



Kimbolton School  
Cambridgeshire

# EDUCATIONAL GUARDIANSHIP POLICY

**Policy owner:** This policy is the responsibility of Head of Boarding and Director of External Relations.

## SLT Policy

**Policy Summary Statement:** This policy outlines Kimbolton School's stance on educational guardianship.

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## Educational Guardianship Policy

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## Educational Guardianship Policy

### INTRODUCTION

Boarding students bring diversity and enrichment to Kimbolton School. Our teaching and pastoral staff provide vital support to pupils whose parents are overseas, aiding integration and helping students get the most out of their time in the UK. An Educational Guardian provides extra support, independent of the school, and acts as the overseas parents' representative in the UK. Guardian details will be processed in line with the School's privacy notices and may be shared with statutory agencies where safeguarding requires.

### GUARDIANSHIP ARRANGEMENTS

Each boarder, whose parents will be resident outside the United Kingdom for all or part of the academic course, must have an appointed Educational Guardian in place before entry. The Educational Guardian must have been given legal authority to act on behalf of the pupil's parents when necessary. They must continue to have an Educational Guardian while they are in attendance at Kimbolton School, even after they have turned eighteen years of age.

The responsibility for choosing an appropriate Educational Guardian rests solely with the pupil's parents. It is important that parents choose a responsible adult and one they feel confident will support their child in day-to-day circumstances, as well as in emergencies. Parents must ensure that their chosen guardian is fully apprised of any necessary information pertaining to their child's health and wellbeing in order to enable them to fully support the child.

Parents are responsible for ensuring that appropriate safeguarding checks (including DBS checks where applicable) have been carried out on the appointed Educational Guardian. This is especially relevant where the guardian provides overnight care.

Where an Educational Guardian arrangement or homestay extends for 28 days or more, this may constitute a Private Fostering Arrangement under UK law. Parents are legally required to notify the Local Authority at least six weeks in advance (or immediately if already in place). The School may also contact the Local Authority in line with safeguarding obligations. **Note:** For the purposes of private fostering, *close relative* has a specific legal meaning. Parents should check the statutory definition and, where in doubt, consult the Local Authority.

The School strongly recommends — and may require in specific cases — that parents appoint an Educational Guardian through an AEGIS-accredited guardianship agency, in order to ensure safeguarding standards are met. AEGIS is an authoritative association for inspecting and accrediting guardianship organisations. Where a non-AEGIS guardian is proposed, the School may request additional assurances and evidence of safeguarding standards.

On appointment, parents must provide the School with full contact details for their nominated Educational Guardian using the attached form. The form must be signed by all persons with parental responsibility for the pupil. To ensure continuity of care, parents must then immediately notify the School of any changes to those details throughout the time that their child is in attendance.

The School reserves the right to refuse to accept the nomination for an Educational Guardian for whatever reason it deems appropriate. Any change of Educational Guardian during a pupil's residence at Kimbolton School must be notified in writing to the School and must also be acceptable to them.

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The Educational Guardian will be expected to sign a form to confirm the commitment they have made to the child, using the attached form, although any agreement will remain between parents and guardian, with parents responsible for any costs involved.

If at any time the School is concerned about the care arrangements, staff will seek to satisfy themselves that the arrangements are suitable. Where the School has safeguarding or welfare concerns, it may require parents to change the Educational Guardian. For Child Student visa holders, the School may also suspend or withdraw sponsorship where care arrangements are inadequate, and/or require the pupil to return home until suitable arrangements are in place.

For pupils requiring a Child Student visa, the School will not issue a Confirmation of Acceptance for Studies (CAS) until it is satisfied that appropriate and compliant guardianship arrangements are in place.

### DUTIES OF THE EDUCATIONAL GUARDIAN

The information given below is intended to guide parents in their choice of a suitable Educational Guardian for their child. It is not intended in any way to be intrusive, but to indicate the areas which the School feel are essential to the pupil's safety and well-being.

- The Educational Guardian must be permanently resident in the UK and able to attend the School or collect the pupil within a same-day timescale (ordinarily within 2–3 hours) when required.
- The Educational Guardian must be available 24 hours during term time and must maintain a reliable, regularly-monitored phone number and email address. They must promptly notify the School of any changes to their availability or contact details
- The Educational Guardian may be a family member, or a guardianship agency. It is, however, essential that the Educational Guardian is sufficiently proficient in the English language to be able to converse easily with the School.
- All appointed Educational Guardians must be over the age of 25 at the time of appointment, whether a family member or otherwise. The School does not accept guardians under the age of 25 in any circumstances.
- In line with Home Office requirements for Child Student visa sponsorship, the appointed guardian must be a suitable adult, not residing in student accommodation or shared temporary housing, and capable of fulfilling welfare responsibilities.
- The Educational Guardian must be able to respond quickly in the event of an emergency. They must be in a position to provide suitable temporary transport, accommodation and care, on the same day as requested, for the pupil should they need to leave the School in **any** circumstance.
- The Educational Guardian must be able to arrange suitable, supervised, accommodation for the child during boarders' leave weekends and mid-term breaks if the child is not travelling home. It is the parent and not the school who is responsible for ensuring that the necessary checks have been carried out to safeguard the welfare of the child while staying under such arrangements. Details of these arrangements must be reported to the School at least one week in advance. Unsupervised hotel, bed and breakfast or university halls accommodation are not considered to offer a suitable level of care. Homestay accommodation must provide age-appropriate, safe

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sleeping arrangements and suitable supervision where other minors are present. Mixed-sex sharing with unrelated minors is not permitted.

- The Educational Guardian should be available to escort the child on non-emergency medical/dental/optometrist appointments where necessary. Parents must ensure the Educational Guardian holds written authority to act in emergencies, including to accompany the pupil for urgent medical care if parents cannot be reached.
- If requested, the School will make arrangements for shared travel to and from Heathrow Airport using a reputable taxi or coach firm on the official arrival and departure dates at the beginning and end of each term, with the costs being added to parents' end-of-term bill. Educational Guardians are expected to make all other necessary travel arrangements.
- The Educational Guardian will be expected to uphold the ethos and values of the school at all times, and will be expected to respect and support the rights, religion and customs of the pupil.
- The Educational Guardian will be expected to act on behalf of the parent when necessary and represent them at parents' meetings, including all calendared Parents' Evenings.
- Where in-person attendance is not possible, the Educational Guardian must make themselves available for remote attendance at Parents' Evenings or other meetings via video call or other appropriate digital means.
- Where the Educational Guardian is temporarily unavailable (e.g. travel or illness), parents must nominate an approved temporary deputy in advance, and supply full contact details to the School.

The School can accept no responsibility for the Pupil when he/she is in the care of the Parents or the Educational Guardian. This includes holiday arrangements when the pupil is not travelling home and also when they are travelling to and from the School.

Parents and Guardians must adhere to specified term dates. The Boarding House is open on the day prior to the start of each new term to facilitate travel arrangements, and from 6pm on the evening prior to return after boarders leave weekends and half term breaks. At the end of each half term pupils are expected to leave the Boarding House by 6pm on the final day. Educational Guardians will be responsible for arranging accommodation outside these times should early arrival or late departure be deemed unavoidable.

Parents and Guardians are always most welcome to visit the School and boarding house by appointment and to contact the Boarding House Staff if there are any concerns.

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### PARENTS - NOTICE OF EDUCATIONAL GUARDIANSHIP ARRANGEMENTS PUPIL DETAILS

Pupil Name	
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### EDUCATIONAL GUARDIAN DETAILS

Full Name		
Home Address		
Telephone – Home		
Telephone – Work		
Telephone – Mobile		
Email Address		
Occupation		
Date of Birth		
DBS check completed Y/N		
Certificate no./Issue date /Organisation		
Private fostering notification required? Y/N		LA notified on:
Relationship to Pupil (if applicable)		
Guardianship Agency (if applicable)		
AEGIS-accredited agency? Y/N		
Deputy/temporary guardian details (name, phone, email)		

I nominate the above named person to act as the Educational Guardian for my child while they are a full time boarding pupil at Kimbolton School.

I understand that the School's guidelines are for the safety of my child and that the School reserves the right to refuse a nominee for guardianship.

I understand that the responsibility is my own for the final choice and vetting of the suitability of the Educational Guardian, whom the School has accepted as my proposal.

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I have read and understood the Kimbolton School Policy on Educational Guardianship document and state that I believe the nominee meets these requirements.

I have read the School's Safeguarding/Child Protection Policy and Boarding Handbook.

I understand my obligations for availability, emergency response, and medical consent.

I will inform the School and parents immediately of any change in circumstances affecting suitability or availability.

Signed (Parent 1)
Name
Date

Signed (Parent 2)
Name
Date

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### EDUCATIONAL GUARDIAN – EDUCATIONAL GUARDIANSHIP AGREEMENT

Pupil Name	
Guardianship Agency (if applicable)	
Educational Guardian's Full Name	
Home Address	
Telephone – Home	
Telephone – Work	
Telephone – Mobile	
Email Address	
Date of Birth	
Occupation	
Relationship to pupil (if applicable)	
Is your household English-speaking?	
Is there any reason in law, or in any other way, which makes you, or anyone in your household, unsuited to care for a young person in your home?	<p>YES/NO(<i>please delete as necessary</i>)</p> <p>If YES please give details</p>

I, the undersigned, state that the information which I have given above is correct.

I have read and understand the Kimbolton School Policy on Educational Guardianship document and have agreed to accept responsibility for the above named pupil while they are a boarding pupil at Kimbolton School.

Should any of the above information change I will inform the school and the pupil's parents immediately.

Signed (Educational Guardian)	
Name	
Date	