



King Edward's

WITLEY

Educational Guardianship Policy

EXECUTIVE SUMMARY

It is a condition of entry to King Edward's School, Witley ('the School') that parents based overseas appoint a UK-resident educational guardian to support their child at the School.

Where geographical distance and possibly other circumstances, such as parental work commitments, available means of robust communication, time zone or language differences make immediate contact less reliable between the School and parent, we require parents to choose an educational guardian who will be prepared to undertake responsibilities of a wide-ranging nature.

DEFINITION

An **Educational Guardian** is distinctly different from a **Legal Guardian**. The duty of the educational guardian is to act on behalf of the parent when the parent cannot be present and where the parent has agreed to delegate specific parental roles and responsibilities. The role of the educational guardian is to support the family and the School in the absence of the parent. An outline Educational Guardian Agreement may be found as an Annex to this policy, which should be signed by all parents as above, and may be varied or tailored to 'parents' requirements only after specific written agreement from the School.

Hereafter in this policy 'guardian' shall refer to the educational guardian as outlined above. 'Parent' shall be used to refer the adult with legal responsibility for the child.

APPOINTMENT

The School requires that the educational guardian:

- is an adult who is not a student;
- is over the age of 25;
- is fluent in English;
- has a permanent place of residence in the UK which
 - can appropriately accommodate an extra child or young person;
- is not regularly involved in travel overseas;
- can be easily contacted; and
- lives no more than 90 minutes away from the School.

If the appointed guardian is to be out of the country during Term Time (including weekends) a suitable substitute must be appointed (with School and parental agreement) to cover the period of the primary guardian's absence.

A change of guardian must be communicated promptly to the School via the child's Housemaster or Housemistress, copied to the PA to the Deputy Head Co-Curriculum (Mrs Alison Butler; ButlerA@kesw.org) providing all necessary guardian contact details in order to facilitate continuous care.

In many cases, the appointed guardian will be a close relative or family friend, but guardians can also be sourced from guardianship supply organisations. As an unregulated industry, there is significant variance in the standards of safeguarding and data protection arrangements put in place by guardianship operators. Responsibility for selection of a suitable guardian lies with the parent. However, as a member of 'AEGIS' the School is satisfied that a guardianship operator that is also an AEGIS member should have suitable arrangements in place. This statement is not made as a recommendation but is instead made to assist a parent in making a more informed appointment of a guardian.

Any remuneration paid to a guardian is a private matter between the parent and the guardian. It is the parent's responsibility to appoint a guardian.

When choosing a guardian, parents may wish to consider the following matters: their willingness and ability to provide emotional and practical support for the pupil; their ability to handle and exchange sensitive and urgent information; their willingness and ability to provide accommodation when the School is closed or international travel is obstructed; their willingness and ability to provide accommodation when the pupil has a contagious illness or other mental or physical health matter that means they are best cared for away from School; and their willingness and ability to organise safe travel arrangements.

GUARDIAN RESPONSIBILITIES

A guardian must provide home-like, safe and suitable accommodation for the pupil with an appropriate degree of care and supervision during periods when they cannot be accommodated at the School. Regardless of a child's age, we do not consider unsupervised stays in hotels, Airbnb, bed and breakfast premises or university halls of residence to provide an adequate level of accommodation or care. In these situations, the School may arrange for a temporary guardian, as above.

Guardians are expected to provide accommodation in the following instances:

- Exeats (leave weekends), half-term breaks, and longer holidays;
- days at the start and end of terms when a pupil's flights do not coincide with term dates;
- if a pupil is unexpectedly unable to make the journey home due to unforeseen circumstances, such as illness, severe weather conditions or infectious disease or pandemic outbreak;
- if a pupil is required to be away from the School unexpectedly for any medical or disciplinary reason, such as having a contagious illness, a mental health crisis or suspension;

- if a pupil is required to be away from the School unexpectedly for any major incident reason, such as the closure of the School due to an infectious illness outbreak or the loss of critical boarding facilities; or
- when any travel arrangements involve early morning or late evening departures (within boarding house bedtimes).

Supportive, caring guardians, in regular contact with a pupil, make a valuable contribution towards the development of that child's successful school career. Regular contact will also mean that, if it becomes necessary to stay with a guardian, this will feel less of a challenge to the child.

With parental agreement, guardians are strongly encouraged to become familiar with King Edward's School, Witley, the child's boarding house team and, where practicable, to visit the School. Guardians may also be encouraged to attend parents' evenings and other School functions throughout the School year.

CONCERNS & SAFEGUARDING

If, at any point, during the pupil's time at King Edward's School, Witley, the School has concerns about the suitability of a Guardian or guardianship arrangement, or believes the guardian appointed does not promote the physical welfare or emotional wellbeing of the pupil, the parents will be informed, and the School may insist upon a change to the named guardian. However, the School reserves the right to appoint a temporary guardian should existing arrangements do not match the criteria above, and the cost will be passed to parents accordingly.

Key legislation requires that guardians provide an environment that "promotes the welfare, physical wellbeing and emotional wellbeing of the boarder". In order to ensure that this is the case, Housemasters / Mistresses should be aware of, and sensitive to, the quality of children's time with their guardian, and record any concerns as appropriate. If the School continues to have concerns about the child's Guardianship arrangements, the child could be asked to leave the School.

If the School becomes aware of any safeguarding concerns in relation to the arrangements being put in place by the parent/guardian, the School will contact the relevant agencies immediately.

INFORMATION

The parents must provide a copy of the Educational Guardian Agreement signed between parents and guardians for reference purposes. The School must be informed in writing of any subsequent changes made.

A guardian may become the primary point of contact for the School, where there is no immediate access to the parent or the urgency of a situation requires it.

The School must at all times have accurate contact information for the guardian (including telephone/mobile, email and full postal address). It is the responsibility of the parent to provide the School with accurate contact information for the guardian. Parents should be aware that the School will share pupil contact information with the guardian (including telephone/mobile, email and full postal address) if this information is requested by the guardian.

A guardian should inform parents of any School concerns at the earliest opportunity.

SAFE TRAVEL ARRANGEMENTS

It is the guardians responsibility to fulfil the parents requirement (when specifically stipulated) to accompany the child to/from/within the airport.

If pupils are more than an hour late returning from holidays, leave weekends or other absences, the School will contact the guardian directly.

When travel is organised by a parent, the guardian and the School must be informed of the arrangements and of any alterations or delays to these plans.

The parent should inform the guardian of any independent travel arrangements made by the pupil during term time for example to attend open days and interviews.

If a pupil is to fly as an unaccompanied minor, the guardian must assume responsibility for meeting the flight and completing airline handover documentation.

A guardian may be required, and should be prepared, to convey or translate personal and/or possibly distressing information to/for the parent about their child. A guardian may receive copies of School reports if the parent wishes/agrees.

BANK ACCOUNTS

It is the responsibility of the parent to instruct the guardian if they would like a UK bank account to be opened for the pupil. The guardian must arrange an appointment at a bank of the parent's choosing and accompany the pupil to the appointment.

Requests for pupils to leave School to attend appointments must be submitted through the Schools' usual procedure at least five days before the scheduled appointment. Pupils will not be allowed to attend appointments unless five days' notice is given. As such, it is our recommendation that bank appointments are organised prior to the pupil's arrival at King Edward's School, Witley.

Author: IGR

APPENDIX 1 – PARENT/GUARDIAN AGREEMENT

PART 1: Parent

Pupil Name:

GUARDIAN DETAILS

Name:

Address:

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Telephone Number / Mobile:

Email:

Relationship to the pupil:

I/we have read the King Edward’s School, Witley, Educational Guardianship Policy and agree to the appointment of the above Guardian.

I/we confirm that the guardian is an adult, over the age of 25, who is not a student.

I/we confirm that the guardian is fluent in English.

I/we confirm that the guardian has a permanent place of residence in the UK, not further than 90 minutes from the school, which can appropriately accommodate an extra child or young person.

I/we confirm that the guardian does not regularly travel overseas.

I/we confirm that guardian is able to provide a home-like, safe and suitable accommodation for the pupil with an appropriate degree of care and supervision during periods when they cannot be accommodated at the School (as stated under “Guardian Responsibilities” above).

I/we recognise that in certain circumstances, the School may need to share specific pupil information with the Guardian (such as pupil records, reports, examination results, correspondence with parents etc).

I/we understand that, in the unlikely event of the School being unable to contact the appointed Guardian, KESW may use, as a temporary measure, the services of an emergency Guardian and add the charges to your bill.

Parent Name:

Parent Signature:

Date:

PART 2: Guardian

I have read the King Edward’s School, Witley, Education Guardianship Policy and confirm that, as the appointed Guardian of the above named pupil, I accept and agree to undertake the responsibilities outlined therein.

I am over the age of 25 and live permanently in the United Kingdom, within 90 minutes of KESW.

I am not a full-time student living in accommodation provided by another educational institution.

I am fluent in the English language.

Guardian Name:

Address:

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Telephone Number / Mobile:

Email:

Guardian Signature:

Date: