



## **GUARDIANSHIP POLICY BOARDING ONLY**

**Parents/carers of boarders at The Mount School who live overseas must appoint a UK-based educational guardian to act on their behalf.** They must have confidence in the guardian to promote and safeguard the best interests of their child for the duration of their time at the school.

An offer of a place to study at The Mount School is conditional of an approved educational guardian being in place. The Guardianship forms must be completed and verified at least two weeks prior to a pupil joining The Mount.

### **INTRODUCTION**

The Mount School York promotes the safeguarding and welfare of every pupil and boarder. During term-time, The Mount is legally responsible for each student's welfare and undertakes delegated parental responsibilities. We provide the highest level of pastoral care and vital support to boarding pupils, helping them make the most of their time at the school. However, there are times when the school must be able to hand over these parental responsibilities to an appointed educational guardian.

An educational guardian acts as the overseas parents' representative in the UK and is independent of the school. The types of services they can offer include; arranging homestay accommodation, providing airport transfers, attending parents' evenings and generally supporting the pupil during their time in the UK.

An 'Educational Guardian' is not a 'Legal Guardian'. Parents do not surrender their parental responsibility, instead they arrange for some or all of it to be met by an Educational Guardian acting on their behalf.

### **WHY MUST AN EDUCATIONAL GUARDIAN BE APPOINTED?**

The Children Act (2004), The Protection of Children Act (1999), The Care Standards Act (2000) and Tier 4 Visa requirements, require parents of boarders who live outside the UK to appoint an educational guardian on their behalf. As per the National Minimum standards for Boarding schools 2022, the school must be satisfied that guardianship arrangements promote the welfare, physical and emotional wellbeing of its boarders.

For the duration of their attendance at the school there must always be an educational guardian appointed who resides in the UK who can take responsibility for the child and provide them with care and support when they are not in the care of school.

These occasions may include:

- School holidays / Half Term / Bank Holidays.
- Days at the start and end of term when a pupil's flights do not coincide with term dates.
- If a pupil is ill or injured and needs to recuperate away from school.
- If the school requires the pupil to leave for disciplinary reasons.
- Any other occasion when the pupil is released from the school.

### **EDUCATIONAL GUARDIAN REQUIREMENTS**

**It is the parents' responsibility to appoint an educational guardian in whom they have confidence to provide for and safeguard the very best interests of their child.** The Mount

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Reviewed by: Director of External Relations and Head of Boarding

School does not appoint educational guardians. The school can share a list of local, regional guardian agencies, but it is the parent's/carer's responsibility to select and make an informed appointment of an educational guardian for their child.

### **An appointed educational guardian:**

- May be a relative or family friend who is a UK resident over 25 years of age.
- Must have UK residency and live within 2 hours travelling distance from the school.
- Cannot be a full-time student living in student accommodation.
- Cannot be a member of Mount School staff
- Can be provided by a reputable educational guardian organisation. The parents are responsible for carrying out safeguarding checks on the suitability of the educational guardian.
- Should be English speaking (it is not necessary for English to be a first language, but a minimum level of fluency is required to ensure communications are understood.)
- Be aware and fully accepting of the requirements that The Mount has of guardians acting on behalf of pupils.
- Respect the rights, religion and customs of a student in their care and be trustworthy and reliable.

### **Guardian Agencies**

In some circumstances, there may be a need to make use of the services of a guardian agency. The Mount School strongly recommends that you appoint a reputable guardianship organisation that is accredited by AEGIS (Association for the Education and Guardianship of International Students). AEGIS is a national body for monitoring and regulating the welfare of students and provides accreditation for agencies. Further details can be found on [www.aegisuk.net](http://www.aegisuk.net).

### **ROLE OF AN EDUCATIONAL GUARDIAN**

Parents (or carers with parental responsibility) should agree with the educational guardian the duties delegated to them. These would typically include all or some of the following, depending on the specific agreement made with the parent:

- Provide a 'home from home' during the times when the boarder is not at school but cannot travel home.
- Provide a 24-hour point of contact for parents, pupil and school.
- Liaise with the school and parents over holiday accommodation (at least 7 days in advance.) The school must know all accommodation arrangements. Any homestay accommodation arranged by the educational guardian must be safe, appropriately supervised, and of a good standard. Unsupervised hotel, B&B, hostel, shared student halls of residence, or rental accommodation is not considered acceptable regardless of a pupil's age.
- Inform the school in writing at least 7 days in advance, with details of travel arrangements made prior to the pupil leaving school for any weekend or longer holiday period. The school must know the exact details of pupil's methods of transport.
- Meet pupils at the airport (The Mount does not provide airport transfers)
- Provide advanced written consent for pupils to go on trips or visits. These may include visits to university open days, day trips to other cities and trips made to visit friends not in locality of the school.
- Act with delegated parental authority in the case of an emergency or crisis and in other matters agreed by parents.
- Make proper arrangements for medical care in cases of illness requiring the departure from School. Educational Guardians may be required to meet school staff at hospital and take over care of the pupils.
- Support the boarder by attending Parents' Evenings and to provide advice and to offer support

when required.

- To communicate with Boarding Staff on a regular basis regarding welfare of the pupil.
- An educational guardian must be prepared to support the renewal and validity of all legal documents (e.g passport, visa) so they are valid.
- If necessary, act as translator for communications between parents and school staff.

If an educational guardian goes on holiday during term time, the school will require advance warning and emergency contact numbers.

If a pupil does not have a guardian when required to by the school, or the appointed guardian is considered to be unsuitable by the school, the school will invite parents to find a new guardian. Should parents fail to do so they will be required to make adequate temporary arrangements in the case of an emergency.

In exceptional circumstances, where no timely alternative arrangement can be found, the school will explore options with a boarder's parents. Any decisions will be formally recorded.

Please note that **the choice of an educational guardian is entirely the responsibility of the parent and the school accepts no legal responsibility for any guardianship arrangements.** The school does however expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document.

## **ADDITIONAL NOTES FOR SPONSORED STUDENTS**

Educational guardians must work with the school to ensure that sponsored students do not miss the start or end of term or have any unusual absence without the school's knowledge and consent.

If a sponsored student is out of contact without permission, for more than 10 consecutive contact points this could break the conditions of the pupil's licence to stay in the UK under a sponsored student visa. In this situation the school are required to contact UKVI to report a sponsored student missing from education.

## **NEXT STEPS**

- Please ensure that the **NOMINATION OF EDUCATIONAL GUARDIAN** Form is completed and signed by the Boarders parent(s)
- Please ensure the **PARENTAL NOMINATION OF EDUCATIONAL GUARDIAN / AGENCY** Form is completed and signed by the Educational Guardian.

The completed forms must be returned to the Admissions Department 2 weeks prior to the pupil starting at The Mount School.



## NOMINATION OF EDUCATIONAL GUARDIAN

This form is to be completed by the educational guardian or by the guardianship agency and returned to the Admissions Department no less than 2 weeks before the start of the child's first term at The Mount School.

<b>Name of Student</b> (Block Capitals)	
<b>Name of Educational Guardian or Educational Guardianship Organisation</b>	
<b>Address of Educational Guardian or Educational Guardianship Organisation</b>	
<b>Telephone Number(s) including mobile numbers</b>	
<b>Email Address</b>	

The above named person/organisation has agreed to act as educational guardian to my child and to undertake the following responsibilities:

1. To provide a point of contact throughout the school term and to be ready to accommodate my child at short notice in case of emergency.
2. To provide suitable accommodation for my child and an appropriate degree of care and supervision during weekend or half term breaks and at the beginning and end of terms if travel arrangements do not coincide with the School's term dates or times of arrival or departure from the Boarding House.
3. To make suitable alternative arrangements (in consultation with me) if unable to accommodate my child and to inform the Head of Boarding of any such arrangements.
4. To be ready to liaise with the Head of Boarding on my behalf in any matters relating to my child's welfare (eg, academic progress, uniform and equipment, pocket money).
5. To inform the school in writing about all travel arrangements and to provide all the necessary details prior to my child leaving the school for a weekend break or a longer holiday period.
6. To be ready to attend important parent/teacher meetings or any other special meeting at the school on my behalf.

7. To communicate with Boarding staff on a regular basis regarding the welfare of the pupil.

If a guardian is no longer able to perform the duties above, they will inform me and I will find an alternative, suitable educational guardian, be this a temporary or permanent arrangement.

	I confirm that the above-named person is over 25 years of age, is resident in the UK (within 2 hours travelling distance of the school) and is not a full-time student living in accommodation provided by another educational institution.
	I confirm that the above-named agency will undertake the responsibilities listed above. The agency will provide the above named pupil with guardians who are over 25 years of age and reside in the UK (within 2 hours travelling distance of the school). The agency will not use a student who live in accommodation provided by another educational institution.

**I accept the school's terms and conditions regarding my appointment as guardian/guardianship agency.**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_  
**Guardian/Guardian Agency**

Date \_\_\_\_\_



## PARENTAL NOMINATION OF GUARDIAN / AGENCY

This form is to be completed by the parents and returned to the Admissions Department no less than 2 weeks before the start of the child's first term at The Mount School.

<b>Name of Student</b> (Block Capitals)	
<b>Name of Educational Guardian or Educational Guardianship Organisation</b>	
<b>Address of Educational Guardian or Educational Guardianship Organisation</b>	
<b>Telephone Number(s) including mobile numbers</b>	
<b>Email Address</b>	

The above named person/agency is authorised by me to undertake the following responsibilities for my child throughout the time that they are attending The Mount School, or until I authorise that the situation has changed:

1. To provide a point of contact throughout the school term and to be ready to accommodate my child at short notice in case of emergency.
2. To provide suitable accommodation for my child and an appropriate degree of care and supervision during weekend or half term breaks and at the beginning and end of terms if travel arrangements do not coincide with the school's term dates or times of arrival or departure from the Boarding House.
3. To make suitable alternative arrangements (in consultation with me) if unable to accommodate my child and to inform the Head of Boarding of any such arrangements.
4. To be ready to liaise with the Head of Boarding on my behalf in any matters relating to my child's welfare (eg, academic progress, uniform and equipment, pocket money).
5. To inform the school in writing about all travel arrangements and to provide all the necessary details prior to my child leaving the school for a weekend break or a longer holiday period.

6. To be ready to attend important parent/teacher meetings or any other special meeting at the school on my behalf.

7. To communicate with Boarding staff on a regular basis regarding the welfare of the pupil.

If a guardian is no longer able to perform the duties above, they will inform me and I will find an alternative, suitable educational guardian, be this a temporary or permanent arrangement.

	I confirm that the above-named person is over 25 years of age, is resident in the UK (within 2 hours travelling distance of the school) and is English speaking. This person is not a full-time student living in accommodation provided by another educational institution.
	I confirm that the above-named agency will provide my child with an educational guardian who is over 25 years of age and reside in the UK (within 2 hours travelling distance of the school). This person will not be a full-time student living in accommodation provided by another educational institution.

**I undertake to notify the school in writing of any change of educational guardian or of guardianship agency and to provide contact details of the new guardian or agency.**

**I accept the school's terms and conditions regarding my appointment as guardian/guardianship agency.**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

**(Parent)**

Date \_\_\_\_\_

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

**(Parent)**

Date \_\_\_\_\_