



UNCONTROLLED if COPIED or PRINTED

Keswick School is not liable for the contents of this document

## EDUCATIONAL GUARDIANSHIP (KS/P&B/114)

<b>Committee Responsible:</b>	Boarding Committee
<b>Lead Officer:</b>	Head of Boarding / Head of Lairthwaite Boarding House
<b>Date of Review:</b>	November 2023
<b>Date to be Reviewed:</b>	November 2026
<b>Signed:</b> <b>Date:</b>	

# EDUCATIONAL GUARDIANSHIP

## REVIEW SHEET

The information in the table below details earlier versions of this document with a brief description of each review and how to distinguish amendments made since the previous version date.

Version Number	Version Description	Date of Revision
1	Original	November 2023

Ref:	Educational Guardianship	Type:	Policy
Version:	01	Owner:	Head of Boarding/Head of Lairthwaite Boarding House
Date:	November 2023	Status:	

# EDUCATIONAL GUARDIANSHIP

## Contents

1.0	Introduction	Page 3
2.0	Definitions	Page 3
3.0	Appointing a Guardian	Page 3
4.0	Guardian Responsibilities	Page 4

Ref:	Educational Guardianship	Type:	Policy
Version:	01	Owner:	Head of Boarding/Head of Lairthwaite Boarding House
Date:	November 2023	Status:	

# EDUCATIONAL GUARDIANSHIP

## 1.0 INTRODUCTION

- 1.1 Keswick School has a strong ethos which runs throughout our boarding provision. The School greatly values the diversity that both our UK and international pupils bring to the School's community.
- 1.2 Under the Children Act 1989, the School is required to safeguard and promote the welfare of pupils. During term time the School is responsible for a pupil's welfare and acts in loco parentis. However, there are times when the School must be able to hand over these parental responsibilities to an appointed guardian.
- 1.3 It is also a UKVI requirement that every pupil not from the UK under the age of 18 studying in the UK requires a guardian. Additionally, we require guardianship of UK boarding pupils where parents' occupations mean that they are not able to fulfil their guardianship requirements, for example, during deployment overseas with the armed forces.

## 2.0 DEFINITIONS

- 2.1 In this document, the term 'guardian' refers to an education guardian, which involves a delegation of parental responsibility, usually for short periods of time. This is distinct from a legal guardian, which refers to a person who is appointed to care for a child when a parent or guardian has died, or to a person acting as a guardian of a child's estate. All boarding students at Keswick School must have an educational guardian unless this is also their legal guardian.

## 3.0 APPOINTING A GUARDIAN

- It is the parents' responsibility to appoint a guardian; the organisation and selection process rests solely with parents.
- The appointed guardian must be over 25 years of age and be permanently resident in the UK; they must be able to be at the School within three hours, if requested.
- 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 School will require copies of photographic ID.
- 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)
- In a crisis, if the Head, Deputy Head or House Parents are unable to contact parents, the guardian will have to give permission for medical care. If neither parents nor guardian can be contacted, a member of staff is empowered to act in loco parentis – as if they were the legal guardian.
- If an appointed 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.

Ref:	Educational Guardianship	Type:	Policy
Version:	01	Owner:	Head of Boarding/Head of Lairthwaite Boarding House
Date:	November 2023	Status:	

- Guardians should make contact with House Staff via email, telephone or video call to introduce themselves.

3.1 These arrangements MUST be made before the pupils arrive at School.

#### 4.0 GUARDIAN RESPONSIBILITIES

4.1 All 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 Head of House 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 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 make suitable alternative arrangements if they are unable to accommodate the pupil themselves, and to inform both House Parent and parents of the arrangements.
- To liaise with the School over all matters relating to the pupil's welfare, including pastoral, academic and medical care.
- 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.

4.2 The responsibilities of 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 a guardian's level of involvement:

- For overseas parents: the guardian is usually responsible for the delivery and collection of pupils at the beginning and end of term, and (where the pupil is not travelling to their home overseas) for providing a home for pupils during holidays.
- The 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 guardian may be required to have the pupil to stay for a limited period of time.
- Guardians 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 Head of Boarding in good time and to check that contact numbers are up-to-date and relevant.
- Parents and guardians should be aware that stays over 28 days are considered private fostering arrangements which are subject to Family Placement Regulations under the terms of the Children Act 2004.

Ref:	Educational Guardianship	Type:	Policy
Version:	01	Owner:	Head of Boarding/Head of Lairthwaite Boarding House
Date:	November 2023	Status:	