



Independent, Co-educational, Day and Boarding School

**Guardianship Policy
(W061)**

Registered Charity No: 1086829

Date of Issue: June 2019
Review Date: June 2020
Owner: Deputy Head Pastoral (DCS)

DEAN CLOSE SCHOOL GUARDIANSHIP POLICY

Introduction

1. Every pupil at a Dean Close school must have a parent or guardian resident in the UK at all times during term time; this includes pupils over the age of 18
2. If parents are normally resident in the UK a guardian does not need to be appointed. However if both parents are overseas for more than two consecutive days the school must be informed and the contact details of someone who can assume parental responsibility must be given. This applies to both day and boarding pupils.
3. This policy is written with reference to guidance found in the National Minimum Standards for Boarding Schools 2015 and The Education (Independent School Standards) Regulations 2014

Definitions

4. **Guardian:** is a person who is appointed to care for a young person because those with parental responsibility are unable to do so. In a boarding school this is usually because the parents reside overseas but could occur in other circumstances
5. **Parental Responsibility:** this means the legal rights, duties, powers, responsibilities and authority a parent has for a child. A person who has parental responsibility for a child has the right to make decisions about their care and upbringing. Important decisions in a child's life must be agreed with anyone else who has parental responsibility. Those with parental responsibility include:
 - a. Birth mothers, fathers married to the mother at the time of birth, fathers registered on the birth certificate and step parents
 - b. A court order can give responsibility to a father not on the birth certificate, another relative or friend, a legally appointed guardian, adoptive parents, legally appointed foster carers and social care
6. **Loco Parentis:** this is a person who is responsible for a child in the absence of a parent. Educational guardians and the school act in *loco parentis*

The role of the guardian

7. A guardian is required to take full responsibility for a pupil:
 - a. During exehats, half term and end of term holidays if travel home is not possible
 - b. When travel arrangements mean there is a gap between the pupil arriving in or leaving the country and school opening or closing
 - c. In the event of illness or injury

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- d. If disciplinary measures result in the pupil being suspended or excluded from school
 - e. If the school has to suddenly close due to unforeseen circumstances
8. The Foundation also requires the guardian to:
- a. Be able to act with delegated responsibility in the case of emergency and in other matters pertaining to life at school
 - b. Be over the age of 25 and not in full time education
 - c. Preferably live within two hours travelling time of the school in which the pupil is enrolled. Guardians who live further away need to be discussed with the relevant school before the pupil starts
 - d. Be able to communicate with the school in proficient English and the parents in their native language if they don't speak English
 - e. Be permanently resident in the UK during published term dates. If this is not possible, the relevant school needs to be informed of alternative guardian arrangements, by the parents, before the guardian leaves the country
 - f. Ensure that the pupil is in attendance at school from the first day of term right through to the last in all but exceptional circumstances. Failure to ensure this may result in a visa violation
 - g. Ensure that safe, adequate travel arrangements are made for the beginning and end of holidays and exerts, within published times, and to communicate these to the school in a timely manner
 - h. Notify the school at least one week in advance of holidays and exerts where the pupil will be staying and with whom
 - i. Ensure that visa requirements are complied with and that the pupil has a valid passport
 - j. Ensure that the pupil is properly equipped with clothing and other necessities on entry to the school and at the beginning of each term
 - k. Be contactable by phone and email at all times during term and be able to come to the school if required (sometimes at short notice)
 - l. If possible, attend parent meetings to discuss academic progress with staff if the parent is unable to do so
 - m. Act for parents in granting permission for
 - i. Overnight leave-out at weekends
 - ii. Urgent medical treatment
 - n. Be able to offer or arrange suitable accommodation to the pupil whilst in their care and provide all meals
 - o. To be familiar with the school's rules, regulations and policies
 - p. Keep up to date with school events and activities so that the pupil can fully participate in the life of the school
9. The following are not acceptable to the Foundation:

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- a. Pupils accommodated in hotels, bed and breakfast and other such establishments without the direct supervision of the guardian or other appointed adult about whom the school is notified
 - b. A guardian who is not resident in the UK during term time or who is unprepared to take responsibility for the pupil when requested
 - c. Being supplied with deliberately false or misleading information as to the whereabouts and/or travel arrangements of a pupil
 - d. An arrangement which does not provide the pupil with accommodation, food and supervision at least of the standard experienced at school
10. In exceptional circumstances, the Border Agency may need to be informed if this policy is not adhered to and violates visa requirements

Appointing an Educational Guardian

11. The responsibility for choosing an appropriate guardian rests solely with the parents of the pupil. The parents are responsible for satisfying themselves that the guardian is able and willing to carry out the requirements detailed above
12. The guardian may be a nominated friend of the family or another family member who fulfil the criteria above
13. It is preferable that the parents appoint a guardian via a reputable organisation, based in the UK, which is a member of the Association for the Education and Guardianship of International Students (AEGIS – www.aegisuk.net). Whilst the school cannot insist on this, AEGIS member organisations have provided the best support for international students in the past
14. Although the school cannot recommend a specific organisation, the following AEGIS members come highly recommended by current and previous parents:
 - a. Pippa's Guardians – www.pippasguardians.co.uk
 - b. Bright World – www.brightworld.co.uk
 - c. Cotswold Guardians – www.cotswold-guardians.co.uk
 - d. Quest Guardians – www.questguardians.co.uk

Educational guardianship form

15. All parents must complete a Dean Close School Guardianship Arrangement form attached to this policy
16. Once this form has been received, a copy of this policy will be sent to the guardian who will also be asked to complete the form attached to this policy
17. No pupil with parents' resident overseas will be permitted to stay on school property until these forms are submitted and medical information has been received.

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Dean Close Foundation – Guardianship Arrangement Form
(To be completed by those with parental responsibility)

Name of pupil _____ Date of birth _____

Mother's full name _____

Address _____

Father's full name _____

Address (if different to mother) _____

Phone number(s) _____

Email address(s) _____

I have read and understood the Dean Close Foundation Guardianship Policy and agree to abide by all of its terms. I understand that if I do not I may jeopardise my child's place at school and that the Border Agency may need to be informed.

I appoint the following as guardian for my son/daughter:

Full name _____

Address _____

Phone number _____

Email address(s) _____

I will notify the school immediately if there are any changes to these guardianship arrangements

Signed (mother) _____

Signed (Father) _____

Date _____

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Dean Close Foundation – Guardianship Agreement Form
(To be completed by the appointed guardian)

Name of pupil _____ Date of birth _____

Full name of guardian _____

Address _____

Phone number _____

Email address _____

I have read and understood the Dean Close Foundation Guardianship Policy and agree to abide by all of its terms. If I am unable to continue as guardian I will inform the school immediately and ensure the parents put alternative arrangements are in place.

I understand that once in my care, the pupil is not the responsibility of the school and that I have full duty of care for the pupil including whereabouts and welfare.

I understand that I am acting with the authority of the parents and take full responsibility for the child during published term dates.

Signed _____

Date _____