

Uppingham School

Guardianship Policy

UPPINGHAM

Guardianship Policy

Introduction

- 1 Educational Guardians are appointed by the parents as their representative with authority to act on their behalf in all respects. They provide an invaluable and necessary support service to many boarders especially if their parents reside overseas. They care for international pupils in the UK when the pupil is not in School (eg: leave out weekends, exeats (half terms), holidays or if the School closes in a time of emergency.) An Educational Guardian may be a relative of the pupil, a nominated friend of the family or be appointed through a guardianship agency. Only in exceptional circumstances would a guardian be younger than 25 years old. Parents have the option to designate their child's Educational Guardian as "Emergency Only", and if that option is taken, the guardian will only be contacted by the School when an urgent 'in person' intervention is needed. Consequently, parents will become solely responsible for relaying all relevant information about term dates, transport arrangements, etc to the guardian. The School's recommendation is that Educational Guardians should be granted full access to the Parent Portal, receive all communications sent to parents, and be able to represent the parents at School events, so that they can fully support a pupil throughout their time at Uppingham.

Requirements for International Pupils

- 2 The School can accept no responsibility for providing accommodation during leave out weekends, exeats (half-terms) or the holidays for pupils whose parents are unavailable. Holiday and travel arrangements, including travel to and from the School, must therefore be made and communicated to the School, well in advance.
- 3 It is a condition of entry to the School that a pupil of any age whose parents are resident outside the United Kingdom has an Educational Guardian in the United Kingdom to whom the School can apply for permissions or authorities when necessary.
- 4 It is expected that all pupils who are Tier 4 Visa holders remain as full-time boarders during their time at Uppingham.
- 5 The School also expects parents of boarders who are resident in the UK but who are unable to act at short notice (eg. parents are on holiday or working overseas) to appoint an approved Educational Guardian and to communicate this to the School in writing.

Role of the Education Guardian

- 6 Educational Guardians are expected to:
 - Act with delegated parental responsibility;
 - Be available during term-time to respond at short notice to unforeseen events, for example, circumstances requiring the pupil to be away from the School (e.g. illness or disciplinary outcome requiring external rustication) and other emergencies;

- Ensure provision of the necessary care and accommodation and other arrangements for the pupil during half-term, leave out weekends and other periods as required when parents are not in the country;
- Receive copies of the pupil's reports and follow their academic and pastoral progress;
- 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 Education Guardians will:

- Represent the parent at parents' meetings;
 - Feel welcome at House and School events such as open days and sports fixtures.
- 7 When an Educational Guardian is appointed, arrangements should be made for them to visit the School to meet with the pupil's Housemaster or Housemistress. During term-time, contact between Educational Guardians and House staff is encouraged to ensure that the pupil is provided with adequate pastoral support throughout the academic year.
 - 8 If, during term-time, an Educational Guardian is required to be away from his or her UK home, or is unable to act at short notice (eg. is on holiday, or working abroad), he or she must inform the School so that appropriate alternative arrangements, duly authorised by the parents in writing, can be put in place.

Appointing an Educational Guardian

- 9 The responsibility for choosing appropriate Educational Guardians rests solely with the parents. The School may be able to assist by providing the names of agencies or individuals who have helped other families in the past, who are registered with AEGIS or who are local to the area. The School is not able to make specific recommendations.
- 10 Parents are responsible in each case for satisfying themselves as to the suitability of an Educational Guardian. The responsibility for carrying out any safeguarding checks rests solely with parents.
- 11 Where the parents choose to employ a guardianship organisation, the School advises that such agencies which are registered with a reputable association such as AEGIS (The Association for the Education and Guardianship of International Students) www.aegisuk.net.
- 12 The Educational Guardian must be appointed in advance of the pupil joining the School; typically this detail will be included in the New Pupil Joining Papers. A pupil will not be permitted to join the School without acceptable guardianship arrangements being in place.
- 13 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.

Suitability of Educational Guardians

- 14 If the School has concerns about the suitability of an Educational Guardian (for instance where a pupil may be inadequately supervised, be known or suspected to be in unsuitable accommodation or to be in any way unsafe) these concerns would, in the first instance, be communicated to parents so that alternative arrangements might be made. However, parents should be aware that if the School is unable to resolve these issues with the parents, the School may be obliged, under statutory guidance, to refer the concern to the relevant external agency (eg: Social services, UK Border Agency)

Private Fostering Arrangements

- 15 Private Fostering is defined as when a person under the age of 16 is resident for more than 28 consecutive days with a non-family member. In such cases, the School is legally obliged to inform the local authority. If parents plan to make private fostering arrangements, they must inform the School in writing.

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