



## GUARDIANSHIP POLICY AND TERMS & CONDITIONS

Last reviewed:	September 2022
Next review due:	September 2023
Reviewed by:	Head of Admissions and Registry

### 1. Our policy on guardianship

In order to help us to promote and safeguard the welfare of every student at d'Overbroeck's ('the school'), we require parents who do not live in the United Kingdom, or who are away for an extended period of time, to appoint an education Guardian to act on their behalf. An extended period of time is deemed to be any period during term time of more than one week.

This applies to all students irrespective of their nationality or age, and is in accordance with the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act (2000). These legislative acts protect the rights of children and make 'proper and appropriate care' a requirement.

During term time the school is responsible for students' welfare, and takes on delegated parental responsibilities while they are at school. However, there are times when the school needs to be able to hand over these parental responsibilities to another adult, who must be a properly appointed Guardian, for example before the beginning and after the end of each term, during school holidays, including half-term breaks, when a student is seriously ill, when a student may be suspended or excluded by the school, etc.

### 2. Guardians must meet the following conditions

A Guardian may be appointed through a professional guardianship agency, or s/he may be a family member, relative or family friend. In all cases, our school policy is that people acting as Guardians for our students must:

- be over 25 years of age;
- not be students in full-time education;
- be UK residents and living full-time in the UK;
- reside within 3 hours travel of the school;
- be able to communicate clearly and comfortably in English, both orally and in writing.

Families who do not have access to a relative or family friend who meets all these conditions will be able to find a suitable guardian by using the services of a reputable guardian organisation.

d'Overbroeck's is a member of AEGIS ([www.aegisuk.net](http://www.aegisuk.net)) – a national body for monitoring and regulating the welfare of international students. AEGIS provides accreditation of guardianship organisations in accordance with a strict Code of Practice and the latest child care legislation issued by the British government.

### **3. The responsibilities of Guardians**

An appointed Guardian must be prepared to:

1. Be a 24-hour point of contact for parents, the student, the school, and the host family where applicable;
2. Act with delegated parental authority in the case of an emergency or crisis;
3. Provide both pastoral and educational support, and promote the physical and emotional wellbeing of the student;
4. Liaise with the school and parents over holiday arrangements for the student;
5. Make appropriate arrangements for medical care for the student;
6. Inform the school in writing of arrival and departure travel arrangements when a student arrives at or leaves the school for a weekend or a longer holiday period. The school must know the exact details of a student's accommodation and method of travel, including flight numbers if applicable, in all cases when the student is going away from the school.

Guardians should also respect the rights, religion and customs of the student, and adhere to what is commonly regarded as best practice in the Guardianship and hosting of students. This includes having in place a proper agreement with the student's parents in which the Guardian's responsibilities are clearly set out.

### **3. If a satisfactory Guardian has not been appointed**

If a student does not have a Guardian when required to do so by the school, or if the appointed Guardian is considered by the school to be unsatisfactory, the school will invite parents to find a new Guardian. Should parents fail to do so within one week, they will be required to use an AEGIS-accredited organisation recommended by the school. Failure to provide a satisfactory guardianship arrangement may lead to the student being withdrawn from their place at d'Overbroeck's.

### **4. Informing us of a Guardianship arrangement**

We ask both the Parent(s) and the nominated Guardian to complete the relevant forms and to return them to us at the same time as the Enrolment Form. The Forms are designed to inform us of the guardianship arrangements and to provide us with the practical detail that we need.

If the proposed guardianship arrangement, as described in the forms that the parents and the nominated guardian complete, does not meet the conditions set out in the policy, we will write to the parents to ask that an alternative arrangement be made. The school is required to ensure that all students are safe and that the guardianship arrangement is promoting the physical and emotional wellbeing of the student.

### **5. Forms to be completed by the Parents and the Guardian**

The forms that we ask the parents and the guardians to complete are shown in the Appendix below.

## GUARDIAN'S NOMINATION (Form 1)

**Nomination Form to be completed by PARENTS in BLOCK CAPITALS please**

**PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL WITH THE ENROLMENT FORM**

Student's full name					
Student's date of birth					
Full names of the student's parents					
Guardian's title (please circle)	Mr	Mrs	Miss	Ms	Dr
Guardian's full name					
Guardian's full address (and the address of the Guardianship organisation where applicable)					
Guardian's relationship to student	Company/ Agency	Family Member (please specify) .....	Family friend	Other (please specify) .....	
Guardian's telephone number			Mobile		
Guardian's email address					

The above named person/organisation has agreed to act as Guardian to our son/daughter and to undertake the following responsibilities:

1. To provide a point of contact throughout the school term and to be ready to accommodate our son / daughter at short notice in case of an emergency or crisis.
2. To provide suitable accommodation for our son/daughter and an appropriate degree of care and supervision during half-term breaks and longer holidays if they are not coming home to us.

3. If travel arrangements do not coincide with the beginning/end term dates, to provide accommodation and care for our son / daughter for the periods which fall outside the school's term dates.
4. To make suitable alternative arrangements if they are unable to accommodate our son/daughter and to inform the school of any such arrangements. Please note that we do not consider unsupervised stays in hotels, university residences or similar to be acceptable options.
5. To be ready to liaise with the school on our behalf in any matters relating to our son's/daughter's education and welfare (eg, academic progress, personal issues, matters of behaviour and discipline, physical and mental wellbeing, uniform and equipment, pocket money, etc.).
6. To inform the school in writing of arrival and departure travel arrangements when our son/daughter arrives at or leaves the school for a weekend or a longer holiday period.
7. To be ready to attend important parent/teacher meetings or any other special meetings at the school on our behalf.
8. To provide the name of an alternative UK contact if s/he (ie, the nominated Guardian) has to leave the UK at all during our school term-time.

I confirm that the above named person is over 25 years of age, lives full time in the UK, resides within 3 hours travel of the school, and is not a student in full- time education.

I undertake to notify the school in writing if a change of Guardian should become necessary. In such a case, I undertake to provide full contact details of the new nominated Guardian to the school and to ensure that they complete a new GUARDIAN AGREEMENT form for the school.

I accept the school's Guardianship Policy and Terms and Conditions.

**Name of Parent 1:** ..... **Name of Parent 2:** .....

**Signature:** ..... **Signature:** .....

**Date:** ..... **Date:** .....



## GUARDIAN'S AGREEMENT (Form 2)

**Agreement form to be completed by the nominated GUARDIAN in BLOCK CAPITALS please**

**PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL WITH THE ENROLMENT FORM**

Student's full name					
Student's date of birth					
Guardian's title (please circle)	Mr	Mrs	Miss	Ms	Dr
Full name of Guardian (and Guardian's organisation where applicable)					
Guardian's relationship to student	Company/ Agency	Family Member (please specify)  .....	Family friend	Other (please specify)  .....	
Full address of Guardian (or Guardianship Organisation)					
Guardian's telephone number			Mobile		
Guardian's email address					

I understand the duties of a Guardian include the following responsibilities:

1. To provide a point of contact throughout the school term and to be ready to accommodate my ward at short notice in case of an emergency or crisis.
2. To provide suitable accommodation for my ward and an appropriate degree of care and supervision during half-term breaks and longer holidays if they are not going home to their parents. I fully understand that unsupervised stays in hotels, university residences or similar are not acceptable options.

3. If travel arrangements do not coincide with the beginning/end term dates, to provide accommodation and care for my ward for the periods which fall outside the school's term dates.
4. To make suitable alternative arrangements if I am unable to accommodate my ward and to inform the school of any such arrangements.
5. To be ready to liaise with the school in any matters relating to my ward's welfare (eg, academic progress, personal issues, matters of behaviour and discipline, physical and mental wellbeing, uniform and equipment, pocket money, etc.).
6. To Inform the school in writing of arrival and departure travel arrangements when my ward arrives at or leaves the school for a weekend or a longer holiday period.
7. To be ready to attend important parent/teacher meetings or any other special meetings at the school on the parents' behalf.
8. To provide the name of an alternative UK contact if I leave the UK at all during term time. I understand that such a person must meet all the school's conditions for Guardians as set out in the school's Guardianship Policy and Terms and Conditions.

I confirm that as the appointed Guardian of the above named student I undertake the responsibilities listed above.

I confirm that I am over 25 years of age and that I am resident in the UK, and live in the UK full time within 3 hours travel of the school. I confirm that I am not a student in full-time education.

I accept the school's Guardianship Policy and Terms and Conditions.

**Guardian's name:** .....

**Signature:** .....

**Date:** .....

\*