



# Guardianship Policy and Agreement

*This policy refers to both Wellington Senior School and Wellington Prep School*

Headmaster	Eugene du Toit
Author	Laura Tabb – Head of Boarding
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Website	Yes

## **1. Introduction**

Wellington School welcomes students from all over the world and our international students are part of a diverse community of people who care for each other and grow as individuals, celebrating diversity and forging strong friendships. Living in a foreign country, in unfamiliar surroundings, and having to communicate in a different language presents a challenge to our international students. Our pastoral tutorial and boarding systems are designed to ensure that all international students are effectively supported as they integrate into School life.

All international students are required to have an Education Guardian whilst studying at Wellington. Guardianship provides another means of support for an international student whilst they are in the UK, and allows them to have another adult outside of the School who they can turn to for assistance or advice, and who will provide accommodation when the School is closed and it may be impractical to travel home.

## **2. Policy Aims**

- To provide the parents of international students (and the Guardians they appoint) with a clear explanation of the School's expectations relating to educational guardianship.
- To provide the parents of international students with a clear explanation of the responsibilities of the Educational Guardian they appoint.
- To make known to the parents of international students that the School reserves the right to determine the acceptability of arrangements made for their son or daughter when they are residing out of school; should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements.
- To provide a pro-forma for the registration of an educational guardian.
- To provide details on how communications between the School, international parents and Educational Guardians will operate.

## **3. Guardian Requirements**

It is the primary responsibility of the parents to appoint an Education Guardian and the selection of the appropriate person or organisation rests with the parents. Wellington School may be able to provide details of agencies or individuals who have acted as guardians to students from the School in the past, but we do not recommend any specific agency or individual. Parents must fully satisfy themselves as to the suitability of their chosen Education Guardian.

- The appointed Guardian may be a nominated friend of the family or another family member, or may be employed by a professional Guardianship Agency.
- Most overseas parents use a guardianship agency to act as Education Guardian. Guardianship agencies typically arrange accommodation as well as acting as Educational Guardian for their students. Guardianship agencies will usually arrange accommodation for their students through host families, although sometimes other accommodation options will be used. Host families will then be responsible for providing the day to day care of the student, accommodation and meals. If the guardianship agency arranges accommodation for the child or young person, the agency will be responsible for ensuring the quality and safety of the accommodation including the necessary recruitment (DBS) checks.
- must be over 25 years of age and should not be a full-time student.

- should have a permanent place of residence in the UK and ideally should reside within three hours travelling distance from the School, by either car or public transport.
- should be English speaking and able to provide a point of contact for the School at all times.
- should liaise with the School over School holiday arrangements, including informing the School about details of travel arrangements made for students leaving on all authorised breaks and at the beginning and end of term. This information must be provided in writing (email is acceptable), by the deadline set by the School's Admissions Coordinator.
- should provide accurate contact information (including telephone/mobile, email and full address contact details) to the Wellington School Admissions Office and regularly update this information as necessary.
- must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the School (including periods of long-term illness and disciplinary measures); regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.
- must, if they are going to be away from their UK home, for however short a time, notify the Housemistress or Housemaster and give full contact details for the period of absence including the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf. This must be done two weeks before the travel date.
- (or, where possible, parents) is expected to attend Parents' Evenings and School events. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the School by appointment.
- should be familiar with the School's rules, regulations and policies and support the School's aims and values.
- must ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- must, in the event of a change of Guardian, communicate this promptly to the School in writing, providing all necessary details in order to facilitate continuous care.

#### **4. Appointing an Educational Guardian**

Where international students need to apply for a student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number may not be issued until the School is satisfied that appropriate Guardian arrangements are in place.

Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Students) an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international students. There is no legal requirement that a guardianship organisation has to be AEGIS accredited but it is considered best practice. Please see their website for further details: [www.aegisuk.net](http://www.aegisuk.net)

Details of specific safeguarding requirements of any Educational Guardian appointed can be found at [www.aegisuk.net](http://www.aegisuk.net).

## **5. Private Foster Care Arrangements**

The following applies to any pupil under the age of 16 (or under the age of 18 if disabled):

Any Education Guardian who is not a close relative of the pupil (defined as: brother, sister, aunt, uncle, grandparent or step parent) and with whom a pupil will be staying for a continuous period of 28 days or more while they are a pupil at the School (for example during a long vacation between terms) is considered by the state to be providing a Private Foster Care Arrangement. Anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals from the local authority of the borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.

The School must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The School will therefore require evidence of approvals from any Education Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

Please contact the Admissions Office at Wellington School if you require any further details or assistance.

## Wellington School Guardianship Agreement

This form should be completed and signed, **both by the parents and by the guardian**, and returned to the Admissions office at Wellington School.

Full name of Student: \_\_\_\_\_

Date of Birth of Student: \_\_\_\_\_

**EITHER** – if using a Guardianship agency, please provide name of agency below.

Name: \_\_\_\_\_

**OR** – if using a Guardian who is a personal contact, please provide details below.

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

I authorise the person or agency named above to accept responsibility for my son or daughter and to take and necessary decisions, should the need arise, while they are resident at school. I confirm that I have read and understood the school's Guardianship Policy.

**Signature of Parent**

Date:

\_\_\_\_\_

I, the person or agency nominated above, agree to accept responsibility as outlined, and confirm that I shall be available to be contacted in an emergency, or when it is necessary for accommodation to be provided (e.g. at half-terms or in an emergency). I confirm that I have read and understood the school's Guardianship Policy.

**Signature of Guardian** (agency or personal contact) Date:

\_\_\_\_\_

I, the person or agency nominated above confirm that the guardianship provided to the pupil (tick as appropriate):

**Will not** at any time constitute a Private Foster Care Arrangement as defined in section 5 above.

**OR**

**Will / may** constitute a Private Foster Care Arrangement as defined in section 5 above. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the School.