



*Listen child of God, to the guidance of your teacher (R.St.B. Prologue)*

## **Education Guardianship Policy**

### **Education guardianship – Guidance Notes**

Parents of pupils at Downside School (the School) who are resident outside the UK must appoint an Education Guardian for their child in the UK. This is the case for all pupils, irrelevant of nationality and age, even for those aged 18 or over by the time they leave the School.

This policy provides information on education guardianship and also includes the education guardianship form which all parents who reside overseas are expected to complete (via the School's online Joining Forms portal).

### **Definitions**

The following definitions of key terms may be useful:

**Guardian:** The technical meaning of guardian refers to a person who is appointed to care for a child because the parent or guardian has died, or to a person acting as a testamentary guardian or a guardian of the child's estate. We will refer to this type of guardian as a **Legal Guardian**. The second, informal meaning arises where there is simply a delegation of parental responsibility and we refer to this as an **Education Guardian**.

**Parental Responsibility:** This expression means the whole raft of rights and duties which a parent has in relation to their child. Married parents, Legal Guardians and those with court orders have parental responsibility. Unmarried fathers may acquire parental responsibility by agreement, by registering the birth jointly with the mother or by Court Order but they do not obtain such responsibility automatically. A number of people can have parental responsibility at the same time. Parents and Legal Guardians do not lose it when others or a local authority acquire it (except in adoption cases).

**Delegating Parental Responsibility:** A person who has parental responsibility may arrange for some or all of it to be met by one or more persons acting on their behalf, such as a nanny, Education Guardian or a boarding school.

### **Why must an Education Guardian be appointed?**

It is usual for independent schools to insist that overseas parents appoint Education Guardians for their children whilst they are at school in the UK. This is to ensure that there is somebody in the UK who can take responsibility for the child or young person and provide them with care and support when they are not in the care of the School. The Education Guardian should also be given legal authority to act on behalf of the Parent(s) in all respects.

The Education Guardian's responsibilities are outlined in the Duties of an Education Guardian document (found [here](#)).

## **Who can be an Education Guardian?**

An Education Guardian may be a family member, a family friend, a guardianship agency, a host family, or another responsible adult based in the UK. The Guardian must be aged 25 or older, unless a brother or sister of the Child, when they must be over 21 years of age. The Guardian cannot live in university halls or shared accommodation with any other adult under 25 years of age.

Most overseas parents use a guardianship agency to act as Education Guardian.

Guardianship agencies typically arrange accommodation as well as acting as Educational Guardian for their students. Guardianship agencies will usually arrange accommodation for their students through host families, although sometimes other accommodation options will be used. Host families will then be responsible for providing the day to day care of the student, accommodation and meals. If the guardianship agency arranges accommodation for the child or young person, the agency will be responsible for ensuring the quality and safety of the accommodation including the necessary Disclosure and Barring Service (DBS) checks.

An Education Guardian must be resident in the UK at a suitable proximity to Downside School, preferably within 90 minutes travel, but no more than two hours, and be capable of providing care for a child in a happy home environment as would a reasonable and responsible parent.

## **How is an Education Guardian appointed?**

The responsibility for choosing an appropriate Education Guardian rests solely with the Parents. The Parents are responsible in each case for satisfying themselves as to the suitability of an Education Guardian.

It is important to note that the School does not recommend any specific agency and parents are required to make their own checks into the suitability of any agency. The School is not able to arrange the appointment of an Education Guardian and is not able to arrange accommodation for any pupils (except when they are boarding at School).

It is expected that, other than when appointing a relative or close family friend, the Parents will appoint an Education Guardian via a reputable organisation, preferably a member organisation of the Association for the Education and Guardianship of International Students (AEGIS). AEGIS is the authoritative association for inspecting and accrediting guardianship agencies in the UK. AEGIS can be contacted via their website: [www.aegisuk.net](http://www.aegisuk.net).

## **Informing the School of a change of Education Guardian**

Parents **MUST** inform the School as soon as possible if there are any changes to any details relating to the Education Guardian, including any change in Guardian.

## **Education Guardianship agreement**

Parents who reside outside of the UK are expected to complete an education guardianship online form which provides the School with full details of the Education Guardian and states the responsibilities which the Parents have delegated to them.

Parents are expected to inform the School if there are any changes to any details relating to the Education Guardian.

**The Duties of an Education Guardian are as follows:**

- Be aware of all travel arrangements of the Child at the beginnings and ends of term, each half term and each exeat. And, within this, to be available to host the Child in any planned or emergency situation in which the Child will return to School later than 10:00pm on any of the start of term, return from half term, return from an exeat or from an extraordinary time away from school (such as at a weekend, university visit, etc.)
- Collect, if required, and accommodate the Child in their home at half term, at exeats and at the beginning and end of term, if the Child is unable to travel home and, if necessary, for the School holidays for the same reason or for other exceptional reasons;
- Collect and accommodate the Child in their home in the event that the Child is excluded for non-payment of fees or suspended or withdrawn from the School for disciplinary or other reasons;
- Ensure the Child returns to School punctually and in line with the School's timetable whenever the Child stays with the Guardian, whether during the weekend or midweek;
- Liaise with the House Master / House Mistress, Head of Nursing or other senior member of the School staff in connection with matters related to the health, welfare, travel plans and education of the Child.
- Attend the School premises or any other location in case of emergency or if the Child is unwell and if deemed necessary by the School, provided that the Education Guardian immediately informs the Parent(s) of what has happened;
- Collect and accommodate the Child in their home in the event that the Child is unwell and unable to attend School;
- Attend medical appointments with the Child, if requested by the Parent(s) to do so;
- Provide consent for the Child to receive emergency medical treatment if necessary and only if the School is unable to contact the Parent(s);
- Should the Parent(s) request, the Guardian is welcome to attend, as appropriate, School events such as Parents' Conferences, Prize Day, Carol Service, House at Home, Sports Fixtures, Concerts and other instances in which the Child is participating. In such circumstances, the Guardian is requested to inform the House Master / House Mistress in advance.

**Educational Guardianship form –from the School's online Joining Forms portal**

## EDUCATION GUARDIANSHIP

It is a requirement for a Guardian to be appointed by parents before the pupil arrives at Downside School if the mother and father live abroad.

I have read the School's GUIDELINES FOR GUARDIANS (found [here](#)) on the selection of an Education Guardian and also the DUTIES OF A GUARDIAN which can be found [here](#). \* Field is required

Guardianship Company ( or Guardian's relationship to pupil) \* Field is required :

Guardian's Title: \* Field is required

E.g: Mr, Mrs, Miss..

Guardian's First Name: \* Field is required

Guardian's Last Name: \* Field is required

Guardian's profession: \* Field is required

Address Line 1 \* Field is required

Address Line 2

Address Line 3

Town \* Field is required

County \* Field is required

Postcode \* Field is required

Telephone Number: \* Field is required

Mobile:

Email Address: \* Field is required

I/We have filled in the appropriate details and I/we confirm that the above named person has been appointed by me/us to act as Guardian to our child.\*  
Field is required .

I can confirm that the above named person is either registered with an AEGIS accredited Guardianship company or is a relative/close family friend.\* Field is required

I confirm that the above named person is over 25 years of age, is resident in the UK, and is **not** a full time student living in accommodation provided by another educational establishment. If the Guardian is a direct relative (brother/sister), s/he must be over 21 years of age. They may be a student but must not live in university halls or in accommodation shared with anyone else under 25 years of age.\* Field is required

I can confirm that the above named person lives within a two hour drive of Downside School.\* Field is required

I undertake to notify the Head Master's Office ([hmpa@downside.co.uk](mailto:hmpa@downside.co.uk)) and the House Master or House Mistress, in writing, of any change of Guardian and to provide the full contact details of the new Guardian.\* Field is required

The contents of the above will be sent via an email attachment to the guardian to also include the 'THE DUTIES OF A GUARDIAN' statement. Once the guardian has received the attachment via email, they are required to read, sign, attach a photograph of themselves and return to **Downside School** a copy of our Guidelines for Guardians. Please click the submit button below to initiate this process. A pop-up window will appear to confirm your request. Once submitted, you cannot change the form. However, if you subsequently wish to update the Guardian information, please email [admissions@downside.co.uk](mailto:admissions@downside.co.uk) who will ensure that the relevant form is unlocked, pending resubmission by you.

Submit

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| <b>Reviewed by:</b>      | <b>Head Master and Director of Admissions</b> | <b>4.9.2018</b> |
| <b>Approved by:</b>      | <b>Head Master</b>                            | <b>5.9.2018</b> |
| <b>Next Review Date:</b> | <b>5.9.2019</b>                               |                 |