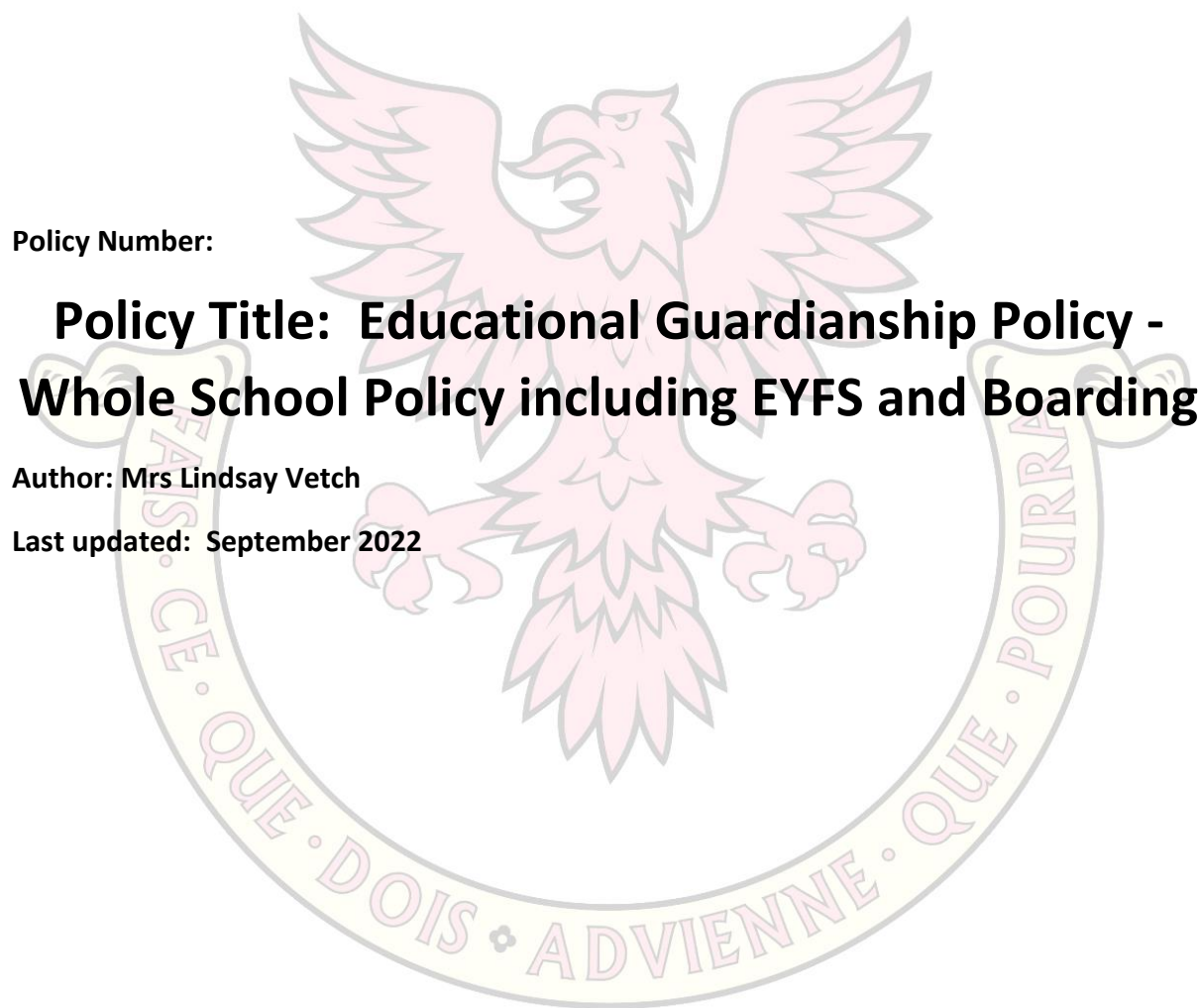


Policy Number:

**Policy Title: Educational Guardianship Policy -  
Whole School Policy including EYFS and Boarding**

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## Introduction

Hall Grove School is a day school with weekly and flexi-boarding. During term time Hall Grove (the School) is responsible for a pupil's welfare during the core school hours 0800-1730 (although the length of the school day varies depending on the year group of the child). Outside these hours, the school hands over responsibility to parents.

Definitions. Guardian: The technical meaning of Guardian refers to a person who is appointed to care for a child because the parent or guardian has died, or to a person acting as a testamentary guardian or a guardian of the child's estate. The School refers to this type of guardian as a Legal Guardian. The second, informal meaning arises where there is simply a delegation of parental responsibility and the School refers to this as an Educational Guardian. This Policy relates to the requirement for the appointment of Educational Guardians.

In accordance with the Boarding Schools Association guidelines and the National Minimum Standards for Boarding (Sept 2022), the School makes it a condition of entry that parents based overseas or, parents anticipating spending a significant part of the academic year outside of the UK or, parents who live beyond a reasonable distance (more than 2 hours) from the school site, appoint a UK-based local Educational Guardian. This Guardianship is required until the pupil leaves the School.

## Responsibilities of the Educational Guardian

All Educational Guardians must be prepared to undertake, where necessary, the following responsibilities:

- To provide a 24-hour point of contact throughout the School year.
- To be ready to accommodate and take responsibility for the pupil at short notice in case of emergency or crisis.
- To provide safe and suitable accommodation for the pupil with an appropriate degree of care and supervision when they cannot be accommodated at School and to liaise with the Headmaster regarding these arrangements. Occasions are likely to include, but are not restricted to:
  - Half-term breaks and longer holidays
  - Days at the start and end of term when a pupil's flights do not coincide with term dates
  - If a pupil is ill or injured and needs to recuperate away from School
  - If a pupil requires to leave School for isolation or quarantine purposes as a means of protecting the School community during a pandemic
  - If the School requires a pupil to leave for disciplinary reasons or because the School determines it to be in the pupil's best interests
  - Any other occasion when the pupil is released from the School

- To liaise with the School over all matters relating to the pupil's welfare, including pastoral, academic and medical care.
- To register the pupil with a GP local to the Guardian's residence.
- To act with delegated parental authority in the case of an emergency or crisis and to make appropriate arrangements for medical care.
- To attend important parent and teacher meetings or any other important meetings at the School on behalf of the parents.
- To be familiar with the School's policies and procedures.
- Visit the pupil and act as a point of contact at all times during term.

In addition, it is hoped that Educational Guardians will feel welcome at School events such as open days and sports fixtures.

The responsibilities of Educational Guardians appointed by overseas parents and those appointed by parents in the UK are identical. However, over the usual course of the year, there are likely to be practical differences in an Educational Guardian's level of involvement:

For overseas parents: The Educational Guardian is usually responsible for the delivery and collection of pupils at the beginning and end of each week, and (where the pupil is not travelling to their home overseas) for providing a home for pupils during the holidays. The Educational Guardian must be available for contact at short notice in an emergency, for granting routine permission, or for disciplinary reasons. In some medical or disciplinary cases, the Educational Guardian may be required to have the pupil to stay for a limited period of time.

For UK parents: the Educational Guardian must be able to substitute fully for parents when parents are away or unavailable. This includes providing everything mentioned in the points above. UK parents who plan to be away for an extended period are asked to inform the Headmaster in good time and to check that contact numbers are up-to-date and relevant.

### **Appointing An Educational Guardian**

A Guardianship arrangement is made between the parents and the Educational Guardian, and not the School. The School does not appoint Educational Guardians and bears no responsibility for the suitability of the arrangements made by the parents. It is the parents' responsibility to satisfy themselves as to the suitability of an individual and/or a Guardianship company to act as an Educational Guardian for their child. It is the parents' responsibility to carry out all necessary and appropriate enquiries and checks before entering into a Guardianship arrangement.

For many pupils where the family does not have a suitable contact in the UK, it is expected that the parents will appoint a Guardian via a reputable organisation. It is important to note that the School does not recommend any specific agency or organisation, but would encourage parents to ensure that it is a member of the Association for the Education and

Guardianship of International Students (AEGIS). AEGIS can be contacted via their website: [www.aegisuk.net](http://www.aegisuk.net)

Under no circumstances should a member of Hall Grove staff be appointed as an Educational Guardian for a pupil at Hall Grove.

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. The appointed Guardian must be over 25 years of age and be permanently resident in the UK (not college/university accommodation). They must be able to arrive at the School within two hours; however, within one hour's travel is recommended. Ideally the Guardian should be a relative or family friend who is well known to the child, and be someone with whom the child feels happy and comfortable staying. Further matters for consideration when appointing an Educational Guardian are set out in Appendix 1.

In a crisis, if the School are unable to contact parents, the Educational Guardian will have to give permission for medical care. If neither parents nor the Educational Guardian can be contacted, the Headmaster is empowered to act in loco parentis – as if he were the legal Guardian.

Once appointed by the parents the Guardian details form must be completed and signed by both parents and Guardians and returned to the School before acceptance or return of a pupil will be permitted. The School will expect to hold a copy of the details of the agreement between the parents and the Educational Guardian on file for reference purposes and will expect to be kept informed of subsequent changes made to that agreement.

For Tier 4 sponsored pupils, the CAS (Confirmation of Acceptance for Studies) will not be issued until the School is satisfied with the Guardian arrangements.

When an Educational Guardian's contact details change, the School should be informed in writing so that the database and house records can be maintained accurately.

If an appointed Educational Guardian changes during a pupil's time at the School, it is the parents' responsibility to ensure accurate updated contact details (telephone, mobile, email and full postal address) are communicated to the School as soon as possible, in order to ensure continuity of care.

### **Pupil Wellbeing**

The School's priority is to ensure that the Guardianship arrangements promote the welfare, physical wellbeing and emotional wellbeing of the pupil. If, at any point, during the pupil's time at Hall Grove, the School has concerns about the suitability of a Guardian or Guardianship arrangement, the parents will be informed. The School is obliged to act immediately upon any concerns arising and to refer the matter to relevant agencies where

appropriate. The DSL will be notified of any such concerns and will consider the steps required to be taken.

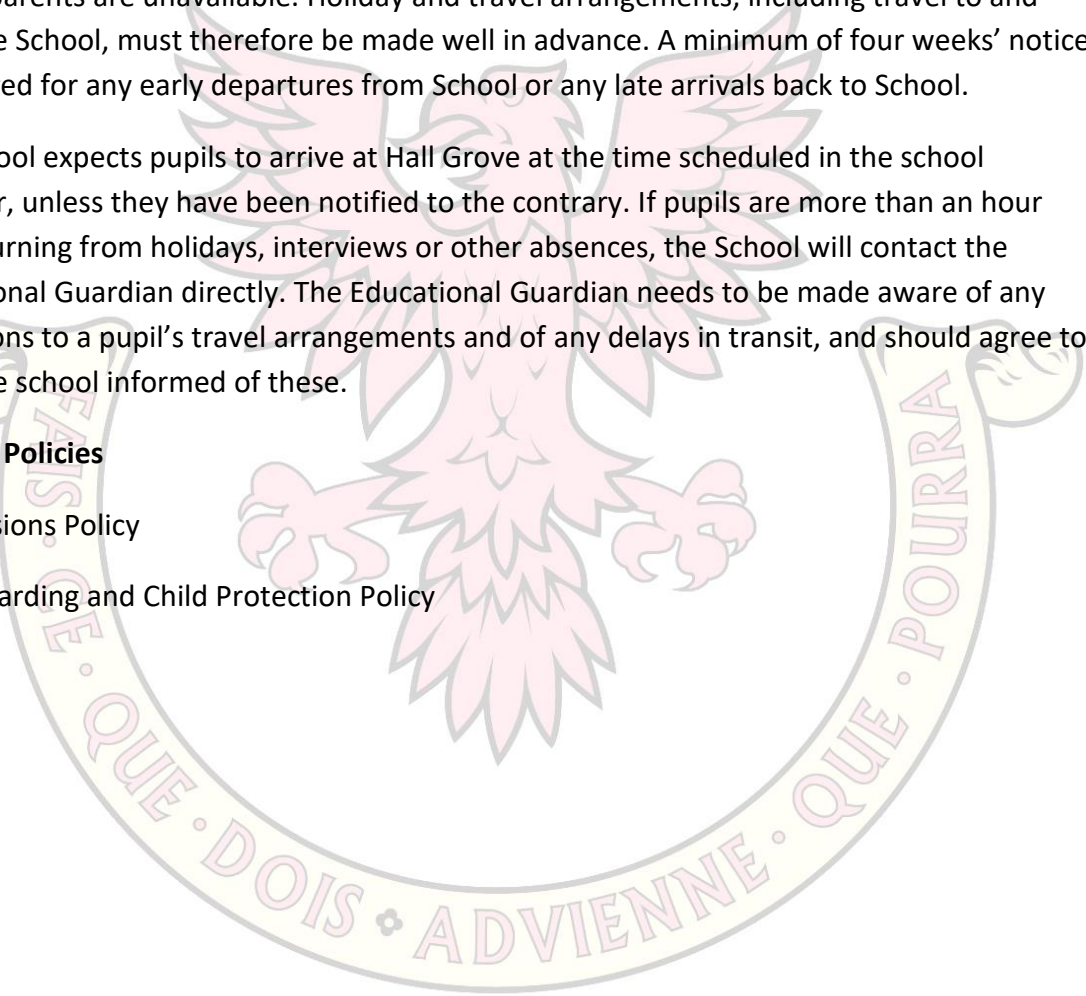
The School may request a change of Guardian or revision of the arrangement. If the School continues to have concerns about the pupil's Guardianship arrangements, the pupil could be asked to leave the School. It should be noted, for example, that the School does not consider unsupervised stays in hotels, Air BnB accommodation or bed and breakfast accommodation to be an adequate level of accommodation or care.

The School can accept no responsibility during half-terms or the long holidays for pupils whose parents are unavailable. Holiday and travel arrangements, including travel to and from the School, must therefore be made well in advance. A minimum of four weeks' notice is required for any early departures from School or any late arrivals back to School.

The School expects pupils to arrive at Hall Grove at the time scheduled in the school calendar, unless they have been notified to the contrary. If pupils are more than an hour late returning from holidays, interviews or other absences, the School will contact the Educational Guardian directly. The Educational 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.

#### **Related Policies**

- Admissions Policy
- Safeguarding and Child Protection Policy



## APPENDIX 1 – Educational Guardian Responsibilities

1. Responsibility for providing an appropriate degree of care and supervision for the pupil during holiday periods, half term breaks and weekends. Suitable accommodation must be provided by the Guardian, and the School must be informed of the address. Please note if the school is unhappy with the arrangements made, alternatives will need to be sought.
2. Make suitable, alternative arrangements to cover these responsibilities if unable to fulfil obligations as Guardian due to unforeseen or planned absence and to inform the Headmaster of any such arrangements.
3. Guardians must inform the School if they are away from their usual address for any length of time and inform the School how they may be contacted in an emergency.
4. Facilitate transfer to and from airports of the Guardian's choice when arriving at and departing from the School, ensuring the pupils arrive at the times advised. Inform the School about all travel arrangements and to provide all the necessary details prior to leaving the School for the weekend or longer holiday.
5. The Guardian will need to host the pupil if their return or departure is outside the school term start/ end times.
6. Where any travel arrangements involve early morning or late evening flights, the Guardian will be expected to provide safe overnight accommodation.
7. Providing a point of contact on a daily basis for the School for the discussion of matters concerning general welfare or academic progress of the pupil and assisting with maintaining effective communication between the School and the parents if there is a language barrier.
8. To be responsible for registering the pupil with a GP local to the Guardian's residence.
9. Be ready to accommodate the pupil at short notice in case of an emergency or crisis. This includes incidents of illness or disciplinary measures. Therefore, it is essential that Guardians live within reasonable distance of the school – within one hour's travel is recommended.
10. In light of COVID -19 – the Guardian must be willing to accept a pupil if they need to be sent away from School for isolation, either as a precautionary measure or because they themselves have tested positive.
11. Be ready to attend important parent/teacher meetings or any other special meeting at the School on the parent behalf. Guardians are also encouraged to attend any other School functions throughout the School year.
12. Guardians must accompany new pupils when they arrive at Hall Grove, to become familiar with the School and to meet the boarding team.

12. A Guardian may receive copies of reports, if the parent so wishes.

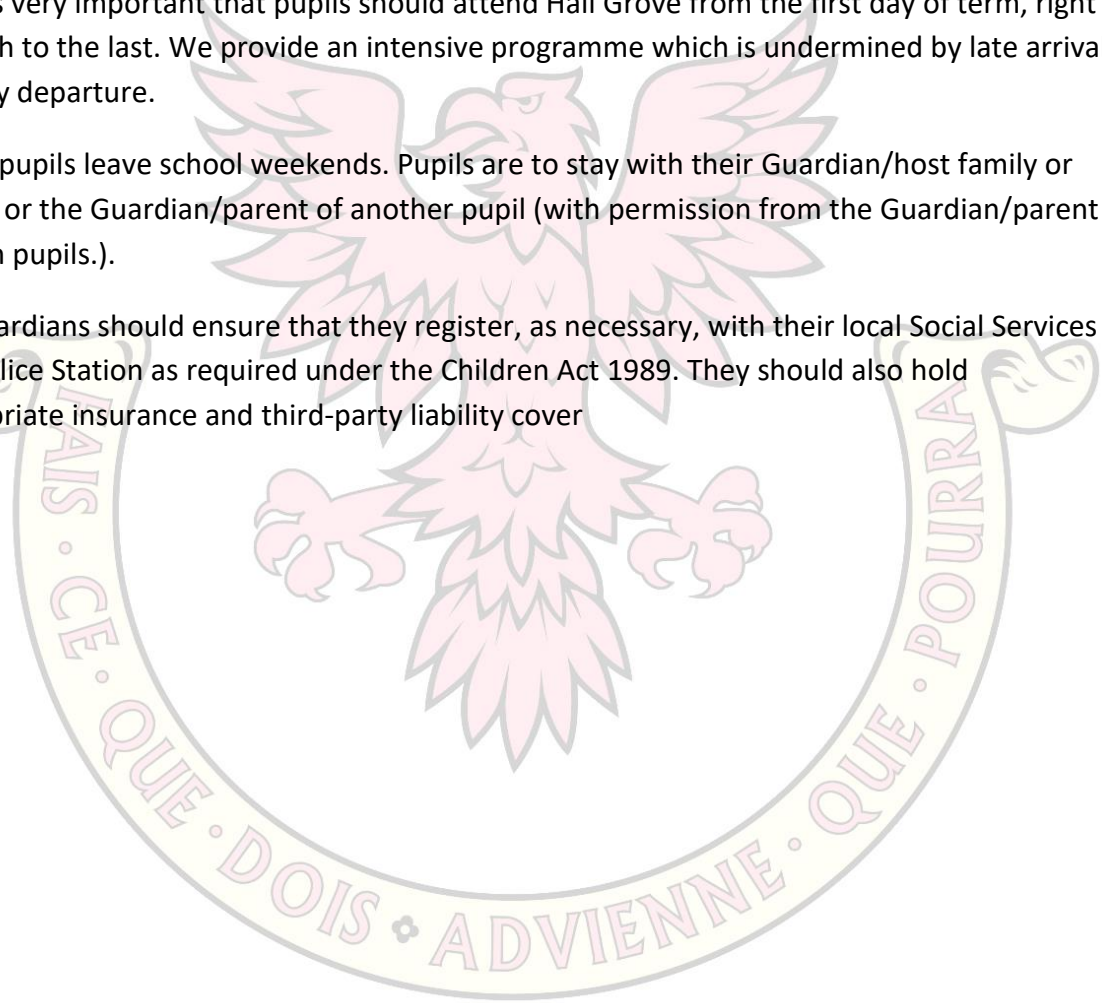
14. Acting for parents in granting permission for:

- a) Urgent medical treatment
- b) Activities involving risk e.g. Horse riding, skiing, etc.
- c) Items of large expense, such as the purchase of musical instruments, arranging additional lessons, which will be added to the termly account
- d) Making additional pocket money or travel money available if required

15. It is very important that pupils should attend Hall Grove from the first day of term, right through to the last. We provide an intensive programme which is undermined by late arrival or early departure.

16. All pupils leave school weekends. Pupils are to stay with their Guardian/host family or parent or the Guardian/parent of another pupil (with permission from the Guardian/parent of both pupils.).

17. Guardians should ensure that they register, as necessary, with their local Social Services and Police Station as required under the Children Act 1989. They should also hold appropriate insurance and third-party liability cover



**APPENDIX 2 - PARENTAL ACCEPTANCE OF RESPONSIBILITIES OF GUARDIANSHIP**

I, ..... (Please print name),

being the parent/legal Guardian of ..... (Name of Pupil)

have appointed an Educational Guardian for my child. I have read and understood the Educational Guardian Responsibilities as set out above and I accept my responsibilities as set out in Hall Grove’s Educational Guardianship Policy.

A copy of the Agreement with the Guardian is attached and I have provided their contact information below.

I confirm I give them permission to:

- Provide accommodation, emotional and practical support for my child, including transporting my child to and from School where necessary.
- Allow them to communicate regularly with the school and be involved in the exchange of sensitive or even urgent information regarding my child.

Any exceptions detail below:

.....  
.....  
.....  
.....  
.....

- I do/do not (please delete as applicable) wish to receive copies of correspondence sent to Guardian throughout the term

- I do/do not (please delete as applicable) wish the Guardian to receive copies of correspondence sent to me throughout the term

Signature: .....

Date: .....



### Pupil Details

Full Name of Pupil	
Date of Birth	
Date of entry to Hall Grove	
Form	
Passport Number <i>(a copy must be provided)</i>	
Visa Number <i>(a copy must be provided)</i>	

### Guardian Details

Title (Mr/Mrs/Miss/Other <i>(please specify)</i> )	
Name in full	
Home Address	
Telephone Number	
Work Telephone Number	
Mobile Number	
Email address	
Passport Number and Issuing Country <i>(a copy must be provided)</i>	
Relationship of Guardian to pupil <i>(if any)</i>	

In an emergency and/or when the nominated Guardian is unable or unwilling to take responsibility, the School reserves the right to use the services of a professional Guardian at the expense of the parents.

**APPENDIX 3 - ACCEPTANCE OF RESPONSIBILITIES OF GUARDIANSHIP**

I, ..... (Please print name of Guardian) being the appointed Educational Guardian of ..... (Please print name of pupil)

have read and understood the Educational Guardian Responsibilities as set out above and I agree to comply with them in full.

I confirm I am aged over 25 years old.

Signature: .....

Date: .....

**Please complete and return both forms to the Admissions Department before the pupil starts at Hall Grove.**

