 <b>HOLYPORT COLLEGE</b>	<b>Guardianship Policy</b>	
	Effective Date: 06.06.2024	Version No: v1.1


<b>Title</b>	<b>HOLYPORT COLLEGE GUARDIANSHIP POLICY</b>
<b>Person responsible for policy formulation, implementation, maintenance and evaluation</b>	Deputy Head Master
<b>Persons consulted</b>	ELT GWC
<b>Adopted by Governors on</b>	March 2022
<b>Current Review</b>	June 2024
<b>Date of future review</b>	June 2027

### REVISION STATUS TABLE

Revision No	Effective Date	Summary of Revision	Reviewed		Approved/Noted	
			By	Date	By	Date
v1.0	03/2022	New policy	GWC	03/2022	GWC	03/2022
v1.1	06.06.2024	Review	SGA	06.06.24	GWC	06.06.24

### POLICY DOCUMENT REVIEW

This Policy document is subject to a periodic review (every 3 years) by Holyport College that is formally documented to ensure its continuing suitability, adequacy and effectiveness. Areas subject to review include, but are not limited to, follow-up action from previous reviews, policy conformity, review of complaints, status of corrective and

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preventive actions, and improvements for the forthcoming year. Holyport College reserves the right to amend this Policy by notice following such review in circumstances in which it considers such change to be necessary or appropriate.


1. Introduction
2. Definitions
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4. Identity Verification
5. Guardian Responsibilities
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## **1. Introduction**

Holyport College has a strong boarding ethos and greatly values the diversity that both its UK and international pupils bring to the college's community.

We very much value the input and the support of our Guardians. A Guardian can provide support for boarders outside of school and boarding, a friendly voice in times of need, and a homely environment outside of school which helps boarders to have a well-needed break at times, as well as providing support at times of crisis.

Under the Children Act 1989, the College is required to safeguard and promote the welfare of pupils. During term time the College is responsible for a pupil's welfare and acts *in loco parentis*. However, there are times when the College must be able to hand over these parental responsibilities to an appointed Educational Guardian. For this reason, the College requires all of its boarding or day pupils whose parents or legal guardians do not live in the United Kingdom to have Educational Guardians.

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The College may request a change of Guardian or revision of the arrangement if it is felt necessary. It should be noted, for example, that the College does not consider unsupervised stays in hotels or bed and breakfast accommodation to be an acceptable level of accommodation or care.

## **2. Definitions**

In this document, the term ‘Guardian’ refers to an **Educational Guardian**, which involves a delegation of parental responsibility, usually for short periods of time. This is distinct from a **Legal Guardian**, which refers to a person who is appointed by a court of law to care for a child when a parent or guardian has died, or to a person acting as a guardian of a child’s estate.


## **3. Appointing a Guardian**

- Guardians are appointed by parents. The College can advise parents on how to find a guardian, if required, but the College does not appoint guardians.
- The appointed Guardian must be over 23 years of age and be permanently resident in the UK; they must be able to be at the College within two hours, if requested
- The appointed Guardian must be fluent in the English language and be able to provide a point of contact for the College at all times. If a Guardian is leaving the UK, they and the pupil’s parents should inform the school of alternative arrangements for the pupil’s guardianship in their absence
- Parents should inform the College if the Guardian is related to the Pupil and must give details as to how they are related, or whether the Guardian is an AEGIS Accredited or BSA Certified Guardian. Ideally the Guardian should be well known to the child, and be someone with whom the child feels happy and comfortable staying.

For many pupils where the family does not have a suitable contact in the UK, it is expected that the parents will appoint a Guardian via a reputable organisation. It is important to note that the College does not recommend any specific agency or organisation, but would encourage parents to ensure that it is a member of either:

[The Association for the Education and Guardianship of International Students \(AEGIS\).](#)

[The BSA’s Certified Guardian Scheme](#)

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- In a crisis, if the House Master or Deputy Head Master are unable to contact parents, the Guardian may be needed to give permission for medical care. If neither parents nor Guardian can be contacted, the House Master acts in *loco parentis* – as if they were the legal Guardian in the best interests of the child.
- If an appointed Guardian’s details change during a pupil’s time at the College, it is the parents’ responsibility to ensure accurate updated contact details (telephone, mobile, email and full postal address) are communicated to the pupils’ House Master, as soon as possible, in order to ensure continuity of care.
- Guardians must be resident in the UK for the entire duration of the pupil’s stay in Holyport College Boarding and must have evidence of their right to remain in the UK.
- Guardians must be able to provide the documents listed in clause 4 below.

The Holyport College Guardianship Agreement can be found in the Appendix to this policy. Both the Parent(s) of the pupil and the Educational Guardian must complete and return the consent form before an Educational Guardian can be assessed and confirmed by the College as an acceptable person to undertake the responsibilities outlined in this Policy.


**Pupils who are required by this Policy to have an Educational Guardian will only start at the College when a suitable Guardian has been appointed and the Guardianship Agreement (as set out in the Appendix hereto) has been signed by the parent(s) and the Educational Guardian.**

#### **4. Identity Verification**

4.1 The College has a duty to undertake appropriate checks on Guardians. Any person undertaking the responsibilities of Guardians is required to provide the following documents [for every adult member of the household over the age of 18]. This is required for the purposes of identity verification and safeguarding:

- One form of photographic ID (eg. Passport, driving license, national identity card)
- One proof of address (eg. Utility bill, mortgage or rental agreement)
- Evidence of their right to reside in the UK (eg Passport and Biometric Residence Permit card).

4.2 Where the Guardian is appointed by a guardianship agency, the agency will be required to confirm that:

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- it has the evidence specified in 4.1 above, which should be in date for immigration documents
- it has completed all relevant safeguarding checks on the Educational Guardian

4.3 the Deputy Head Master will hold a virtual meeting (Google Meet/Zoom) with Guardians to double check that they are comfortable with the responsibilities they are undertaking. This will include direct reference to the following documents:


- *Holyport College Educational Guardianship Policy* - item 5 Guardianship Responsibilities
- *Holyport College Educational Guardianship Contract* - checking understanding of *Guardian Duties* and *Guardian Regulations*

Where it is deemed necessary, the College may require to undertake home visits of Guardians.

## **5. Guardian Responsibilities**

All Guardians must be prepared to undertake, where necessary, the following responsibilities:

- To provide a 24-hour point of contact throughout the academic year.
- To be ready to accommodate and take responsibility for the pupil at short notice in case of emergency or crisis.
- To provide a home-like, safe and suitable accommodation for the pupil with an appropriate degree of care and supervision when they cannot be accommodated at the College and to liaise with the House Master regarding these arrangements. Occasions are likely to include, but are not restricted to:
  - Exeat Weekends
  - Half-term breaks and longer holidays
  - If a pupil is ill or injured and needs to recuperate away from the college
  - If the college requires a pupil to leave for disciplinary reasons or because the college determines it to be in the pupil's best interests
  - Any other occasion when the pupil is released from the college

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- To make suitable alternative arrangements if they are unable to accommodate the pupil themselves and to inform both House Master and parents of the arrangements.
- To liaise with the School over all matters relating to the pupil’s welfare, including pastoral, academic and medical care.
- To act with delegated parental authority in the case of an emergency or crisis and to make appropriate arrangements for medical care.
- To notify the pupil’s House Master if the Guardian is planning to leave the UK and to ensure that the pupil’s parent(s) have appointed a suitable replacement/temporary guardian to act whilst they are outside the UK.

## **6. Private Fostering**


Pupils under the age of 16 who stay with persons in the UK who are not their parents or close relatives for 28 days or more (consecutively) during term-time or school holidays, may be subject to the law on private fostering. The college may be required to contact the relevant local authority to ensure appropriate safeguarding is in place. ‘Close relative’ for the is defined as a person aged over 18 who is the pupil’s grandparent, brother, sister, step-parent, uncle (the brother or half-brother of the pupil’s parent) or aunt (the sister or half-sister of the pupil’s parent).

The College has a duty under the National Minimum Standards for boarding to inform the local authority in which a boarder is staying, should they be staying with anyone who is not a ‘close relative’ under the definition above from over 28 days. Please note this includes some relatives including cousins which families may consider a ‘close relative’, but which are not covered by the above definition. In such cases, the Local Authority may visit the family and undertake an assessment in order for the child to continue living with the Guardian. This assessment may involve requesting to meet all adult members of the family.

## **7. Homestay Arrangements**

A Homestay arrangement is where the pupil’s parent(s) appoint a person to take temporary responsibility for the safety and wellbeing of the pupil, for instance over a weekend or school holidays. This is normally arranged through the Guardian who will be expected to carry out all required safeguarding checks on the Homestay family.

The parent(s) or the Guardian must provide the pupil’s House Master with details of the person(s) with whom the pupil is staying as part of the Homestay prior to the Homestay. These persons must be in the UK for the entire duration of the pupil’s stay with them, be over 23 years of age and have the right to reside in the UK.

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The Homestay host must take responsibility for the welfare of the pupil during their stay; remain contactable at all times; make House Masters aware of any welfare concerns and ensure that the pupil returns to School at the required time.

As with Guardians, the Homestay provider should provide the identity documents outlined in Section 4 of this policy.