



Educational Guardian Policy

| | |
|----------------------|--|
| Policy date: | September 2025 |
| Date of next review: | September 2026 |
| Owner: | Director of Admissions and Marketing |
| Leadership Team: | Senior Leadership Team |
| Intended audience: | Parents, prospective parents, guardians |
| Location: | School Portal, Governor Portal and website |

1. Introduction

- 1.1. The safety and wellbeing of our pupils when spending time away from the School is of primary importance.**
- 1.2. It is the School's policy that all overseas pupils have an Educational Guardian who is British or has settled status 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.
- 1.3. 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 (if parents choose not to have their child remain at School) 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).
- 1.4. An Educational Guardian is not required in circumstances where the pupil's parent or carer is residing in the UK. In such cases, the parent or carer will remain as the emergency contact and will be responsible for providing care during holidays, Exeat weekends and at other times as requested by the School.
- 1.5. 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. The accommodation offered to the pupil must be a private address and not operated as a commercial enterprise such as a hotel or hostel.
- 2.3. Educational Guardians must agree to provide a copy of their passport, proof of residence and if not British, evidence of their settled status in the UK -(copies of which will be taken by School). Additionally, the School will request details of any other residents or regular visitors living in the house.

- 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 three weeks 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. Provide a safe, clean, hygienic living environment for the pupil(s) in their care;
 - 2.7.2. be at home when the pupil is there and provide suitable living and studying accommodation;
 - 2.7.3. 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;
 - 2.7.4. advise the School immediately if arrangements have been made to allow the pupil to reside overnight anywhere other than the Guardian's home;
 - 2.7.5. never allow the pupil to reside where there is no means of contact with the Guardian or the parents;
 - 2.7.6. 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;
 - 2.7.7. 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;
 - 2.7.8. 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
 - 2.7.9. 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 directly. 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, it is essential that an Overnight Request Form must be signed and submitted by the parents and reviewed and approved by the HM, each time the pupil plans to leave the campus. The School is required to maintain records of all such leave and the permissions granted to ensure compliance with UK Home Office regulations.

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 Students) 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).
- 5.4. After a period of leave where a boarder has stayed with a Guardian for any period of time they will be sent a questionnaire to assess their experience whilst under that Guardian's care. This will be collated by the DSL and evaluated. If a pupil's experience raises a concern this will be investigated with the Guardians and parents by the DSL and the HM.

Appendix A - Guardianship Form

Guardian Details

Full Name of Appointed Guardian:

Relationship to Parents:

House Number/Name:

Street:

Town or City:

Postcode:

Is the address above a private address? Yes/No

Telephone Number:

Mobile Number:

Email Address:

Please list below any other people regularly living with the appointed guardian including name, date of birth and contact details.

1.

2.

3.

I/We confirm that the appointed guardian and all those living in the above residence have not committed a criminal offence.

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 |
| April 2025 | Deputy Head (Pastoral) | Updated to include reference to overseas pupils whose Parent resides in the UK. |
| May 2025 | Director of Admissions and Marketing/ COO | Reviewed and updated |
| July - September 2025 | Deputy Master, Deputy Head (Pastoral) and Director of Admissions and Marketing | Reviewed; no amendments |
| September 2025 | Senior Leadership Team (SLT) | Reviewed and approved |
| September 2025 | Executive Leadership Team (ELT) | Reviewed and approved |