



# Guardianship Policy

**This policy applies to:**

Senior School parents of overseas pupils

**Persons responsible for the policy:**

Deputy Head (Pastoral and Co-curricular) and Registrar

**Review dates:**

Last review Sept 2022

Next review Sept 2023

Ardingly College is an independent day and boarding School in West Sussex for boys and girls aged between 2 and 18 and welcomes students from all over the world. Guardians can be a family friend or relative living permanently in the UK, not too distant from the school. Guardians must be able to collect pupils from the College campus in good time, certainly on the same day, should there be any emergency. Guardians may come from an agency accredited by AEGIS and the College requests that all guardians are over the age of 25 years. We request all individual guardians provide a copy of their current passport to the school.

1. All students whose parents are resident outside the UK are required to have a guardian in the UK.
2. The College does not provide its own guardianship service.
3. The College cannot recommend any one individual, company or particular guardianship service, as the appointment of a guardian must be entirely the parents' decision.
4. A member of Ardingly College Staff cannot be appointed as a guardian.
5. Whilst the appointment of the guardian is the responsibility of the parents, the College must approve the appointment.
6. The College must be satisfied that the 'out of College' care arrangements are satisfactory.
7. For this reason, the College has designed a **Guide to Guardianship Standards** which establishes the minimum standards the College would expect from a guardian, and which will be used as a "bench-mark" to assess whether or not the out of College care arrangements are satisfactory.
8. A copy of the **Guide to Guardianship Standards** is available from the registrar (and also pasted below) and will be reviewed in line with this policy.
9. All guardians will be provided with a copy of the **Guide to Guardianship Standards**. Agreeing to act as a guardian to a student of the College will imply that the terms of the Guide are accepted.
10. The College can accept no responsibility during exeat weekends, half terms or holidays for students whose parents are resident abroad, nor during any period for which a student has received an external suspension. The parents and guardians of such students must make holiday arrangements including travel to and from the College well in advance.
11. Parents and guardians should advise the student's Housemaster/Housemistress of the guardianship arrangements for each exeat, half-term and holiday.
12. Should the College deem that the out of College arrangements are unsuitable, the College will:
  - i. Contact the parents and guardian in writing, setting out the College's concerns and reasons why the College deems the care inappropriate;
  - ii. Give parents 72 hours to agree with the College's proposed changes to the out of College care arrangements;

iii. Take immediate action if the changes are not made in the appropriate timeframe. In these circumstances the student would be asked to leave College forthwith and the College's sponsorship of the student would be withdrawn with immediate effect.

## **Guide to Guardianship Standards**

What we expect of a Guardian:

- To provide a safe, clean and welcoming environment for the student;
- To be in touch with the student on a regular basis;
- To be a point of contact with the College if for any reason the parents are not available;
- To be a source of security;
- To help a student adapt to his/her new environment, appreciating that he/she may be homesick or experiencing a change of culture;
- To seek advice from the College if they are concerned about the student;
- To discuss all serious decisions with the College if for any reason the parents are not available;
- To be available for consultation over medical or other emergencies and to make decisions in the unlikely event that the parents are not available to do so;
- To support College discipline and to accommodate a suspended student;
- If appropriate, to give consent to a Child Protection Investigation and to be present;
- To contact the parents and the College if there is a serious emergency while the student is staying with them;
- To understand that students may well need to stay with the Guardian at the end and start of terms to facilitate international travel plans;
- To live within a reasonable distance of the College so that their duties as a Guardian can be fulfilled and students can be collected from the College in good time, certainly on the same day, if any emergencies occur.