



EDUCATIONAL GUARDIANSHIP POLICY AND AGREEMENT	
Owner:	Head of Boarding
Approved by:	SLT
Policy is available from:	Website and intranet
Review cycle:	Annual
Review date:	September 2023
Linked documents:	Safeguarding policy

EDUCATIONAL GUARDIANSHIP POLICY AND AGREEMENT

1. Introduction

Rye St Antony welcomes pupils from all over the world and boarding has always been an integral part of our rich and diverse community since the School's inception. The School values those who care for each other and who grow as individuals, respecting oneself and others, rising to challenges, celebrating diversity and forging strong friendships in a safe and caring environment.

Living in unfamiliar surroundings, and having to communicate in a different language can present a challenge to our overseas boarders. Our pastoral, tutorial and boarding systems are designed to ensure that all overseas boarders are supported as effectively as possible as they integrate into School life.

All overseas boarders are required to have an Educational Guardian whilst studying at Rye St Antony. Parents of boarders and day pupils, if resident outside the United Kingdom, must appoint an Educational Guardian. The responsibility for choosing an appropriate Educational Guardian rests solely with the parents, and they are responsible for satisfying themselves as to the suitability of the Educational Guardian.

Guardianship provides another means of support for overseas boarders whilst they are in the UK, and provides them with another adult outside the School to whom they can turn for assistance or advice, and who can provide accommodation when the School is closed or in the event of an emergency.

2. Policy Aims

- To provide parents of overseas boarders and parents based overseas with full details of the School's expectations relating to educational guardianship and the responsibilities of the Educational Guardian they appoint.
- To provide appointed Educational Guardians with full details of the School's expectations relating to educational guardianship and their responsibilities.
- To provide the School with full details of the appointed Educational Guardian together with details on how communication between the School, Parents and Educational Guardian will operate.
- To make parents and Educational Guardians aware that the School reserves the right to check the suitability of arrangements for the pupil when residing out of School and if the arrangements are unacceptable both parents and guardians will be advised and given reasonable opportunity to change the arrangements.
- To explain the steps the School will take to ensure that any guardianship arrangements promotes the wellbeing of the boarder.

3. Educational Guardian Requirements

It is the responsibility of the parents to appoint an Educational Guardian. The School is unable to make recommendations, but a list of all accredited Guardianship Organisations can be found on the Association for the Education and Guardianship of International Students (AEGIS) website www.aegisuk.net.

Parents must fully satisfy themselves as to the suitability of their chosen Education Guardian.

1. The appointed Educational Guardian may be a nominated friend of the family, or another family member, or may be employed by a professional Educational Guardianship Organisation.
2. The appointed person must be over 25 years of age and cannot be a full-time student.
3. The appointed Educational Guardian should have a permanent place of residence in the UK and ideally should reside within two hours travelling distance from the School either by car or public transport.
4. They should be English speaking and able to provide a point of contact for the School at all times.

Educational Guardians have the following responsibilities:

1. To provide the School with full details of travel and accommodation arrangements at the beginning and end of the School Terms, School Holidays and Exeats. This information must be provided in writing (email is acceptable) by the date circulated on Travel Arrangements Forms distributed by House Staff or at least one week prior to arrival for new boarders.
2. To provide the School Office with full and accurate contact details (including telephone/mobile, email and full address contact details) for Parents and Education Guardians and update when necessary.
3. To provide safe and suitable accommodation and appropriate care and supervision for the pupil during periods when they cannot be accommodated at School, including long term illness or for any 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.
4. When the appointed Educational Guardian is away from their UK home, irrespective of the length of time, they must notify the House Staff. They must provide their full contact details for the time they will be away from their UK address and provide the name and address of a responsible person in the UK who has been authorised by the parents to act on their behalf.
5. Educational Guardians, or where possible parents, are expected to attend Parents' Meetings and School events when parents are unable to do so.
6. Educational Guardians should be familiar with the School's rules, regulations and policies and support the School's aims and values.
7. Educational Guardians must ensure that legal documents such as visas and passports are kept up to date and renewed when necessary.

The Parents must advise the School of any change of Educational Guardian, in writing and signed by the parents, providing full details in order to facilitate continuous care.

It should be noted that an Education Guardian (as distinct from a Legal Guardian) may not sign on behalf of a parent any formal agreement between parents and School.

4. Private Fostering

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

Any Education Guardian who is **not** a close relative of the pupil (defined as: brother, sister, aunt, uncle, grandparent or step-parent) and with whom a pupil will be staying for a continuous period of 28 days or more while they are a pupil at the School (for example during a long vacation between terms) is considered by the state to be providing a Private Foster Care Arrangement. Anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals from the Local Authority in which they reside. Failure to do so without reasonable cause is an offence under the Children Act 2004.

The School 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 School will therefore require evidence of approvals from any Educational Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

5. Appointing an Education Guardian

Education Guardians must be appointed by the parents, not the School, and they may be appointed either directly or through a Guardianship agency. Guardianship agencies usually offer a range of service levels and typically arrange holiday accommodation as well as acting as Education Guardian for their pupils. Guardianship agencies will usually arrange host families to provide accommodation for their pupils. When host families are used, they will be responsible for providing the pupil with day-to-day care, accommodation and meals. If the Guardianship agency arranges accommodation for pupils, the agency will be responsible for ensuring the quality and safety of the accommodation including the necessary Disclosure and Barring Service (DBS) checks.

Where overseas boarders 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 arrangements for an Educational Guardian are in place.

Additional information can be found through The Association for the Education and Guardianship of International Students (AEGIS) an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international students. Parents should check the AEGIS website to satisfy themselves which guardianship agencies are fully accredited under the AEGIS inspection scheme. Please see their website for further details: www.aegisuk.net

Parents should bear in mind that UK Visa and Immigration (UKVI) rules require that care arrangements are 'suitable' for pupils at all time when they are in the UK and not just when they are in the care of the School. Parents and Educational Guardians should therefore ensure that the School is kept fully informed of where a pupil is residing, who is the adult responsible for the pupil and what care arrangements are in place at all times when the pupil is in the UK and registered on the School roll.

It is the responsibility of the School then to keep full details of arrangements (accommodation, travel, care and reception in the UK) for holidays, breaks and visits. It is also the responsibility of the School to follow up any concerns if ever there is suspicion that care arrangements are not satisfactory. The School reserves the right to overrule any travel or accommodation arrangements that are deemed unsatisfactory; unsatisfactory accommodation arrangements include any unsupervised stays.

6. Data collection

Parents will be required to complete an online form giving full details of the appointed guardian. Once appointed, the guardian will be asked to complete a further online form confirming that they agree to the responsibilities set out in this policy.

7 Monitoring of Suitability of an Education Guardian

The School will take steps to ensure that the guardianship arrangement, organised by the parents, is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder. The Head of Boarding will routinely contact guardians about the boarder's welfare. In addition, boarders will complete online guardian feedback forms at regular times during the year. The procedure for checking boarders is summarised in **Appendix 1**.

Any concern raised by a pupil about their guardian will be reported to the Head of Boarding and Designated Safeguarding Lead, who will act immediately and, where appropriate, involve outside agencies.

Appendix 1

Procedure for checking Boarders' Guardians

All overseas boarders must have a UK guardian. Details and requirements are all set out in the school guardian policy. UK boarders who do not have parents living in the UK must also have a guardian and follow the same procedure

- After confirming a place for a pupil to board, admissions to contact Head of Boarding with pupil's details including parents' emails
- Head of Boarding to email parents with the following information:
 - Welcome email and introduction
 - Guardianship policy
 - 'Guardian details' online form
- Once details received back from parents, Head of Boarding to email guardian with online guardian agreement form
- Head of Boarding to send details of guardian once the form has been completed to admissions to input information on ISAMS
- Head of Boarding to contact guardian routinely after each holiday with welfare check form
- Boarders given online guardian feedback form to complete at the end of term 1 and term 3
- Guardian policy to be on school website