



## EDUCATIONAL GUARDIANSHIP POLICY

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## **King's Rochester Educational Guardianship Policy**

Pupils whose parents reside overseas are expected to enter the School as boarders and to remain as boarders throughout their time at the School unless alternative arrangements are agreed with the Principal.

It is a requirement that the Parent(s) or Legal Guardian(s) residing overseas appoint an Education Guardian to care for their child whilst in the UK and to whom they will delegate temporary Parental Responsibility.

The Education Guardian must be resident in the UK and live at a suitable proximity to the School, speak English and be capable of providing care for the child in a home environment as would a reasonable and responsible parent. They should not be living in student accommodation. An Education Guardian may be a family member, a family friend, a guardianship agency or other responsible UK-based adult.

The parent is responsible for assessing whether the Education Guardian is suitable and that adequate safeguarding measures have been taken. The Education Guardian will act on the parents' behalf and the guardianship arrangement will not fall within the School's welfare responsibility for the pupil.

The Education Guardian in liaison with the parents, must ensure suitable care arrangements are in place for the child's travel and reception on arrival in the UK. The Education Guardian is responsible for the pupil in times of emergency and when the pupil is residing with them, and will need to be available to care for the pupil and make decisions as appropriate.

The Education Guardian and Parents must all sign the King's Rochester Education Guardianship Agreement (see page 4 & 5) prior to the pupil commencing their studies at the School and any changes to the Guardian arrangements must be notified to the School immediately.

At times, boarders need to be away from School (for school trips and University open days for example). At such times the Guardian will be required to assist either to give consent to a trip or visit, to arrange travel, or to provide care. In the first instance the Guardian should discuss plans and confirm arrangements with the boarder's Housemaster/Housemistress.

In advance of each of the three half-terms in the school year and the end of each full term, Guardians are asked to ensure accommodation arrangements for the boarder(s) in their care are communicated to the Housemaster/Housemistress.

Guardians are asked to take responsibility and make arrangements for travel, to inform the School and to keep us updated with any changes that may occur. Term dates are provided and we ask that they are adhered to. Where travel arrangements cannot correspond with the beginning and end of term, Guardians are kindly asked to request for permission for early leave or late arrival from Mr Page, Deputy Head Pastoral. The School's Carol Service and Speech Day are significant events in the School's calendar; all pupils are expected to attend.

**In light Covid 19 The Education Guardian, in liaison with the parents, must work with the school to organise suitable care arrangements should a boarder need to isolate/ or be quarantined.**

Good and regular communication between the boarding house and the Guardian is encouraged to ensure boarders are well cared for and kept safe at all times whilst in the UK.

The School has right of refusal if we do not have the necessary confidence in the guardian's ability to fulfil the role.

## **Guardian Guidelines**

All pupils who have parents not resident in this country are required to have a UK guardian who will be a responsible adult over the age of 23 years. He/she must speak English and live within easy travelling distance of the School.

The Education Guardian in liaison with the parents, must work with the school to organise suitable care arrangements should a boarder need to isolate/ or be quarantined.

The guardian will be responsible for:

- Ensuring arrival at the School at the correct time;
- Ensuring departure at the time agreed with the School;
- Support the pupil in opening a bank account in the UK (the School can provide a letter to take to the bank as evidence of being a student in the UK as this is a requirement of most banks) ;
- Notifying the Housemaster/Housemistress of travel and holiday arrangements by email at least two weeks before the commencement of the holidays;
- Arrange travel to and from school;
- Arrange School holiday and half term break accommodation;
- Provide authorisation for any overnight stays out of school;
- Provide accommodation and care in the event of a pupil having to leave the School temporarily during term time;
- Visit the pupil at the School at least three times a year and attend parents' evenings;
- Liaison with the School regarding academic and sporting progress and achievement;
- Registering with the police (there is a requirement for certain foreign nationals to do this). The School can arrange this under exceptional circumstances but an administration charge of £50 plus travel expenses will be made for this service.



## EDUCATIONAL GUARDIANSHIP AGREEMENT

Child's Name: .....

Parents' Names: .....

Guardian's Name: .....

Relationship to Child: .....

Address of Guardian: .....

.....

Guardian contact telephones:

Home. .... Work. .... Mobile. ....

Guardian's Email: .....

We confirm that the parent appointed Guardian

- Is a responsible adult over 23 years of age
- Speaks English;
- UK resident living within easy travelling distance of the School and not in student accommodation
- Is capable of providing care for the child in a home environment as per the terms of the Educational Guardianship Policy

We confirm that the parent appointed Guardian will be responsible for the following where the parents are unable to act:

- Ensuring arrival at the School at the correct time;
- Ensuring departure at the correct time;
- Hosting the pupil if arrival or departure time falls between 11pm and 6am;

- Ensuring the pupil has opened a current bank account in this country prior to joining the school;
- Assisting the pupil with the purchase of a UK mobile / SIM card;
- Notifying travel and holiday arrangements by email at least two weeks before the commencement of the holidays;
- Travel to and from School for holidays including suitable care arrangements;
- All holiday and half term break accommodation;
- Providing written authorisation for any weekends to be spent out of School;
- Providing accommodation and care in the event of a pupil having to leave the School temporarily during term time;
- Visiting the pupil at the School within each half term and attending parents' evenings events relevant to the child;
- Liaising with the School regarding academic and sporting progress and achievement;
- Supporting the pupil with any visa issues whilst in the UK;
- Registering and organising visa and fingerprint registration with the Police.

We understand that the School has no liability for any costs for any of the above which are to be recovered directly from the parents and that the School has right of refusal if it does not have the necessary confidence in the guardian's ability to fulfil the role.

Signed by (Please note both parents (or legal guardians) and the educational guardian must sign)

Father ..... Date.....

Mother ..... Date.....

Educational Guardian ..... Date.....

**PLEASE PROVIDE A COPY OF THE GUARDIAN'S PASSPORT  
WITH THIS COMPLETED FORM.**