

CHRIST'S HOSPITAL

EDUCATIONAL GUARDIANSHIP POLICY

It is a condition of entry to Christ's Hospital ('the school') that parents based overseas appoint a UK-based educational guardian to support their child at the school. This is a requirement for all students whose parents live overseas, including students over the age of 18.

We require parents to appoint an educational guardian who is prepared to undertake the responsibilities listed in this policy.

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. 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 parent can select either a:

1. guardian company; or
 2. private educational guardian.
1. When researching and selecting guardian providers, parents should ensure that the provider's standards of safeguarding, safety and data protection are good. AEGIS (the Association for the Education and Guardianship of International Students) is an excellent source of information and provides an accreditation standard (<https://aegisuk.net/>).

We cannot formally recommend individual services, but many of our international parents use the following guardian agencies and report good levels of service: Belgravia Guardians, Oxbridge Guardians, Pippa's Guardians, and Quest Guardians. All have AEGIS accreditation.

The responsibility for selection of a suitable guardian lies solely with the parent; any payment made to a private educational guardian or guardian company is a private matter between the parent and the guardian.

2. In the event that the parent opts for a private guardian, the guardian **must** be over the age of 25 and the school strongly recommends that the guardian should:
 - be an adult who is not a student;
 - be fluent in English;
 - have a permanent place of residence in the UK;
 - not regularly travel overseas;
 - be easily contacted; and
 - live no more than 90 minutes away from Christ's Hospital.

Please note that if you select a private guardian, you must also appoint a secondary guardian in the event we are unable to contact the primary guardian.

If choosing a private guardian, parents may wish to consider the following:

- their willingness and ability to provide emotional and practical support for the student;
- 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 not possible;
- their willingness and ability to provide accommodation when the student has a contagious illness or other mental or physical health issue that means they must be cared for away from school; and
- their willingness and ability to organise safe travel arrangements.

In short, the private guardian will act in the role of parent while the student is at school or otherwise in their care.

Please also be aware that if your child stays with their guardian for more than 28 days in an academic year, and the guardian is close family, this is classed as private fostering. In this event, the local authority (LA) of the family your child will be staying with may contact both the parent and guardian to ensure that the appropriate safeguarding is in place for your child. Further information on private fostering can be found at this [link](#).

If at any point you change the guardian for your child, you must inform us either via the Parent Portal or by emailing us at international@christs-hospital.org.uk. You will then receive a new agreement that you must complete and return for us to update our records.

Support

Supportive, caring guardians, in regular contact with a student, 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 Christ's Hospital and the child's boarding house team and, where practicable, to visit the school.

All guardians are invited and strongly encouraged to attend the international parent and student induction event at the start of term. This is an opportunity for new parents and guardians to meet with the Senior Leadership Team, admissions team, houseparents, Heads of Department and matrons.

Guardians are encouraged to be in regular contact with the relevant houseparent.

With parental agreement, guardians are encouraged to attend parents' evenings, including parents' consultations and other school functions throughout the school year.

Information

The school is required to hold a copy of the Educational Guardian Agreement (Annex A) signed between parent(s) and guardian(s). The school must be informed in writing of any subsequent changes made to that agreement via the Parent Portal.

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 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 student contact information with the guardian (including telephone/mobile, email and postal address) if this information is requested by the guardian.

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

A guardian may be required and should be prepared to convey/translate personal information to the parent about their child.

A guardian may receive copies of school reports if the parent wishes/agrees.

Safeguarding

If the school believes that the guardian appointed by the parent does not promote the physical welfare and emotional wellbeing of the child, the school will insist upon a change to the registered guardian.

If the school has any serious safeguarding concerns about the guardianship arrangement in place, the school will contact relevant child protection agencies immediately.

Accommodation

A guardian must provide safe and suitable accommodation and appropriate care and supervision for a student during periods when they cannot be accommodated at the school. 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.

Guardians are expected to provide accommodation in the following instances:

- when a student is unexpectedly unable to make the journey home due to unforeseen circumstances, such as illness, severe weather conditions or an infectious disease outbreak;
- when a student is required to be away from the school unexpectedly for any medical or disciplinary reason, such as significant immobility, having an infectious illness, having a mental health crisis or being suspended;
- when a student is required to be away from the school unexpectedly because of a major incident, such as the closure of the school due to an outbreak of infectious illness or the loss of critical boarding facilities; or
- when any travel arrangements are after the end of term, or return is prior to the start of term.

Guardians are expected to provide accommodation on leave weekends to offer their child a break from the school environment. This arrangement must be clarified between the parent and guardian.

Please note that the International Student Team will contact parents and guardians prior to leave weekends, half term breaks and longer holidays requesting information on your child's plans for the relevant holiday period, as it is a legal and regulatory requirement that we hold this information in the school.

Safe travel arrangements

If the parent requires an adult to accompany the student to/from an airport, the guardian must assume responsibility for undertaking this journey. The guardian will be responsible for the student until they are safely on their flight and should be available to assist in the event of flight delays or cancellations.

When travel is organised by a parent, the guardian should be informed of the arrangements and of any alterations or delays to these plans. The parent and/or guardian should also advise the school of student travel arrangements and travel alterations or delays.

If a student does not arrive at the expected time the house parent will contact the guardian directly.

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

If a student is to fly as an unaccompanied minor, the guardian must assume responsibility for incoming and outgoing flights including airline handover documentation.

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 student. The guardian must arrange an appointment at a bank of the parent's choosing and accompany the student to the appointment. It is recommended that this be done prior to the child joining Christ's Hospital. If a letter is required from the school to facilitate this, please request this by emailing international@christs-hospital.org.uk.

Requests for students to leave school to attend appointments must be submitted through the Parent Portal at least five days before the scheduled appointment. Students 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 student's arrival at Christ's Hospital.

SIM cards

It is the responsibility of the parent to instruct the guardian if they would like their child to have a UK SIM card.

The guardian can purchase a SIM card and post it to the student's school address. Alternatively, they can set up a contract with the chosen provider if the student has already set up a UK bank account.

Contact

When contacting Christ's Hospital, there are two main points of contact:

1. Your child's house parent, who will be the main point of contact for all pastoral queries and concerns; and
2. Our International Student Team who can be contacted at international@christs-hospital.org.uk for general queries, or to advise on any travel plans.

Author: SCY

Date of last review: August 2024

Date of next review: August 2025

Annex A – Educational Guardianship Agreement

CHRIST'S HOSPITAL
EDUCATIONAL GUARDIANSHIP AGREEMENT

Here below lies an agreement between:

_____ (Parent's Name) and
_____ (Educational Guardian)

and Christ's Hospital, for

_____ (Student's Name)

concerning the appointment of an educational guardian for the named student.

Details of the Educational Guardian

Name		
Address		
Postcode		
Telephone	(home)	
Telephone	(work)	
Telephone	(mobile)	
Email		
Date of birth (if private guardian)		Please provide a copy of your passport or driving license when submitting this form

Details of the Secondary Educational Guardian (only to be completed in the event a private guardian is appointed)

Name	
Address	

Postcode		
Telephone	(home)	
Telephone	(work)	
Telephone	(mobile)	
Email		
Date of birth		Please provide a copy of your passport or driving license when submitting this form

Parent

- I agree that Christ's Hospital may contact the named Educational Guardian when I am unable to be contacted, in cases of emergencies and to discuss and confirm travel and accommodation arrangements.
- I agree to keep the Educational Guardian fully informed of my son/daughter's travel arrangements.
- I have read and understood the school's policy on Educational Guardians.
- I ***would/would** not like the Educational Guardian to have access to the parent portal and to be copied in on all mailings sent to parents about my child (for example, travel information, information about parent consultation evenings etc). ***please delete as applicable**

Educational Guardian

I agree to undertake the duties of an Educational Guardian which I understand to include the responsibilities and expectation outlined in the Schools Policy on Educational Guardianship.

Signed: _____ (Parent) Date _____

Signed: _____ (Educational Guardian) Date _____