



SINCE 604 AD

KING'S SCHOOL

ROCHESTER

Guardianship Policy

This policy was adopted on:	01.09.16
Policy last reviewed on:	01.08.25
Person/Body reviewing:	Head of Admissions, Head of Boarding, Vice Principal (Senior School)
Date of next review (except in the case of relevant legislation):	01.08.26

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1. Introduction

- 1.1. It is a policy of King's School, Rochester that all pupils whose parents live a broad must have a UK-based guardian.
- 1.2. During term time the School is legally responsible for safeguarding and promoting each Pupil's welfare. However, there are times (e.g. half term holidays, sickness or when a Pupil is excluded by the School etc.) when the School must be able to hand over these responsibilities to a properly appointed guardian.

2. Terminology

- 2.1. **School / We / Us:** King's School, Rochester.
- 2.2. **Parents / You:** Any person with legal parental responsibility.
- 2.3. **Pupil:** The student named in the Parent Contract.

3. Requirements

- 3.1. Pupils whose parents reside abroad must have a UK-based, English-speaking guardian available at the beginning and end of terms and during half terms, and emergencies.
- 3.2. Guardians must be 25 or older, permanent resident in the UK, be responsible, trusted close family member or an AEGIS Accredited Guardian.
- 3.3. Guardians must reside within 2 hours' travel (by car or public transport) of the School.
- 3.4. Family members may act as guardians provided they do not charge for their services or act in a professional capacity for others. If they do, they must be AEGIS or BSA accredited.
- 3.5. Proof of identity and residency (e.g. passport, utility bill) must be submitted for approval.
- 3.6. If you do not know a suitable person, please consult the AEGIS or BSA websites for accredited agencies.
https://aegisuk.net/organisations/?college=Guardianship&org_type=gold-standard
- 3.7. All guardians must be approved by King's School, Rochester before they can assume responsibility for a pupil.
- 3.8. Pupils may not reside alone or in rented, or any accommodation, during UK holiday, or at other times during term time when not at school, without their

responsible adult guardian or Parent being present for the whole duration of the stay.

- 3.9.** Pupils without a prior approved guardian will not be admitted to the School.
- 3.10.** Members of staff at King's School, Rochester are not permitted to act as guardians.
- 3.11.** The School may make exception to some of the above in certain scenarios as long as an emergency guardian has been appointed by the family and the School regard to be suitable to act as a short-term guardian. This will be a local close family friend or relative, or professionally accredited guardian.

4. Guardian's Role

Guardians are required to agree to all of the following:

- 4.1.** To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents
- 4.2.** To be able to attend School and/or to pick up their charge at short notice as required by the School.
- 4.3.** To attend and arrange transport for routine or planned medical appointments with their charge.
- 4.4.** To arrange transport to and from the School at the beginning and end of each term and at the end of each holiday break, to exercise safe, proper and adequate supervision of the Pupil and to communicate all such travel details in writing to the House Parents/Head of Boarding. Arrangements for departures and arrivals should be agreed with the House Parents/Head of Boarding and be at reasonable times, which would normally be considered as between the hours of 8.00 am and 10.00 pm.
- 4.4.** To ensure that the Pupil in their charge is resident with the guardian during half- term holidays, unless they are going home.
- 4.5.** To take full responsibility for the safety and moral, ethical and physical wellbeing of the Pupil in holidays during any absence from the School, for example for illness or disciplinary matters. In the unusual event of the school having to close due to an epidemic or a pandemic the guardian will be responsible for collecting and caring for the pupil.
- 4.6.** To be responsible for the transport and safe storage of all belongings at the end of each academic year.

- 4.7. To be familiar with the School's rules, regulations and policies.
- 4.8. To be English speaking and provide a point of contact at all times.
- 4.9. To immediately inform the School of any issues concerning the Pupil, including any break in their guardianship for any reason, or if the guardian is discharged or a Pupil does not properly and fully comply with the requirements of this policy.

5. Passports and Visas

Careful note should be taken of any conditions which are attached to a Pupil's passport at immigration and visas must be kept up to date. It is the responsibility of the Parents to ensure that Pupil's passports and visas are kept up to date. Passports should be given to the Admissions Office for safe keeping during term time.

6. Guardian's Absence

- 6.1. Any guardian who has plans to be away from their UK home for however short a period of time must notify the Houseparent. Contact details for that period of absence must be given and the name and address of a responsible person in the UK, fully authorised by the Parents, to act on their behalf.
- 6.2. If an appointed guardian or replacement is not available and School requires the Pupil to be off site for any of the above stated reasons in section 3 King's reserves the right to ask a suitable guardianship agency to arrange short-term billeting. The cost of this will be passed on to Parents.

The Guardianship Agreement below should be completed both by the Parents and the Guardian and returned as soon as possible to the Admissions Office.

Any change of guardian must be communicated to the School in writing.

King's School, Rochester - Guardianship Agreement

Please return your completed agreement to admissions@kings-rochester.co.uk

Relationship of Guardian to Parents (delete as appropriate): AEGIS / BSA / Family Member

Pupil's Name:

Parent's Name:

Full Name of Guardian:

Guardian's Full UK Address:

.....

.....

.....

Home Telephone Number:

Mobile Number:

Email Address:

Age of Guardian:

Guardian Occupation:

Relationship to child:

I confirm, as Guardian of the pupil named above, that I am prepared to act with delegated parental authority to the pupil in cases of illness or disciplinary matters, to provide a home for the pupil for half-term, and holidays when the pupil is unable to go home, to deal with arrival at or departure from airports if necessary.

Signature of Guardian: **Date:**

Name of Parent(s):

I/we confirm that I/we have asked the person named above to act with delegated parental authority for my/our child whilst I am/we are overseas. We understand that if the Guardian is unavailable, we will notify the School of who the replacement adult will be. If a Guardian or replacement is not available, we understand that the School will charge us for the pupil to be supervised by an AEGIS or BSA approved Guardian in the absence of any relevant extenuating circumstances.

Signature(s) of Parent(s):

Date

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Please attach a photocopy of a Photographic ID document giving proof of Guardian's age (e.g. Passport, Driving License).

Appendix A

Guardians are always welcome at King's and are encouraged to take as much interest in their wards as they feel able to. If you do not know of a suitable person who is able to act as a guardian there are several guardianship agencies that offer this service. It may be necessary to use the services of a guardianship agency and the School will only consider agencies that are registered with AEGIS or the BSA. The School cannot be responsible for any arrangements between parents and guardians.

AEGIS is the Association for the Education and Guardianship of International Students. It brings together schools and guardianship organisations to promote the welfare of international students and also provides a forum for best practice through regular workshops and conferences. The welfare and well-being of international students are increasingly important to UK boarding schools. AEGIS is the authoritative association for inspecting and accrediting guardianship organisations in the UK in accordance with a strict code of practice and current childcare legislation. The BSA is the Boarding Schools Association and follows the same rigorous standards.

ALL AEGIS and BSA members must comply with their code of practice:

1. To promote and provide, best and legal practice in the guardianship and hosting of all international students at independent schools, particularly those under 18 years of age.
2. To respect and support the rights, religion and customs of the international student.
3. To uphold the stated ethos and values of the school at all times.
4. To comply with the Children's Act and meet the requirements of the Dept of Health and Social Services.
5. To ensure all international students have 24-hour emergency contact with a responsible adult in the UK.
6. To put in place arrangements which maintain appropriate contact with the international student, the overseas parent and guardianship family and to ensure all appropriate records are up to date.
7. To provide both pastoral and educational support as outlined in any literature and agreements.
8. To adhere to the AEGIS/BSA grievances procedures
9. To have appropriate insurance for guardianship arrangements and to comply with UK legislation.
10. To have read and agree to adhere to the AEGIS/BSA Code of Practice and membership criteria.

For more information you can contact:

The Association for the Education and Guardianship of International Students

(AEGIS) Yasemin Wigglesworth

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Gloucestershire

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Email: info@aegisuk.net

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5th Floor London W1W 5PF

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Email: bsa@boarding.org.uk www.boarding.org.uk

King's School, Rochester would welcome any feedback that our parents or pupils have on any of the AEGIS member organisation.