



## Guardianship Charter

Parents who appoint a family member or friend to be their child's UK guardian must ensure that the guardian they nominate is fully aware of their responsibilities. All guardians must be able to fulfil the College's detailed list of requirements below.

### Eligibility of Guardians

1. All guardians must be over the age of 25
2. All guardians must have a permanent place of residence in the UK (preferably within two hours of the College).
3. The guardian must be a person who is not regularly involved in travelling overseas other than for holidays.

### Guardians Role and Responsibilities

Guardians of Haileybury pupils must agree to:

1. Arrange a visit to Haileybury within two weeks of the date that the pupil's course commences and bring with them proof of residency in the UK and a copy of photographic ID (copies of these will be taken by the Admissions Team). The guardian will meet the pupil's Housemaster/mistress so clear lines of communication can be established. It is expected that the guardian, will maintain regular communication with the pupil and their Housemaster/mistress, particularly with regards to transport arrangements and pick up/drop off times during EXEATS, holidays etc.
2. Be contactable at all times and ready to deal with immediate problems or emergencies, including for example; the removal of an international pupil from College for disciplinary reasons or for illness and hospital admissions.
3. Notify the College of any change of address or emergency contact information if they are out of the country for a short period of time.
4. Be at home when the international pupil is there and provide suitable living and studying accommodation in accordance with the Children Act (1989) and other UK legislation.
5. Collect and return the pupil to and from, the College in accordance with the published dates at half terms, end of terms and as agreed or ensure that suitable arrangements are made and confirmed in advance with the College.



6. Exercise the same caution as a responsible parent in allowing the pupil to stay somewhere other than the guardian's home.
7. Advise the College immediately if arrangements have been made to allow the pupil to reside overnight anywhere other than your home. Never allow the pupil to reside where there is no means of contact with the guardian or the parents.
8. Provide a friendly and family orientated environment for the pupil, with sufficient privacy and access to washing facilities etc.
9. Provide suitable and sufficient food for the pupil and take into consideration any medical, religious or dietary requirements as provided on the medical/information form supplied by the College.
10. Ensure that any pupil requiring medication receives the prescribed dosage and that the administration of all drugs is recorded with date and time, in accordance with the medical information supplied by the College Health Centre.
11. Ensure that all pupils receive the medical attention they require. Full details of any visits to the doctor/hospital and any drugs prescribed must be passed to the College Medical Officer upon the pupil's return.

If at any time, the nominated guardian is unable to meet the College's requirements; Haileybury will require the parents to appoint an AEGIS accredited Guardianship Organisation (Association for the Education and Guardianship of International Pupils) to make adequate guardianship arrangements for the pupil. A list of accredited organisations can be found at [www.aegisuk.net](http://www.aegisuk.net).

If at any time, the College considers the guardianship arrangements to be unsatisfactory, then the College reserves the right to exclude the pupil until appropriate arrangements can be made.



## Guardian's Details

Full Name of Appointed Guardian:

Relationship to pupil:

House Number/Name:

Street:

Town or City:

Postcode:

Telephone Number:

Mobile Number:

Email Address:

I/We, the parents of ..... (*pupil's name*), ..... (*date of birth*) hereby appoint the above to be our son/daughter's UK guardian.

\_\_\_\_\_ (Signature of Parent)

\_\_\_\_\_ (Signature of Guardian)

Date \_\_\_\_/\_\_\_\_/\_\_\_\_