



St Paul's School

FOUNDED 1509

Educational Guardianship Policy and Agreement

Author/reviewer responsible:	DOA/HoB	Date of last review:	06/25
Reviewed by:	DHP	Date of authorisation:	08/25
Authorised by:	DHP	Date of next review:	06/26
Applicable:	SPS		

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, 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.

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)
- ii. the child is under the age of 16 (or 18 if the child has a disability)
- 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 must be in full – time boarding and have an Educational Guardian. The Educational Guardian must have British Citizenship or Indefinite Leave to Remain

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 School. 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 Parent Form.
- b. Where an Educational Guardian is required, the appointed Guardian must also read this policy and must complete and return the St Paul's School Educational Guardian Letter of Undertaking.

- 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 Private Fostering Forms must be completed.
- d. All relevant forms should be returned by email to the person as indicated on the form.
- e. Educational Guardians must have a virtual-meeting with the child's pastoral lead at School.
 - i. Boarders' Guardians should contact the Housemaster: housemaster@stpaulsschool.org.uk
 - ii. Day pupils' Guardians should contact the Deputy Head Pastoral's PA: dhppa@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.

If using an agency, they must be a member of either AEGIS (<https://aegisuk.net/>) or the BSA Guardian Scheme (<https://www.ukbsa.com/bsa-certified-agent-and-guardian-scheme/>)

If using a personal contact, the educational guardian must consent to being a member of the Boarding School Association Family Guardian Scheme. (). 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
- ii. They must be a British citizen or have Indefinite Leave to Remain
- iii. they must be over 25 years of age and must not be a full-time student
- iv. for boarders - they must have a permanent or semi-permanent place of residence within two hours travelling distance from School

- v. for day pupils – they must have a permanent or semi-permanent place of residence within a commutable distance from the School;
- vi. they must be English speaking and able to provide a point of contact for the School at all times;
- vii. 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.

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
- 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 housemaster@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
- 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
- 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
- v. they must be familiar with the School’s rules, regulations and policies and support the School’s aims and values
- vi. they must ensure that their own legal documents including immigration and passports are kept up-to-date and renewed/updated when necessary
- 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:

If the educational guardian is responsible for meeting a child when they first arrive in the UK for their start at St Paul's School, the guardian must meet them at their UK arrival point (for example the airport) and confirm these arrangements with the Admissions Office.

In subsequent trips, 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 from the Housemaster, via:
housemaster@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. 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 relevant Private Fostering Form should be used to inform the relevant Local Authority.
 - b. Parents and Educational Guardians must also inform the School via the Registrar (admissions@stpaulsschool.org.uk) **and** for boarders, the Housemaster (housemaster@stpaulsschool.org.uk) immediately. A copy of the form Private Fostering Form should be sent, along with a copy of the Local Authority's acknowledgement of receipt of the form.
 - c. The School has a mandatory duty to report any private fostering arrangement of which it comes aware to the relevant Local Authority.

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.**

Private Fostering Form

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.

[• Full name and address of local authority]	[• Full name and address of parents(s)/legal guardian [• Address] [• 00 month year]
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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 [<input type="checkbox"/> I / we] have lived in the last five years:</p>	
<p>Name and address of any other person who has parental responsibility of [<input type="checkbox"/> my / our] child (if applicable):</p>	
<p>The names and address of [<input type="checkbox"/> 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 [<input type="checkbox"/> my / our] child</p>	<p><input type="checkbox"/> With parents]</p>
<p>The name and current address of any person who is or was involved (whether or not directly) in arranging for [<input type="checkbox"/> 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.

Yours faithfully

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

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

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

Address of parent(s) / legal guardian

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

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

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

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