



ST PAUL'S SCHOOL
Est. 1509

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.

Introduction

All international students are required to have an Education Guardian whilst studying at St Paul's. Guardianship provides another means of support for an international student whilst they are in the UK, and allows them to have another adult outside of the School who they can turn to for assistance or advice, and who will provide accommodation when the School is closed and it may be impractical to travel home.

The selection of an appropriate Education Guardian must be done by the parents and they must fully satisfy themselves as to the suitability of their chosen guardian. St Paul's School may be able to provide details of agencies who have acted as guardians to students from the School in the past, but we may not recommend any specific agency.

Before bringing your son to St Paul's the following steps must be completed. Without this your son will not be allowed to start at St Paul's:

- The parent should read the below information and return the St Paul's School Guardianship Agreement - Parent Form
- The guardian should read the below information and return the St Paul's School Guardianship Agreement – Guardian Form to St Paul's School by post
- The guardian should contact the Housemaster (tjp@stpaulsschool.org.uk) to arrange a brief meeting / skype call / telephone call at least one week before term begins.

1. Guardian Requirements

- They must be a nominated friend of the family, another family member, or be employed by a professional Guardianship Agency.
- They must be over 25 years of age and should not be a full-time student.
- They should have a permanent or semi-permanent place of residence in the UK and must live within two hours travelling distance from School.
- They should be English speaking and able to provide a point of contact for the School at all times.
- They must, in the parents' absence, liaise with the School over school holiday and exeat arrangements including details of travel arrangements. Ideally this will be done by email.
- They must provide accurate contact information (including telephone/mobile, email and full address contact details) to the St Paul's School Admissions Office and regularly update this information as necessary.
- A Guardian must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the School (including periods of long-term illness or where disciplinary measures require the student to reside away from school). Regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.
- If Guardians are going to be away from their UK home, for however short a time, they must notify the Housemaster. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
- Guardians (and, where possible, parents) are expected to attend Parents' Evenings and School events, particularly welcome events in advance, and must meet with the

Housemaster in advance of the pupil beginning at St Paul's. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the School by appointment.

- Guardians should be familiar with the School's rules, regulations and policies and to support the School's aims and values.
- Guardians must ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- A change of Guardian must be communicated promptly to the School in writing, providing all necessary details in order to facilitate continuous care.

2. Authorisations

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

- they may attend the School premises in case of emergency and if deemed necessary by the School (provided that the Education Guardian informs the Parent(s) immediately)
- 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
- they may grant consent for the child to stay away from the boarding house overnight.
- they may be granted the responsibility, together with the parent, for ascertaining the whereabouts of the child should they not attend school.
- 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.
- 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.
- 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
- 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 parents in the appropriate time (and school staff are not able to do so in accordance with the general Boarding Consents).
- they may if necessary liaise with the High Master, Housemaster or other members of the St Paul's staff in connection with matters related to health, welfare and educational progress of the Child.
- 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.

3. Private Foster Care Arrangements

The following applies to any pupil under the age of 16 (or under the age of 18 if disabled):

Any Education Guardian who is not a close relative of the pupil (defined as: brother, sister, aunt, uncle, grandparent or step parent) and with whom a pupil will be staying for a period of 28 days or more while they are a pupil at the School (for example during a long vacation between terms) is considered by the state to be providing a Private Foster Care Arrangement. Anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals

from the local authority of the borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.

The School must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The School will therefore require evidence of approvals from any Education Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

4. Appointing an Educational Guardian

Where international students need to apply for a 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 Guardian arrangements are in place. Your child will not be permitted to begin studying at St Paul's unless appropriate Educational Guardian arrangements are in place, and the appointed Guardian has made appropriate contact with the School.**

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 1

St Paul's School Guardianship Agreement - Parent

This form should be completed and signed by the parents and returned, together with the Education Guardian Agreement at Appendix 2, to the Surmaster's PA's office at St Paul's School.

Name of Student: _____

Date of Birth: _____

If using a Guardianship agency, please provide name of agency below:

Telephone: _____ Email: _____

OR – if using a Guardian who is a personal contact, please provide details below.

Name: _____

Address: _____

Telephone: _____ Email: _____

Please state the relationship of this person to your child:

I 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 Guardianship Policy and, should it not prove possible to contact me, to take any necessary decisions requested by the school, should the need arise, while he is resident there.

Signature of Parent

Date:

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

Will not at any time constitute a Private Foster Care Arrangement as defined in section 4 above (for instance, if the child is aged 16 or over).

OR

Will/may constitute a Private Foster Care Arrangement as defined in section 4 above. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the School.

Signature of Parent

Date:

Appendix 2 St Paul's Guardianship Agreement - Education Guardian

Name of Student: _____

Date of Birth: _____

Name: _____

Address: _____

Telephone: _____ Email: _____

I, the person or agency nominated above, agree to accept responsibility for the named child on the terms outlined in the St Paul's School Guardianship Policy above, and confirm that I shall be available to be contacted in an emergency, or when it is necessary for accommodation to be provided (e.g. at half-terms or in an emergency). I will attend events at St Paul's as requested, and liaise with the Housemaster when requested in advance of the pupil's commencement at St Paul's.

Signature of Guardian (agency or personal contact)

Date:

I, the person or agency nominated above, confirm that the guardianship provided to the pupil (tick as appropriate):

- Will not at any time constitute a Private Foster Care Arrangement as defined in section 4 above (for instance, if the child is aged 16 or over).

OR

- Will/may constitute a Private Foster Care Arrangement as defined in section 4 above. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the School.

Signature of Guardian (agency or personal contact)

Date:
