Guardianship Policy and Agreement

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

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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 Educational 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:-

- must be a UK-based British citizen or a person who is settled in the United Kingdom(for example, holding Indefinite Leave to Remain or Settled Status under the EU Settlement Scheme) For UKVI purposes, *"settled"* means that the person is ordinarily resident in the UK without any time limit on their stay. (In accordance with the Immigration Rules under **Appendix Child Student** of the UK Immigration Rules (as amended by *Statement of Changes HC 733*).
- 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.
- must not be a member of the School staff
- should ideally reside within three hours travelling distance from the School, by either car or public transport, unless otherwise agreed in writing by the School.
- should be English speaking and able to provide a point of contact for the School at all times.
- Should (unless acting as a "contact only" guardian) 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, in writing 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. (See the School website for further details)
- 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 will 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

Details of specific safeguarding requirements of any Educational Guardian appointed can be found at 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 that 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.

Guardian's Agreement

(This form is to be completed by the individual guardian or by the guardianship agency and returned to the Admissions Office before the start of the child's first term at Wellington School)

Full Name of Pupil:…….....…….....

House..... (block capitals)

Name and Address of Guardian or guardianship agency (block capitals):

……..

……..

Tel. (Home) ……...…..…. (Work) ……....

Email …….....

I agree that the duties of an individual guardian/agency include the following responsibilities:

To act in Loco Parentis

1. To provide a point of contact on a daily basis throughout the School term and be ready to accommodate the pupil in case of an emergency or crisis or in the unfortunate event of their being suspended from School.
2. To collect and deliver pupils to and from airports at half terms, beginnings and ends of term, where necessary.
3. To collect or arrange collection of the pupil from School for the half term holidays/longer holidays and to provide an appropriate degree of care and supervision during that time, where necessary.
4. To make suitable alternative arrangements if unable to accommodate the pupil.
5. To be involved in each and every arrangement for the pupil when residing away from school, for example when visiting the family of another pupil or friend in loco parentis
6. To communicate all such travel details in writing with the Housemaster or House mistress and to provide all necessary details prior to the pupil leaving school for longer holidays.
7. To be ready to attend important parents' conferences or other important meetings at the School on behalf of and with agreement of the parents.

8. To communicate with Housemaster or Housemistress on a regular basis regarding the welfare of the pupil.
9. To provide proof of address, such as a copy of a household bill, and proof of identity, such as a copy of a driving licence or passport, with this completed agreement (in the case of individual guardians only).

I confirm that as the appointed Guardian of the above- named pupil I undertake the responsibilities listed above. I am over 25 years of age and legally reside in the UK. I am not a full-time student living in accommodation provided by another educational institution.
Or:
I confirm that the above-named agency will undertake the responsibilities listed above. The agency will provide the above-named pupil with guardians who are over 25 years of age and legally reside in the UK. The agency will not use as guardians, students who live in accommodation provided by another educational institution. I accept the School's terms and conditions regarding my appointment as guardian/guardianship agency.

Name ……..……Signature Guardian/Guardian Agency

Date ……..

Parental Nomination of Guardian/Agency

(This form is to be completed by parents and returned to the Admissions Office before the start of the child's first term at Wellington School.)

Full Name of Pupil:……..……... House …….
(block capitals)

Name and Address of Guardian or Guardianship Agency (block capitals):

……..

……..

Tel. (Home) ……..…… (Work) ……....

Email …….....

The above-named person/agency is authorised by me to undertake the following responsibilities for my son/daughter throughout the time that they are attending Wellington School, or until I authorise that the situation has changed:

1. To provide a point of contact on a daily basis throughout the School term and be ready to accommodate my son/daughter in case of an emergency or crisis or in the unfortunate event of their being suspended from School.
2. To collect and deliver pupils to and from airports at half terms, beginnings and ends of term, where necessary
3. To collect or arrange the collection of my son/daughter from School for the half term holidays/longer holidays and to provide an appropriate degree of care and supervision during that time.
4. To make suitable alternative arrangements if unable to accommodate my son/daughter.
5. To be involved in each and every arrangement for my son/daughter when residing away from school, for example when visiting the family of another pupil or friend.
6. To communicate all such travel details in writing with the Housemaster or House mistress and to provide all necessary details prior to my son/daughter leaving school for longer holidays.
7. To be ready to attend important parents' conferences or other important meetings at the School on my behalf.
8. To communicate with Housemaster or Housemistress on a regular basis regarding the welfare of my son/daughter.

I confirm that the above-named person is over 25 years of age, is resident in the UK and is English speaking. This person is not a full-time student living in accommodation provided by another educational institution.

Or :

I confirm that the above-named agency will provide my son/daughter with a guardian who is over 25 years of age, resident in the UK and is English speaking. This person will not be a full-time student living in accommodation provided by another education institution.

I also undertake to notify the School in writing of any change of guardian or of guardianship agency and to provide contact details of the new guardian or agency.

I accept the School's terms and conditions regarding the appointment of a guardian for my child.

Name ……..... Signature(s) (1) ...…….....(Parent)

Date ……..…… (2) ……...…… (Parent)