NOTE: A conviction for carnal knowledge is classified as a serious sex offence under this legislation.**

Section 33B of the *Commission for Children and Young People Act 1998* defines a child-related personal violence offence as an offence committed by an adult:

- involving intentionally wounding or causing grievous bodily harm to a child; or
- of attempting, or of conspiracy or incitement, to commit such an offence.

**Under *Commission for Children and Young People Act 1998*:**

- it is an offence for a prohibited person to apply for or otherwise attempt to obtain, undertake or remain in child related employment;
- employers must ask existing employees, both paid and unpaid, and preferred applicants for child-related employment to declare if they are a prohibited person or not;
- all people in child-related employment must inform their employers if they are a prohibited person or remove themselves from child-related employment; and
- penalties are imposed for non compliance.



**ATTACHMENT4( CONTINUED)**

**I am aware that I am ineligible to apply for or otherwise attempt to obtain, undertake or remain in, child-related employment if I have been convicted of a serious sex offence or child-related personal violence offence as defined in the *Commission for Children and Young People Act 1998*, or if I am a Registrable Person under the *Child Protection (Offenders Registration) Act 2000*.**

**I have read and understood the above information in relation to the *Commission for Children and Young People Act 1998*. I am aware that it is an offence to make a false statement on this form.**

**I consent to a check of my relevant criminal records, to verify the statements I have made here, being undertaken by the NSW Commission for Children and Young People for monitoring and auditing purposes in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.**

**I declare that I am not a person prohibited by the Act from seeking, obtaining, undertaking or remaining in child related employment.**

**I understand that this information may be referred to the Commission for Children and Young People and/or to NSW Police for law enforcement purposes and for monitoring and auditing compliance with the procedures and standards for the Working With Children Check in accordance with Section 36 (1)(f) of the *Commission for Children and Young People Act 1998*.**

All fields must be completed. Please use block letters.

Name: \_\_\_\_\_

Aliases (previous/other names): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Contact telephone number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**NOTE: Seek legal advice if you are unsure of your status as a prohibited person.**

**THIS FORM IS TO BE RETURNED TO YOUR EMPLOYER**