



HEATHFIELD SCHOOL

Educational Guardianship Policy

Policy Area:	Safeguarding
Relevant Statutory Regulations:	ISSR Part 4 NMS 14
Key Contact Personnel in School	
Nominated Member of Leadership Staff Responsible for the policy:	Rachel Frier, Bursar
Version:	2017.01
Date updated:	23 October 2017
Date of next review:	30 June 2020

This policy will be reviewed at least triannually, and/or following any concerns and/or updates to national and local guidance or procedures.

Introduction

Parents of pupils at Heathfield School ("the School") who are resident outside the UK must appoint an Education Guardian for their child in the UK. This is the case for all pupils, irrelevant of age.

This note provides information on education guardianship and also includes the education guardianship form which all parents who reside overseas are expected to complete.

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 **Education Guardian**.

Parental Responsibility: This expression means the whole raft of rights and duties which a parent has in relation to their child. Married parents, Legal Guardians and those with court orders have parental responsibility. Unmarried fathers may acquire parental responsibility by agreement, by registering the birth jointly with the mother or by Court Order but they do not obtain such responsibility automatically. A number of people can have parental responsibility at the same time. Parent and Legal Guardians do not lose it when others or a local authority acquire it (except in adoption cases).

Delegating Parental Responsibility: A person who has parental responsibility may arrange for some or all of it to be met by one or more persons acting on their behalf, such as a nanny, Educational Guardian or a boarding school.

Why must an Education Guardian be appointed?

It is usual for independent schools to insist that overseas parents appoint Education Guardians for their children whilst they are at school in the UK. This is to ensure that there is somebody in the UK who can take responsibility for the child or young person and provide them with care and support when they are not in the care of the School. The Education Guardian should also be given legal authority to act on behalf of the Parent in all respects.

The Education Guardian's responsibilities usually include caring for the pupil as would a responsible and caring parent by, for example, being in regular contact with the pupil and providing advice and support as necessary. The Education Guardian will need to care for the pupil and take responsibility for the pupil if she is unwell, suspended or otherwise released from School. Responsibilities also include being authorised to make certain decisions concerning the pupil on the Parents' behalf, for example decisions regarding emergency medical and dental treatment and matters of a disciplinary nature.

The Education Guardian may provide accommodation for the pupil, or the pupil may be accommodated elsewhere.

Who can be an Education Guardian?

An Education Guardian may be a family member, a family friend, a guardianship agency, a host family, or other responsible adult based in the UK.

Most overseas parents use a guardianship agency to act as Education Guardian.

Guardianship agencies typically arrange accommodation as well as acting as Educational Guardian for their pupils. Guardianship agencies will usually arrange accommodation for their pupils through host families, although sometimes other accommodation options will be used. Host families will then be responsible for providing the day to day care of the pupil, accommodation and meals. If the guardianship agency arranges accommodation for the child or young person, the agency will be responsible for ensuring the quality and safety of the accommodation including the necessary recruitment (DBS) checks.

How is an Education Guardian appointed?

The responsibility for choosing an appropriate Education Guardian rests solely with the Parents. The Parents are responsible in each case for satisfying themselves as to the suitability of an Education Guardian.

It is expected that the Parents will appoint an Education Guardian via a reputable organisation, preferably a member organisation of the Association for the Education and Guardianship of International Pupils (AEGIS). AEGIS is the authoritative association for inspecting and accrediting guardianship agencies in the UK. AEGIS can be contacted via their website: www.aegisuk.net. It is important to note that the School does not recommend any specific agency and parents are required to make their own checks into the suitability of any agency. The School is not able to arrange the appointment of an Education Guardian and is not able to arrange accommodation for any pupils.

Education Guardianship agreement

Parents who reside outside of the UK are expected to complete an education guardianship form (Appendix 1) which provides the School with full details of the Education Guardian and the responsibilities which the Parents have delegated to them.

Parents must inform the School of the name and contact details of any appointed Education Guardian and must also inform the School immediately if there are any changes to any details relating to the Education Guardian.

Related Policies

- Admissions Policy
- Safeguarding Children and Child Protection Policy

APPENDIX 1 – Guardian Contact Form

It is a requirement of Heathfield School that parents who reside outside the United Kingdom MUST appoint a Guardian who is over 25 years of age. (See the Standard Terms and Conditions, Section 2, Paragraph G).

This form is to be completed and signed by the Guardian.

Pupil Details

Full Name:.....

DOB:..... Date of Entry to Heathfield:.....

Form:..... House:.....

Guardian Details

Title:.....

Name in Full:.....

Home Address:.....

.....
.....

Home Telephone Number:.....

Work Telephone Number:.....

Mobile Number:.....

Email address:.....

Relationship of guardian to pupil:.....

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.

ACCEPTANCE OF RESPONSIBILITIES OF GUARDIANSHIP

I,
(Please print name)

being the legal guardian of
(Name of Pupil)

have read and understood The Responsibilities of Guardians as set out above and I agree to comply with them in full.

I confirm I am aged over 25 years old.

Signature: Date:

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

Please complete and return this form to Isabel Hutchings, Registrar before the pupil starts at Heathfield School.

APPENDIX 2 - Responsibilities of Guardians

An Educational Guardian or Guardian agency must be appointed before an overseas pupil enters Heathfield School ("the School"). **Guardians are appointed by parents, not the School.** Guardians can be friends or relatives of the pupil's family, or someone appointed via a professional agency who has accepted the guidelines set out by the School. In order to be able to fulfil this role, it is essential that guardians live within reasonable distance of the School.

The School requires all pupils to have a UK based Educational Guardian who is an adult **over the age of 25**, not in full time education themselves, and able to undertake the following responsibilities:

1. Responsibility for providing an appropriate degree of care and supervision for the pupil during holiday periods, half term breaks and exeat weekends. Suitable accommodation must be arranged or approved by the guardian, and the School must be informed of the arrangements made. If pupils are placed with a host family it is the guardian's responsibility to ensure the School is provided with full details.
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 Housemistress 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 girls 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 an exeat weekend or longer holiday (see Note 1).
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 arrange 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. Be ready to accommodate the pupil at short notice in case of an emergency or crisis. This includes incidents of illness or disciplinary measures.
9. 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 function throughout the School year.
10. Guardians are encouraged to accompany new pupils when they arrive at Heathfield, to become familiar with the School and to meet the boarding team.
11. A guardian may receive copies of reports, if the parent so wishes.
12. Acting for parents in granting permission for:
 - a) Weekend exeat leave (see Note 2)
 - b) Urgent medical treatment
 - c) Activities involving risk eg. Horse riding, skiing, etc
 - d) Items of large expense, such as the purchase of musical instruments, arranging additional lessons, which will be added to the termly account

- e) Making additional pocket money or travel money available if required

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.

Notes

1. It is very important that pupils should attend Heathfield School 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.
2. All pupils leave school at Exeat 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). Communications concerning exeats should be directed to the Housemistress.