



Educational Guardian Policy

Policy date:	September 2024
Date of next review:	September 2025
Owner:	Director of Admissions and Marketing
SLT committee responsible:	Admissions Committee
Intended audience:	Parents, prospective parents, guardians
Location:	School Portal, Governor Portal and website

1. Introduction

- 1.1. It is the School's policy that all overseas pupils have an Educational Guardian who is resident in the UK for the duration of their studies at Haileybury. The School does not itself appoint Educational Guardians - this is the responsibility of parents or carers.
- 1.2. An Educational Guardian can be either a family member or friend, or an AEGIS accredited guardianship organisation (Association for the Education and Guardianship of International Students). The role of the Educational Guardian is to provide care during school holidays, Exeat weekends and at any other times as requested by the School, and to be contactable in the event of any emergency (see below for further details).
- 1.3. Parents and Educational Guardians will be asked to sign the form attached to this policy (Appendix A) to confirm their understanding of the requirements.

2. Requirements and role of a Guardian

- 2.1. The School Office actively oversees all guardians to satisfy themselves that the guardianship arrangement is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder. Existing guardians are written to at the end of an academic year to confirm that they will continue to act on behalf of the pupil. At the start of the new academic year, the School Office contacts parents who are asked to send the guardian arrangements verification form to personal contact guardians, or non-AEGIS agency guardians. This enables the school to check that the guardianship is legitimate - either through checking membership of AEGIS or by ensuring that the guardian is a long-standing (two years or more) family friend or member of the family or previously known to and still considered satisfactory by the School from previous interactions and guardianship provision. Where concerns are raised in any area, they are referred to the Deputy Head (Pastoral) who will discuss with the Housemistress/Housemaster (HM) and pupil to investigate further. Pupils are surveyed where any concerns are raised over the suitability of their guardian. If a pupil returns from time with their guardian and discloses information that raises concern, this is referred to the Deputy Head (Pastoral) to investigate further.
- 2.2. The appointed Educational Guardian must be a responsible person over the age of 25 who has a permanent place of residence in the UK, preferably within two hours' travelling time of the School. Please note that the School will not accept university students living in university halls of residence as a Guardian.
- 2.3. Educational Guardians must agree to provide proof of residence in the UK and a copy of photographic ID (copies of which will be taken by School).
- 2.4. The Guardian must be contactable at all times, and readily available to deal with immediate problems or emergencies (for example, the removal of a pupil due to illness or for disciplinary reasons). A Guardian must not, therefore, be regularly involved in travelling overseas for any length of time.
- 2.5. The School recommends that the Guardian visits the School within the first term of a pupil's arrival at Haileybury when they will be introduced to the pupil's HM in order that clear lines of communication can be established. It is expected that the Guardian will maintain regular communication with the pupil and their HM, particularly with regards to transport arrangements and pick up/drop off times during Exeats, holidays etc.

- 2.6. The Guardian must notify the School immediately of any change of address or other contact information, and must provide alternative contact details if they are away from home for any period of time.
- 2.7. The Guardian must:
- 2.7.1. be at home when the pupil is there and provide suitable living and studying accommodation;
 - 2.7.2. be responsible for transporting the pupil to and from the School in accordance with the published dates for the start of term, half terms, at the end of terms, and as otherwise agreed, or ensure that suitable arrangements are made and confirmed in advance with the School;
 - 2.7.3. advise the School immediately if arrangements have been made to allow the pupil to reside overnight anywhere other than the Guardian's home;
 - 2.7.4. never allow the pupil to reside where there is no means of contact with the Guardian or the parents;
 - 2.7.5. provide a friendly and family-orientated environment for the pupil, with sufficient privacy and suitable facilities including access to washing facilities etc., and which safeguards the pupil's wellbeing;
 - 2.7.6. provide suitable and sufficient food for the pupil and take into consideration any medical, religious or dietary requirements as advised by the pupil's parents and/or the School;
 - 2.7.7. 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 School Health and Wellbeing Centre; and
 - 2.7.8. ensure that the pupil receives the care and medical attention they require and ensure that full details of any visits to a doctor or hospital and any drugs prescribed are passed to the School Health and Wellbeing Centre upon the pupil's return to school.

3. Parents' responsibilities

- 3.1. It is the responsibility of parents to ensure that the School has up to date contact information for a pupil's Educational Guardian at all times. For sponsored international pupils, the School requires full contact details of the appointed Guardian to be provided before it issues a Confirmation of Studies (CAS), to support any pupil's visa application. Thereafter, parents must ensure that the School is kept informed of a pupil's guardianship arrangements, including any change of Guardian.
- 3.2. The safety and wellbeing of our pupils when spending time away from the School is of primary importance, and for this reason we set out above the level of care we expect all Educational Guardians to provide to our pupils. However, it is the parents' responsibility to select a suitable Guardian for their child. Any guardianship arrangement is between parents and the Educational Guardian direct. Haileybury is not a party to any guardianship arrangement and therefore cannot accept responsibility for any agreement, financial or otherwise, between a parent and Guardian.

4. Leave requests

- 4.1. Pupils are not permitted to leave the School premises overnight unless consent from a parent or Guardian has been received. In the case of international sponsored pupils, the School is required to keep records of such leave and permission granted.

5. Concerns and queries

- 5.1. If at any time, the Educational Guardian appointed by the parents is unable to meet the School's requirements, or fails to comply with this Educational Guardianship Policy, the School may request that parents 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.
- 5.2. Any concerns about an Educational Guardianship arrangement will be acted on immediately and referred to any relevant agencies. If at any time, the School considers the Guardianship arrangements to be unsatisfactory, the School reserves the right to exclude the pupil until appropriate arrangements can be made.
- 5.3. If you have any queries regarding this policy, please contact the Admissions Department on admissions@haileybury.com (for prospective pupils) or the School Office at schooloffice@haileybury.com (for current pupils).

Appendix A - Guardianship Form

Guardian 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 confirm that the above has been appointed as Educational Guardian of
..... *[insert pupil name and House]*
and that they are authorised to receive the following information from the School:

Correspondence from the School: Yes/ No

Copy of the pupil's school report: Yes/ No

Copy of the School's invoices and other billing correspondence: Yes/No

I/We the undersigned agree to comply with the School's Educational Guardian Policy, a copy of which we have seen *(also found on the School's website [here](#))*.

..... (Signature of Parent)

(Date)

..... (Signature of Guardian)

(Date)

Version history		
Date	Reviewed by	Notes
March 2022	SLT	New policy approved
September 2022	Deputy Bursar (CM)	Updated in line with NMS changes
September 2023	SLT	Reviewed and approved
May 2024	Governors' Safeguarding and Wellbeing Committee	Reviewed
September 2024	Chief Operating Officer	Reviewed and updated
September 2024	SLT	Reviewed