



## BOARDERS' GUARDIANSHIP POLICY

Warwick Schools Foundation

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# BOARDERS' GUARDIANSHIP POLICY

Parents of pupils at Warwick Schools Foundation who are normally resident outside the UK **MUST** appoint an Education Guardian who is resident in the UK and will provide a good level of care whilst the pupil is in the UK but not at the Foundation Schools. The safety and wellbeing of all pupils is our utmost priority, irrelevant of their age and regardless of their nationality.

Parents who are normally resident in the UK but travel overseas on a regular basis during term time will also need to nominate a third party to act in loco parentis in their absence.

## Definition of an Education Guardian

It is important to recognise the distinction between "Education Guardian" and "Legal Guardian".

Education Guardian is not a legal term and should not be used interchangeably with a Legal Guardian. An Education Guardian is someone who has been appointed to care for international pupils in the UK, acting on behalf of the parents, when the pupil is not in school, (for example, Exeat Weekends, Half term holidays, absences for medical or disciplinary reasons or if the school has had to close for emergency reasons).

## Appointing an Education Guardian

The Foundation does not make, or facilitate, the arrangement of guardianship or host family accommodation. This responsibility rests solely with the parents. The guardian can either be a family member or close family friend, an AEGIS accredited Guardianship Agency or a BSA Certified Guardian under the scheme operated by the Boarding Schools' Association.

The Education Guardian must be appointed **BEFORE** the pupil arrives at the school. The school will send parents a copy of the Educational Guardianship Policy and the agreement asking for contact details of the Education Guardian. This **MUST** be completed and signed by **BOTH** parents and the Education Guardian and returned before the pupils arrives for the start of the school year in September. Parents are responsible for giving a copy of the policy and the agreement to their nominated Education Guardian for their signature.

The responsibility for carrying out any safeguarding checks rests solely with the parents, but the foundation must agree to the suitability of the Education Guardian. The Education Guardian will only be deemed suitable if they are:

- resident in the UK,
- at an acceptable proximity to the Foundation Schools,
- speaks English,
- Is not involved in regular overseas travel
- Is capable of providing care for the pupil
- A university student would NOT be a suitable Education Guardian
- Able to provide proof of residency in the UK and photo ID.

To comply with the requirements of the National Minimum Boarding Standards, Educational Guardianship arrangements will be monitored regularly and their suitability assessed.

Parents **MUST** keep the foundation informed of any changes to the Guardianship arrangements.

## **The Responsibilities of the Education Guardian (EG)**

- The EG will be responsible for the care of the pupil, whenever the pupil is residing in the UK but is not the responsibility of the foundation or the pupil's parents. For example, Exeat Weekends, Half Term Holidays, and in times of emergency, such as school closures. They will also be responsible for the care of the pupil if they have to leave the school for medical reasons or if they are suspended or excluded from school at short notice.
- During these times the EG will be responsible for looking after the pupil if medical issues require or if they are involved in an accident. The EG will need to be available to care for the pupil and make decisions as appropriate at such times.
- The EG will be responsible for travel and accommodation arrangements for the pupil during these times and must ensure the Foundation is aware of any such arrangements
- The EG should notify the foundation if they are going to be away from their home for any period longer than 24 hours. They should give contact details for the period of absence and the name and address of a responsible person, who will, with the authority of the pupil's parents, act in their stead during this time.
- The EG must be able to consent to emergency medical treatment for a pupil in the event that their parents cannot be contacted.
- The EG is welcome to attend Parents Evenings and school events as appropriate.

## **Private Foster Care Arrangements**

The following applies to any pupil under the age of 16 (or under the age of 18 if disabled):

Parents are obliged to inform the local education authority if the Education Guardian appointed for their child is not a relative (defined as: grandparent, brother, sister, uncle or aunt) or legal guardian with parental responsibility and if their child would be staying with the Education Guardian for 28 days or more. This length of stay is considered by the state to be providing a Private Foster Care Arrangement and anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals from the local borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.

The Foundation must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The Foundation will therefore require evidence of approvals from any Education Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

**EDUCATION GUARDIANSHIP AGREEMENT – PARENTS**

Please read the Education Guardianship Policy **BEFORE** completing and signing this form. This agreement must be returned **BEFORE** you child joins the Foundation. A copy of the Policy must be given to the Education Guardian you have nominated and they must complete the Guardian Agreement form below:

Please return this agreement to the relevant admissions department.

Full Name of Pupil:.....  
.....

Date of Birth:..... Nationality:.....  
Passport No:.....

If you are using a Guardianship Agency, please provide the name of the agency and contact details below:

.....  
.....

Telephone:.....  
Email:.....

We/I hereby confirm that we/I have appointed the person below as the Education Guardian for our child. He/she will be responsible for the care of our child as outlined in the Warwick Schools Foundation Education Guardianship Policy when they are in the UK but not the responsibility of the school.

**Details of Education Guardian:**

Title:..... First Name:..... Last Name:.....

Relationship to pupil (if any):.....  
.....

Address:.....  
.....

..... Post  
Code:.....

Home Telephone Number:.....

Mobile:.....

Email

Address:.....  
.....

**PLEASE SIGN THE AGREEMENT ON THE FOLLOWING PAGE**

**SIGNATURES:**

We/I agree to the terms and conditions laid out in the Warwick Schools Foundation Education Guardian Policy and have given a copy of this signed agreement to our child's Education Guardian.

Signature of Parent 1:

.....  
.....

Name of Parent 1:

.....  
.....

Signature of Parent 2:

.....  
.....

Name of Parent 2:

.....  
.....

Date of Signatures: .....

**(BOTH PARENTS MUST SIGN)**

**EDUCATION GUARDIAN AGREEMENT - GUARDIAN**

The Education Guardian **MUST** read the Education Guardianship Policy before completing and signing this Agreement. The agreement **MUST** be returned prior to the pupils arrival at the Foundation.

Please return this agreement by email to the relevant admissions department

Full Name of Pupil:

.....  
.....

Date of Birth:

.....  
.....

Education Guardian Name:

.....  
.....

Address:

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.....  
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Telephone: ..... Mobile:

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Email:

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.....

**I have read the Warwick Schools Foundation Education Guardian Policy and confirm that as the appointed Guardian of the above-named pupil, I accept and agree to comply with the requirements and to undertake the responsibilities outlined therein. I acknowledge that I am fully resident in the UK and that I will provide proof of residency along with photographic ID as required.**

Signature of Education Guardian:

.....

Date:

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