



# Guardianship policy

**School Division:** Senior School  
**Policy Division:** Boarding  
**Policy Owner:** Director of Boarding  
**Date:** October 2019

Ensuring that our students are looked after in a safe, caring and nurturing environment is our utmost priority. We make it a condition of entry that parents based overseas (or who anticipate spending a significant part of the academic year outside the United Kingdom) appoint a UK-based educational guardian to support their child. This guardianship is required until the student leaves the school, even for those over 18 years of age. It is the parents' responsibility to appoint a suitable guardian; Claremont School does not make arrangements on their behalf.

## 1-Definition of “Guardian”

In this document, the term ‘guardian’ refers to an education guardian, which involves a delegation of parental responsibility, usually for short periods of time, whilst a student attends a school away from home. An educational guardian is not a “legal” guardian. Legal guardians are appointed by the courts: an educational guardian is appointed by parents. The educational guardian holds delegated, temporary parental responsibility for the child.

## 2-Appointing a Guardian

2.1 It is the parents' responsibility to appoint a guardian; the organisation and selection process rests solely with parents.

2.2 The appointed guardian must be over 25 years of age and be permanently resident in the UK. They must be able to be at the School within two hours, if requested.

2.3 The appointed guardian must be fluent in the English language and be able to provide a point of contact for the School at all times.

2.4 The guardian should ideally be a relative or if this is not possible a family friend who is well known to the student and someone with whom the child feels comfortable staying.

2.5 The guardian should have a permanent or semi-permanent place of residence in the UK (i.e. a home rather than school / college / university accommodation) where appropriate adult supervision can be ensured.

2.6 Parents are obliged to inform the relevant Education Authority if the guardian appointed for their child is not a “relative” and if their child would be staying with the guardian for 28 days or more in a year. A ‘relative’ is defined as a grandparent, brother, sister, uncle or aunt. They could be a full or half relation and could include relations by marriage and step-parents. A cohabitee of the mother or the father would not qualify as a relative, neither would extended-family such as a great aunt/uncle or parents' cousins. Under English Law,

anyone accommodating a child under sixteen for more than 28 consecutive days becomes de jure a private foster parent and subject to local authority scrutiny. It is a criminal offence for anyone accommodating a child in such circumstances to fail to notify their local authority about their activity. It is thus essential that parents making independent arrangements ensure that they do not leave their child in the care of his/her educational guardian for more than four complete weeks at any one time.

2.7 If the educational guardian is not a close relative or family friend, we strongly recommend that parents select a guardian who has been accredited by AEGIS (The Association for the Education & Guardianship of International Students). A list of their accredited guardians is available at <http://www.aegisuk.net>.

2.8 A guardian may become the primary point of contact for the School where there is no immediate access to the parent or the urgency of a situation requires it.

2.9 If the guardian is out of the country during the school year for a period of any significance, a suitable person must be appointed (with School and parental agreement) to cover the period of absence.

2.10 A guardianship agreement between parents and guardian makes the educational guardian responsible for the pupil at all times during which the child is in the United Kingdom without his/her parents. This means the educational guardian's responsibilities are not confined to periods of the Claremont school term.

2.11 It is the responsibility of the parents to establish a guardianship agreement which clearly specifies what is expected of the guardian and to satisfy themselves that the appointed guardian will meet these expectations.

2.12 Once a guardian has been appointed by the parents, the 'Guardianship form' must be completed and signed by parents and guardian, and returned to the school. Claremont School will not accept a new student to the school until the guardian arrangements have been confirmed. If parents have a need to change their child's guardian, a new form must be completed and returned to the school to advise us of the change. For Tier 4 sponsored students, the CAS (Confirmation of Acceptance for Studies) will not be issued until the school is satisfied with the guardian arrangements.

2.13 The school does not accept any liability for any failures of an appointed educational guardian in the discharge of their duties in relation to a pupil during his/her time at Claremont or for any failures of the appointed guardian in respect of the Law.

2.14 Whilst guardians are ordinarily the nominees of parents, the Principal and Heads Teachers of Claremont School as well as representatives of the International Schools Partnership reserve the right to refuse to accept a nominee as educational guardian at anytime, should it be felt the person nominated is or has become unsuitable.

### **3. The Role of the Guardian**

3.1 The specific roles and responsibilities of the guardian are agreed between the parents and guardian in a guardianship agreement.

3.2 When communication between the School and parent is straightforward, parents need only appoint someone able to act in specific circumstances, such as overseeing travel arrangements and being available to provide accommodation, when necessary.

3.3 When parental business and other commitments, such as geographical distance or language differences, make immediate contact between the School and parent less reliable, parents must choose a guardian who is prepared to undertake more wide-ranging responsibilities.

3.4 Guardians should be available at all times for the student to contact them and offer practical advice or moral support.

3.5 We would encourage guardians to come and visit the school within the few weeks of the academic year to meet the key members of staff in the student's life and to check on the student's happiness and academic progress. They should also make contact with the Boarding staff.

3.6 With the parents' agreement, guardians are also encouraged to attend Parents' Evenings and other school functions, such as plays, concerts and sport events etc., as appropriate throughout the school year.

3.7 Guardians assist students with the purchase of school uniform, books, sport equipment and other items the student may need.

3.8 When planning to visit the student for whom they are responsible, the guardian must contact the Boarding staff a week in advance to agree and confirm arrangements and complete an Exeat request form if relevant. Guardians should note that they are not permitted to visit student rooms or non-communal areas of the boarding house other than at the beginning and end of term when assisting with packing and luggage.

3.9 Guardians assist students with administrative matters such as Visa and passport matters, visits to embassies, and assist the school with receiving required information from parents on matters of health and registration, particularly when there is a language barrier. However, please note that educational guardians cannot sign a Tier 4 visa application on behalf of a parent.

3.10 The School and Boarding facilities are closed throughout each half term holiday and from the end of one full term until the beginning of the next full term. On return after a half-term or full-term holiday, students are expected to return to their boarding house between 9am and 10pm. The guardian will need to host the student if their return or departure is outside the school term start/end times.

3.11 Where any travel arrangements involve early morning or late evening flights, the guardian will be expected to arrange safe overnight accommodation.

3.12 Safe travel arrangements: The School expects students to arrive in School at the time scheduled in the School Calendar, unless they have been notified to the contrary. The guardian needs to be made aware of any alterations to a pupil's travel arrangements and of any delays in transit, and should agree to keep the School informed of these.

3.13 When the student is unable to make the journey home, most obviously when the School is closed for shorter holidays such as half-term, but also if pupils are required to be

away from School unexpectedly (for example, for medical or disciplinary reasons), the School expects the guardian to assume responsibility for their accommodation.

3.14 If a student is not travelling home or staying with their own family during an exeat or school holiday, the school will not permit any student to stay somewhere alone/without adult supervision. This includes staying in hotel/youth hostel/airBnB accommodation, even if it is with parents' consent. This applies to all students, even those over 18 years of age.

3.15 The school reserves the right to decline permission for any exeats arrangements if the school is not entirely happy with the arrangements which are being made.

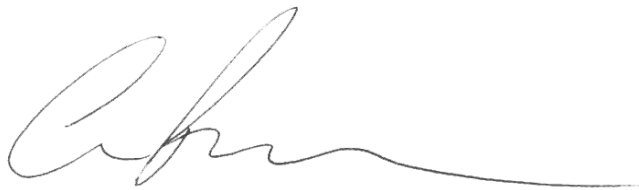
#### 4, Issue date

4.1. Issue date: October 2019.

#### 5. Review date

5.1 This policy will be reviewed annually. The next review is due in October 2020.

Principal's Signature:

A handwritten signature in black ink, appearing to read 'G. Perrin', written in a cursive style.

Mr G. Perrin

30 October 2019

