



TRURO  
HIGH SCHOOL  
*Girls First*

## POLICY 42

# EDUCATION GUARDIANSHIP POLICY

Policy reviewed by	Deputy Head
Governors' Committee	Education & Pastoral
Date reviewed	Michaelmas 2019
Next review date	Michaelmas 2021
Approval / Oversight	Oversight

# TRURO HIGH SCHOOL

## EDUCATION GUARDIANSHIP

1. This policy should be read in conjunction with the Admissions Policy and the Joining Instructions sent to parents/carers by the School.
2. An education guardian is someone who has been appointed to care for an international pupil in the UK and who has been delegated temporary parental responsibility by the parents/carers residing overseas.
3. During term time, the School takes responsibility for each pupil's welfare and acts *in loco parentis*. However, there are times (e.g. half term breaks, medical circumstances, or if a pupil is excluded by the School) when the School must be able to hand over parental responsibilities to another adult – the appointed education guardian.
4. All parents/carers who are resident abroad must arrange appropriate guardianship support for their daughter(s), regardless of age, while they are pupils at Truro High School.
5. All guardians must be resident in the UK and able to act with the full authority of the parents/carers. For further details of the eligibility of someone to act as an education guardian see Appendix 1 below. All education guardians are expected to confirm to the Head of Boarding that they have read the policy and agree to abide by its terms.
6. The choice of guardian is the responsibility of the parents/carers. The School can accept no legal responsibility for any guardianship arrangements. The School expects the guardianship arrangements to meet the expectations outlined in this policy.
7. It is the responsibility of the parents/carers to ensure appropriate safeguarding checks are carried out on the education guardian.
8. Parents/carers must inform the School of the name and address of their daughter's education guardian. Any change of education guardian must also be communicated to the School.
9. The School's Registrar is responsible for ensuring that parents/carers nominate an education guardian. This information is recorded on the School's management information system (Pass/3Sys).
10. It is the responsibility of the parents/carers to fill in guardianship details on the contact form and to ensure that the nominated guardian or guardian agency contacts the Head of Boarding to confirm they have read the policy and will abide by the guidelines and responsibilities outlined in it.
11. It is the responsibility of the School's House Parent to liaise with the education guardian and parents/carers regarding the welfare of the pupil both during term time and half term holidays. This includes checking travel and accommodation arrangements for half-term travel.

- 12.** It is the School's policy that boarders with a contagious or longer-term illness (e.g. flu, D&V, illness needing isolation) are collected by a parent/carer or education guardian, and that they remain out of School until they are fit to return.
- 13.** Parents/carers are required to make boarding staff aware of the travel and accommodation arrangements of their daughter before the start of every holiday. This information is required at least two weeks in advance of the holiday. It is essential that all pupils, whatever their age, understand that absolutely no changes can be made to these arrangements without the express agreement of the School, the guardian and the parents/carers.
- 14.** Boarding staff keep a record of all travel and accommodation arrangements.
- 15.** Parents/carers are required to fill in guardianship details on the Contact form

# Appendix 1: Eligibility of Education Guardians

- The guardian may be an appointed guardian via a guardianship agency or a nominated friend of the family or another family member.
- The guardian should be over 25 years of age.
- The guardian must have a permanent or semi-permanent place of residence in the UK, independent of any educational institution.
- The guardian must live in the UK and be willing and able to collect the pupil at short notice.
- The guardian must speak sufficient English to communicate adequately with the School.
- The guardian must not be a full-time student.

Where parents/carers do not appoint a family member or friend as an education guardian, the School strongly recommends that they appoint a reputable guardianship agency which is accredited by AEGIS (the Association of Educational Guardians for International Students).

## Appendix 2: Role and Responsibilities of Education Guardians

- To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
- To provide suitable living and studying accommodation in accordance with the Children Act (1989) and other UK legislation.
- To respect and support the rights, religion and customs of the pupil.
- To ensure that any pupil requiring medication receives the prescribed dosage and that the administration of drugs is recorded in accordance with the medical information supplied by the School's Health Centre.
- To ensure that pupils receive any medical attention they may require. Full details of any visits to the doctor/hospital and any drugs prescribed must be passed to the Health Centre upon the pupils return.
- To ensure that the pupil in their charge is resident with them during half-term or full holidays, unless the pupil is going home. Bed and breakfast or hotel accommodation do not fulfil this requirement unless the education guardian is staying with the pupil at the same establishment.
- To provide safe care during any absence from the School, e.g. long-term illness or exclusion, and to be willing and able to collect the pupil at short notice in such circumstances. In the unusual event of the School having to close due to an epidemic or a pandemic the education guardian will be responsible for collecting and caring for the pupil.
- To collect and return the pupil to and from the School in accordance with the published term dates or to ensure that suitable arrangements are made and confirmed in writing with the School.
- To be willing to receive school reports and other communication from the School and to attend Parents' Evenings if requested to by the pupil's parents/carers.
- To provide immediate contact information if they are away from their UK home or out of contact for any period of time. This second contact must be appointed by the guardianship organisation or fully authorised by the parents/carers and will be subject to the same requirements as the main appointed guardian.
- To be familiar with the School's rules, regulations and policies.
- To notify the school of any change of contact details.

Exceptions to the above arrangements will be looked at on an individual basis and must be done in advance and with full written agreement of the School and family.

# Appendix 3: Parents' Declaration Form

## EDUCATIONAL GUARDIANS

### PARENTS' DECLARATION

Name of pupil.....

I confirm that I have read the Educational Guardianship policy, including Appendices, and that I understand that:

- I am required to appoint a Guardian who is resident in the Mainland UK and who lives within 200 miles of Truro.
- The School expects my daughter to be resident with the Guardian I appoint during half-term holidays or full holidays unless she is returning home.
- I am required to make boarding staff aware of the travel and accommodation arrangements of their daughter two weeks before the start of every half-term or full holiday.

We nominate

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of

Address

Tel number

Email address

to act as Educational Guardian of our daughter,

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All Educational Guardians undertake to safeguard and promote the welfare of the pupil on behalf of the parents. Note: All Guardians should be aware that if they provide accommodation for children under 16 for more than 27 days cumulatively in any year, they may be required by law to register as a children's home.

We have asked the Guardian to fulfil the roles and responsibilities outlined in the Guardianship Policy and are satisfied that the person(s) named are fit to undertake the roles

We wish to specify the following limits to the role of the Guardian: *\_(to be completed if required)*

Signed:

Dated:

*This form should be returned to*

*Jo Norriss (Executive Assistant), Truro High School, Falmouth Road, Truro. TR1 2HU as soon as it has been signed.*

Two copies will be forwarded to the Guardian by the School. The Guardian will be asked to sign one to show that they understand their role as a Guardian, and to keep the other for their own records.

## Appendix 4: Guardian's Declaration Form

### **GUARDIAN'S DECLARATION (One copy to be signed/returned to Truro High School.)**

Name of pupil.....

I hereby agree to undertake the role of Educational Guardian as defined below and to follow applicable school policies and instructions:

- I am expected to act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
- The School expects the pupil in my charge to be resident with me during half-term holidays or full holidays unless she is returning home.
- I am expected to provide safe care for the pupil in my charge during any absence from the School, e.g. long-term illness or exclusion. In the unusual event of the School having to close due to an epidemic or a pandemic I will be responsible for collecting and caring for the pupil.
- It is my responsibility to collect and return the pupil to and from the School in accordance with the published term dates or to ensure that suitable arrangements are made and confirmed in writing with the School.

Signed

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Dated:

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