



St Paul's School
FOUNDED 1509

Educational Guardianship Policy and Agreement

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This policy is available on the Handbook page of the School Intranet and policies page of the School website and can be made available in large print or other accessible format if required; such requests can be made by email to policyquery@stpaulsschool.org.uk

The School recognises its moral and statutory responsibility to safeguard and promote the welfare of all children. We endeavour to provide a safe and welcoming environment, whether in School or in a remote learning environment, where children are respected and valued and to always consider the best interests of the child. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice. We operate within a culture of openness and recognise and accept that abuse can happen in any organisation.

Educational Guardianship

It is vital for certain pupils attending St Paul's that an appropriate Educational Guardian is appointed. This policy contains details of which pupils will require an Education Guardian; the roles and responsibilities of an Education Guardian, and how a parent should select one; and what forms must be completed and returned to the School. *Reference to 'parent/s' within this policy includes any adult who has legal responsibility for the child.*

1. Does my child need an Educational Guardian?

The Parents of a child will need to appoint an Educational Guardian for a child if:

- a. The child is a day pupil and is residing in the care of someone (a host) who is not their parent. This person should be nominated as the Educational Guardian.
- b. The child is a boarding pupil and the parents live further than 2 hours travelling time from the School.
- c. The child is a boarding pupil, and is seeking to become a day student who will not be living with their parents.

All parents of children in these categories must read this policy, appoint an appropriate Educational Guardian and then complete and return the relevant forms required, as detailed below.

Note:

A. *Any form of hosting or Educational Guardianship is classified as a Private Fostering Arrangement if:*

- i. the Educational Guardian or host adult is not a close relative (the child's grandparent, brother, sister, step-parent, uncle or aunt), and
- ii. the child is under the age of 16 (or 18 if the child has a disability), and
- iii. the child is placed for longer than 28 (consecutive) days.

Private fostering arrangements incur additional obligations, which are detailed in Section 5 below.

B. If the Child is sponsored by the school on a **Child Student visa the child will be living with a close relative or private foster carer, that close relative or private foster carer **must** be:**

- i. a British or Irish citizen; or
- ii. settled in the UK (i.e. someone who holds indefinite leave to remain or settled status).

Further, it is strongly recommended that all boarders who are sponsored on Child Student visas select an Educational Guardian who satisfies the immigration criteria above. Satisfying this condition will become mandatory for these pupils if their stay with their Educational Guardians exceeds 28 days.

2. Guardianship actions to take before your child begins his education at St Paul's

It is essential that all Guardianship appointments and actions are completed and in place before your child starts at St Paul's. If appropriate Educational Guardianship is not in place, St Paul's reserves the right to refuse to allow your child to begin at the School. The following actions must all be completed before your child is allowed to begin at the School:

- a. All relevant parents must read this policy and complete the St Paul's School Educational Guardianship Agreement (Appendix A) - Parent Form. If a child is a boarder and seeking to become a day pupil who will not be living with their parents, then Form D should also be completed.
- b. Where an Education Guardian is required, the appointed Guardians must also read this policy and must complete and return the St Paul's School Educational Guardianship Agreement (Appendix B) – Educational Guardian Form. For children sponsored with a Child

Student Visa who are not boarding, the Educational Guardian must also submit evidence of their right to reside in the UK.

- c. Where the guardianship arrangement will also amount to a private fostering arrangement, the obligations laid out in Section 6 must be met; and the form at Appendix C must also be completed.
- d. All relevant forms (A, B, C, D as appropriate) should be returned electronically via docusign (or by post to: the Admissions Office, St Paul's School, Lonsdale Road, London, SW13 9JT) .
- e. Education Guardians must have a meeting or phone call with the child's pastoral lead at School.
 - i. Boarders' Guardians should contact the Head of Boarding - tjp@stpaulsschool.org.uk.
 - ii. Day pupils' Guardians should contact admissions@stpaulsschool.org.uk, who will arrange a meeting with the relevant pastoral lead.

3. Selection of Educational Guardians

Educational Guardians are to take an active interest in the Child's progress at the school and provide support and assistance when required. For boarding pupils, they may also provide accommodation during the term or holidays when it is impractical to travel home.

Parents must select an appropriate Educational Guardian and they must be fully satisfied with their choice. Whilst the parent is responsible for the choice, the School will take steps to ensure the suitability of the Guardian and to ensure they promote the welfare and physical and emotional wellbeing of the child. These checks involve a video call with all prospective Guardians before School begins and surveys of pupil experiences after each Guardian stay. The school will act upon any concerns it has with regards to Educational Guardian arrangements and if required refer to parents or any relevant agencies.

St Paul's School does not recommend any specific guardian or agency however we recommend any professional Educational Guardian is affiliated with AEGIS (<https://aegisuk.net/>). The School will not appoint Educational Guardians and under no circumstances should any member of school staff be appointed as an educational guardian for a boarder.

a. Educational Guardian Requirements:

- i. they must be a nominated friend of the family, a family member, or be employed by a professional Guardianship Agency; and
- ii. they must be over 25 years of age and must not be a full-time student; and
- iii. for boarders - they must have a permanent or semi-permanent place of residence within two hours travelling distance from School.
for day pupils – they must have a permanent or semi-permanent place of residence within a commutable distance from the School; and
- iv. they must be English speaking and able to provide a point of contact for the School at all times; and

- v. when the pupil (of whatever age) is resident with them, they must be living in the accommodation full time. This includes being present overnight, providing suitable supervision and providing for their physical, academic and emotional needs; and
- vi. where a day pupil is living with an Educational Guardian and is a Child Student Visa holder (or where a boarder is a Child Student Visa holder, is aged below 16 and during the holidays will be residing with an Educational Guardian or a close relative), the guardian (or close relative) must be a British or Irish Citizen or have settled status in the UK.

b. Educational Guardian Responsibilities:

- i. they must provide accurate contact information (telephone, email and full address) to the St Paul's School Admissions Office. Any change in contact details must be immediately sent to changemydetails@stpaulsschool.org.uk; and
- ii. if the Guardian is unable to perform their duties or are absent from their declared residence, for however short a time,
 - boarding pupils must notify the Housemaster - tjp@stpaulsschool.org.uk
 - non-boarding pupils must notify the School: the Deputy Head (Pastoral) for SPS pupils, via dhppa@stpaulsschool.org.uk; or the Senior Deputy Head for SPJ pupils, via spjreceptionist@stpaulsschool.org.uk.

and appoint an alternative responsible person in the UK to temporarily act on their behalf. If this period extends beyond 14 days an alternative Educational Guardian must be appointed; and
- iii. any temporary or permanent change of Educational Guardian must be communicated promptly to the School in writing, accompanied by an updated version of both the Parent and Educational Guardian forms; and
- iv. they (and, where possible, parents) are expected to attend Parents' Evenings and School events. They are particularly welcome to attend events in advance of the child joining. They are encouraged to maintain regular contact with their charge and their pastoral leads (Tutor, Undermaster, Housemaster) and are welcome to visit the School by appointment; and
- v. they must be familiar with the School's rules, regulations and policies and support the School's aims and values; and
- vi. they must ensure that their own legal documents including immigration and passports are kept up-to-date and renewed/updated when necessary; and
- vii. in addition, make appropriate travel arrangements:

For children who will be boarding, the Educational Guardian must, in the parents' absence, liaise with the School over school holiday and exeat arrangements including details of travel arrangements; and must provide safe and suitable accommodation and appropriate care and supervision for the child during holidays and periods when they cannot be accommodated at the School (including periods of long-term illness, government-enforced quarantine, school closure, or where disciplinary measures require the pupil to reside away from school).

For children sponsored by the school on a Child Student visa:

Where the Educational Guardian is facilitating travel arrangements to and from the UK, and collecting the child on arrival in the UK, they must inform and obtain agreement from the school of planned arrangements. Agreement should be obtained in the case of:

boarders; from the Head of Boarding, via tjp@stpaulsschool.org.uk or

SPS day pupils; from the Deputy Head (Pastoral) via DHPPA@stpaulsschool.org.uk;

SPJ day pupils; from the Senior Deputy Head, via spjreception@stpaulsschool.org.uk.

They must immediately contact both parents and the school in the event that the pupil does not reach them at the specified time, whether that be arrival at an airport or at their home.

4. Authorisations

Parents must grant the authority to the Educational Guardian such that:

- a. they may attend the School premises in case of emergency and if deemed necessary by the School (provided that the Educational Guardian informs the Parent(s) immediately); and
- b. they may if necessary, liaise with the High Master or other members of the St Paul's staff in connection with matters related to health, welfare and educational progress of the Child; and
- c. they may be granted the responsibility, together with the parent, for ascertaining the whereabouts of the child should they not attend school; and
- d. they may attend School events including, for example, parents' meetings, Speech Day, as well as sports fixtures, concerts and other performances in which the child is participating; and
- e. they may arrange and, if appropriate, attend medical appointments for the child. They may provide consent for the Child to receive emergency medical treatment in the event that it proves not possible to contact the Parents/Legal Guardian in the appropriate time; and
- f. They may make all necessary travel arrangements including delivering and collecting the child to and from the appropriate airport or railway station and delivering and collecting them to and from the School at the beginning and end of term (in the case of boarders keeping the Housemaster informed of such arrangements and in the case of sponsored day pupils the School Pastoral team – section 3 b.vii)
- g. In addition, for children who will be boarding:
 - i. they may grant consent for the child to stay away from the boarding house overnight; and

- ii. they may collect and accommodate the Child in their home/arrange the safe accommodation of the child in the event that the Child is too ill to attend School.
- iii. they may collect and accommodate the Child in their home/arrange the safe accommodation of the child in the event that the Child is excluded for non-payment of fees or suspended for disciplinary or other reasons.
- iv. they may collect and accommodate the Child in their home/arrange the safe accommodation of the child at half-term and during holidays and at the beginning and end of term if required.

5. Private Foster Care Arrangements

Hosting/caring for a child becomes a Private Fostering Arrangement if:

- i. The host/educational guardian is not a close relative (the child's grandparent, brother, sister, step-parent, uncle or aunt); and
 - ii. The child is under the age of 16 (or 18 if the child has a disability); and
 - iii. The child is placed for longer than 28 (consecutive) days.
- a. If the child is a sponsored Child Student visa then the Educational Guardian for the purposes of the Private Fostering arrangement must be a British or Irish Citizen or have settled status in the UK.
 - b. Parents **and** Educational Guardians are **both** under a legal obligation to inform the Local Authority in which the Educational Guardian and child will be resident of **all** Private Fostering arrangements. This should be done in advance of entering into any such arrangement and includes where an existing Educational Guardianship arrangement changes to become a private fostering arrangement. Failure to do so without reasonable cause is an offence under the Children's Act 2004. The form in Appendix C should be used to inform the relevant Local Authority.
 - c. Parents and Educational Guardians must also inform the School via the Registrar (admissions@stpaulsschool.org.uk) **and** (for boarders) the Housemaster (tjp@stpaulsschool.org.uk) immediately. A copy of the form in Appendix C should be sent, along with a copy of the Local Authority's acknowledgement of receipt of the form.
 - d. The School has a mandatory duty to report any private fostering arrangement of which it comes aware to the relevant Local Authority. For those children sponsored on a Child Student visa the School must also inform UKVI.

6. Educational Guardians and Child / Student Visas

Where international pupils need to apply for a Child/Student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number **will not be issued until the School is satisfied that appropriate Educational Guardian arrangements are in place.**

Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Students) an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international students. Please see their website for further details: www.aegisuk.net

Appendix A

St Paul's School Educational Guardianship Agreement – Parent Form

This form must be completed and signed by the Parent(s) or Legal Guardian(s) and returned electronically via Docusign (or by post to: the Admissions Office, St Paul's School, Lonsdale Road, London, SW13 9JT) by Friday 9 June 2024.

Name of pupil (Forename)..... (Surname)

Date of birth

- ☐ I live within 2 hours of St Paul's School and so do not need an Educational Guardian. If this is the case, simply return this form - no further information is required.
- ☐ I live in the UK, however more than two hours from St Paul's School and have appointed an Educational Guardian.
- ☐ I live outside the UK and have appointed an Educational Guardian.

Are you using an Educational Guardian who is a personal contact?

- ☐ Yes
- ☐ No

Please state the relationship of the Educational Guardian to you:

.....

.....

Name of the Educational Guardian:

..... (Forename) (Surname)

Guardianship agency name (if relevant)

Address:

.....

..... Postcode

Telephone:

Email:

I / we confirm that I / we have legal custody and sole responsibility (delete as required) for the above pupil.

I / we hereby authorise the person or agency named above to accept and exercise responsibility for my son as outlined by the terms of the St Paul's Educational Guardianship Policy and, should it not prove possible to contact me, to take any necessary decisions requested by the School, should the need arise.

I / we confirm that the guardianship provided to the pupil (tick as appropriate):

- ☐ will constitute
- ☐ will not at any time constitute a Private Foster Care Arrangement as defined in the St Paul's Educational Guardianship Policy.

I / we have enclosed:

- ☐ the form sent to the UK local authority, confirming the applicant will be in the care of a private foster carer while in the UK; and
- ☐ the UK local authority's confirmation of receipt the notification of the private foster care arrangement.

[• Signature of father / legal guardian]

[• Signature of mother / legal guardian]

[• Full name of father / legal guardian]

[• Full name of mother / legal guardian]

Date

Date.....

Appendix B

St Paul's School Educational Guardianship Agreement – Educational Guardian Form

This form must be completed and signed by the Parent(s) or Legal Guardian(s) and returned electronically via Docusign (or by post to: the Admissions Office, St Paul's School, Lonsdale Road, London, SW13 9JT) by Friday 9 June 2024.

Name of pupil (Forename)..... (Surname)

(Please use capital letters)

Date of birth

Please state your relationship to the Parent/Legal Guardian

Please state the names of other children you have agreed to provide support for.

.....

.....

.....

Your name

Guardianship agency name (if relevant)

Address

.....

..... Postcode

Telephone

Email

☐

Accommodation will be provided for the pupil at the above address.

OR

☐

Accommodation will be provided at an alternative address:

Alternative contact name

Alternative address

..... Postcode

Telephone

Email

Reason for alternative address:

.....

☐

Accommodation will be provided with a host family.

☐

The family has undergone full vetting, Enhanced DBS checks as well as a check to ensure the hosts are suitable to host children.

☐

The accommodation is suitable, pleasant and safe.

Full details will be provided to the Housemaster in advance of each stay.

I/We the person or agency nominated above, agree to:

- Accept responsibility for the named child on the terms outlined in the St Paul's School Educational Guardianship Policy; and
- be available to be contacted in an emergency and when it is necessary for accommodation to be provided (eg during holidays or in an emergency); and
- attend events at St Paul's as requested; and
- liaise with a member of the School Pastoral team (Housemaster/Undermaster) when requested in advance of the pupil's commencement at St Paul's.

I/We confirm that the guardian ship provided to the pupil (tick as appropriate):

☐

will not at any time constitute a Private Foster Care Arrangement as defined in the St Paul's Educational Guardianship Policy.

- ☐ will constitute a Private Foster Care Arrangement as defined in the St Paul's Educational Guardianship Policy. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the School.

I have enclosed:

- ☐ Evidence of local authority approval of any private fostering arrangement.

If the pupil is a Child Student visa holder and will be accommodated by me for a period longer than 28 days then I have enclosed:

- ☐ a copy of my passport recognising my British/Irish Citizenship; or
- ☐ a copy of my BRP/a UKVI share code which recognises my settled status.

I confirm that the accommodation offered to the Child is a private address, and not operated as a commercial enterprise, such as a hotel or youth hostel.

Signature of Educational Guardian (agency or personal contact)

Date:

Appendix C

Notification to the local authority of a private foster care arrangement

Note to parent / legal guardian

Please amend the text in square brackets as appropriate and delete the square brackets once you have made the necessary amendments. Please then print out the three pages as this letter is to be sent to the relevant local authority AND a copy must be submitted with your child's Child Student visa application, together with the local authority's confirmation of receipt.

A copy of this letter should also be sent to the School. This form must be completed and signed by the appointed Educational Guardian and returned **by post** to the Admissions Office, St Paul's School, 80 Lonsdale Road, London SW13 9JT by Friday 9 June 2024.

<p>[• Full name and address of local authority]</p>	<p>[• Full name and address of parents(s)/legal guardian]</p> <p>[• Address]</p> <p>[• 00 month year]</p>
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Dear Sirs

NOTIFICATION OF A PRIVATE FOSTER CARE ARRANGEMENT

It is a mandatory requirement that we inform you that [• my / our] child will be residing with [• name of intended carer] at [• address of intended carer] under a private fostering agreement whilst they attend at [• name of school]. [• My / our] child will be staying in the UK until further notice so that they can attend school.

In accordance with schedule 1 of the Children (Private Arrangements for Fostering) Regulations 2005 [• I am / we are] required to provide you with the following information:

Child's full name:	
Sex:	
Date of birth:	
Religion:	
Racial origin:	
Cultural and linguistic background:	

<p>Details of any other address where [• I / we] have lived in the last five years:</p>	
<p>Name and address of any other person who has parental responsibility of [• my / our] child (if applicable):</p>	
<p>The names and address of [• my / our] child's sibling(s) that are under the age of 18 (if appropriate):</p>	
<p>Details of the care arrangements for the sibling(s) of [• my / our] child</p>	<p>[• With parents]</p>
<p>The name and current address of any person who is or was involved (whether or not directly) in arranging for [• my / our] child to be fostered privately:</p>	
<p>The date on which the private foster caring arrangement will start:</p>	
<p>The intended duration of the private foster caring arrangement:</p>	

The address where [• name of child] will be accommodated is a private address and is not operating as a commercial enterprise.

Please confirm in writing, by return, that you have received this notification letter.

Note: This is a requirement of UK Visas and Immigration and [• I / we] cannot apply for [• my / our] child's visa without the local authority's confirmation of this letter. (☐ Tick if applicable)

Yours faithfully

[• original signature of mother / father / legal guardian]

.....

[• original signature of mother / father / legal guardian]

.....

[• full name of mother / father / legal guardian]

[• full name of mother / father / legal guardian]

Relationship to child: [• mother / father / legal guardian]

Relationship to child: [• mother / father / legal guardian]

Address of parent(s) / legal guardian

.....

.....

.....

Appendix D

Transfer from Boarding to Day pupil

Name of pupil:

Date of birth:

On occasion parents and pupils may decide to move from being a boarding to a day pupil. In such instances the following form will need to be completed and returned electronically via DocuSign (or by post to: the Admissions Office, St Paul's School, Lonsdale Road, London, SW13 9JT).

Approved by the Deputy Head Pastoral or Head of Boarding must also be sought.

Please confirm the date that notice was given to stop boarding and the date you expect your son to move out of School House.

Notice date:

Moving out date:

Please note that a full term's notice is required to cease boarding. Whilst fees will be charged until the end of the notice period it is the parents' decision as to when their son transitions to being a day pupil.

I / we confirm the following guardianship arrangements going forward (tick as appropriate):

- ☐ The guardian details will remain as previously submitted
- ☐ No guardian is required as our child is moving back to stay with his parents / legal guardian
- ☐ The guardian details are changing and I/we will submit a new Educational Guardianship Agreement - Parent Form (Appendix A) and Guardian Form (Appendix B)

Please confirm the details of where your child will be staying. All pupils are required to live full time with a responsible adult over the age of 25 who is not in full time education. In instances where the host is not a parent or legal guardian, they will need to meet with the Deputy Head Pastoral or Head of Boarding in advance of the arrangement commencing.

Host name:

Relationship to Pupil:

Address:

.....

Postcode:

Telephone:

Email:

Signature of mother / father / legal guardian

.....

Signature of mother / father / legal guardian

.....

Full name of mother / father / legal guardian

Full name of mother / father / legal guardian

Relationship to child:

.....

Relationship to child:

.....