



Policy Title: Education Guardianship Policy	Reviewed: Sept 24
School Section: Woodhouse Grove School	Reviewer: DWK
Audience: Boarding	Revision: 1.1

Relevant Guidance and Related Policies

Children Act 1989

The Education (Independent School Standards) Regulations 2014

Boarding Schools: National Minimum Standards 2022

'Standard Terms and Conditions'

'Safeguarding and Child Protection Policy'

Introduction

All international students are required to have a Guardian whilst studying at Woodhouse Grove School regardless of age. Guardianship provides another means of support for an international student whilst they are in the UK. It allows them to have another support network outside of the School who they can turn to for assistance or advice, and who will provide accommodation when the School is closed or when it may be impractical to travel home.

As the person with shared delegated parental responsibility, the role of the Guardian complements the requirement of the Houseparent to act in 'loco parentis'. Effective partnerships between School staff and Guardians will safeguard the welfare of international students. Some parents choose to appoint a family friend or relative, but where this is not possible professional Guardians can be appointed using reputable, and accredited, guardianship agencies.

The purpose of a Guardianship Policy

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



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Guardianship Requirements

- It is the primary responsibility of the **parents** to appoint an Education Guardian and the selection of the appropriate person or organisation rests with the parents. Woodhouse Grove School may be able to provide details of agencies or individuals who have acted as guardians to students from the School in the past, but **we do not recommend** any specific agency or individual. Parents must fully satisfy themselves as to the suitability of their chosen Education Guardian.
- The appointed Guardian may be a nominated friend of the family or another family member, or may be employed by a professional Guardianship Agency.
- The appointed person must be over 25 years of age and should not be a full-time student.
- The designated Guardian should have a permanent or semipermanent place of residence in the UK and ideally should reside within two hours travelling distance from the School, by either car or public transport.
- They should be English speaking and able to provide a point of contact for the School 24 hours a day in case of emergency.
- Guardians are required to liaise with the School over Half-Term and Weekend arrangements, including informing the School about details of travel arrangements made for students leaving on all authorised breaks and at the beginning and end of term. This information must be provided in writing, at least two weeks prior to departure or arrival to our Boarding Administrator and Travel Co-ordinator, Miss Wood.
- To provide accurate contact information (including telephone/mobile, email and full address contact details) to the Woodhouse Grove School Admissions Office and later to regularly update this information as necessary.
- A Guardian must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the School (including periods of long-term illness and disciplinary measures); regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.
- If Guardians are going to be away from their UK home, for however short a time, they must notify the appropriate Houseparent. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
- Guardians are expected to attend Parents' Evenings and School events, where possible. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the School. (Please note that End of Term reports can be sent to Guardians at the request of parents.)
- To be familiar with the School's rules, regulations and policies and to support Woodhouse Grove School's aims and values.
- To ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- A change of Guardian must be communicated promptly to the School in writing, providing all necessary details in order to facilitate continuous care.



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Appointing an Education Guardian

Where the appointed Guardian is not a nominated family friend or family member;

- The Education Guardian must be accredited or certified by the Association for the Education and Guardianship of International Students (AEGIS) or by the Boarding Schools' Association (BSA), unless it is a family member who meets the guardianship conditions as set out in this policy.
- Where international students need to apply for a student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number will not be issued until the School is satisfied that appropriate Guardianship arrangements are in place.
- Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Students), AGEIS is a verified UK organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international students.

Please see their website for further details: www.aegisuk.net.

General

- I/We confirm that I am/we are the Parent(s) of the above-named Child and that I/we have parental responsibility for the Child in accordance with the Children Act 1989.
- I/We hereby acknowledge that we are required as a condition of our Child's place at the School to appoint an Education Guardian.
- I/We acknowledge that by completing this form and returning it to the School I am/we are confirming the details of the Education Guardian I/we have appointed for the above-named Child while they are a student at the School and that should the arrangements detailed below change I/we will notify the School in writing immediately.
- I/We acknowledge that the School has taken no part in the selection or appointment of the Education Guardian named on this form and that I/we have satisfied myself/ourselves that the Education Guardian is suitable to be responsible for the Child's welfare in the manner described. In particular, if the appointed Education Guardian is a close family member who is not an accredited member of AEGIS or a certified guardian under the BSA Certified Guardians Scheme, I/we confirm that the appointed Education Guardian meets the criteria outlined in the Guardianship requirements.
- I/We acknowledge that I am/we are satisfied with the insurance arrangements which have been put in place for the Child when they are in the care of the Education Guardian.
- I/We understand that the School will not, unless negligent, be liable in respect of injury, loss, damage or costs arising out of or in any way connected with this Education Guardianship appointment.

Appointment



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- I/We have appointed the Education Guardian named below to act on my/our behalf in all matters concerning the safety and welfare of the above-named Child whilst they are attending the School.
- I/We confirm that I/we have made arrangements to cover the costs associated with performance of the role of Education Guardian.

Authorisation

I/We have authorised the Education Guardian named below to:

- Attend the School premises in case of emergency and if deemed necessary by the School provided that the Education Guardian informs the Parent(s) of what has happened immediately.
- Confirm all necessary travel arrangements with the Boarding Administrator and Travel Co-ordinator, Miss Wood.
- Confirm transportation and accommodate the Child in their home in the evening and at weekends during the school term if required to do so.
- Collect and accommodate the Child in their home in the event that the Child is unwell and unable to attend School.
- Collect and accommodate the Child in their home in the event that the Child is excluded for non-payment of fees or suspended for disciplinary or other reasons.
- Confirm transportation and accommodate the Child in their home at half-term and during holidays and at the beginning and end of term if required.
- Arrange and, if appropriate, attend medical appointments for the Child and provide consent for the Child to receive emergency medical treatment if necessary.
- Liaise with the Houseparent's in connection with matters related to health, welfare and educational progress of the Child.

Agreement

- By signing this form the Education Guardian confirms his/her acceptance of this appointment by the Parent(s) as Education Guardian of the above-named Child and confirms that he/she has agreed with the Parent(s) to comply with the requirements listed above.
- The Education Guardian confirms that he/she has agreed with the Parent(s) to take personal responsibility for the Child to the extent required and authorised above and will not delegate any of his/her responsibilities without prior written consent from the Parent(s).
- The Education Guardian confirms that he/she has agreed with the Parent(s) to notify the Parent(s) (and, if applicable, the School) immediately in the event of any emergency involving the Child.



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- If the Education Guardian is not an accredited member of AEGIS or a certified guardian under the BSA Certified Guardians Scheme, the Education Guardian confirms that he/she meets the criteria for a family member outlined in the policy.
- The Education Guardian confirms that he/she has agreed with the Parent(s) to notify both the Parent(s) and the School immediately if he/she is no longer willing or able to continue as the Child's Education Guardian.



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Woodhouse Grove School Guardianship Agreement

Student Name <i>(as it appears on passport)</i>	
Name of House:	
Year Group and Year of Entry:	

Guardian Details:

Title:	
First Name:	
Surname:	
Address:	
Postcode:	
Landline Number:	
Mobile Number:	
Email:	
Relationship to Pupil:	

Signature of Guardian:	
Dated:	

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

Name of Father: (please print)	
Signature of Father:	
Dated:	

Name of Mother: (please print)	
Signature of Mother:	
Dated:	