



CHARTERHOUSE

EDUCATIONAL GUARDIANSHIP POLICY

INTRODUCTION

Charterhouse has a strong boarding ethos and greatly values the diversity that both our UK and international pupils bring to the School's community.

Under the Children Act 1989, the School is required to safeguard and promote the welfare of pupils. During term time the School is responsible for a pupil's welfare and acts *in loco parentis*. However, there are times when the School must be able to hand over these parental responsibilities to an appointed Guardian.

If, at any point, during the pupil's time at Charterhouse, the School has concerns about the suitability of a Guardian or guardianship arrangement, the parents will be informed. 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, Heads of House or Deputy Heads of House will speak termly to the boarder focussing on how their time is spent and how they feel when they are with guardians and record this in the Day Book. The Assistant Head Pastoral, will also follow up termly with an email to guardians. The School may request a change of Guardian or revision of the arrangement. If the School continues to have concerns about the child's Guardianship arrangements, the child could be asked to leave the School. It should be noted, for example, that the School does not consider unsupervised stays in hotels or bed and breakfast accommodation to be an adequate level of accommodation or care.

DEFINITIONS

In this document, the term 'Guardian' refers to an **Education Guardian**, which involves a delegation of parental responsibility, usually for short periods of time. This is distinct from a **Legal Guardian**, which refers to a person who is appointed to care for a child when a parent or guardian has died, or to a person acting as a guardian of a child's estate.

APPOINTING A GUARDIAN

- **Every** pupil at Charterhouse is required to have a guardian.
- It is the parents' responsibility to appoint a Guardian; the organisation and selection process rests **solely** with parents.
- The appointed Guardian must be **over 25 years** of age and be permanently resident in the UK; they must be able to be at the School **within two hours**, if requested.
- The appointed Guardian must be fluent in the English language and be able to provide a point of contact for the School at all times.
- Ideally the Guardian should be a relative or family friend who is well known to the child, and be someone with whom the child feels happy and comfortable staying. A guardian is not a parent or step-parent.
- An unacceptable Guardian arrangement would be one in which the environment is not warm, welcoming and very much like a family home and/or where numerous young people are staying in one establishment which feels more like a hostel.
- For many pupils where the family does not have a suitable contact in the UK, it is expected that the parents will appoint a Guardian via a reputable organisation who promote the welfare of the boarder as a priority. It is important to note that the School does not recommend any specific agency or organisation, but would encourage parents to ensure that it is a member of the Association for the Education and Guardianship of International Students (AEGIS). AEGIS can be contacted via their website: www.aegisuk.net

- In a crisis, if the Head, Principal Deputy or Head of House are unable to contact parents, the Guardian will have to give permission for medical care. If neither parents nor guardian can be contacted, the Head of House is empowered to act in *loco parentis* – as if they were the legal Guardian. It is therefore imperative to consider the following when appointing a guardian:
 - willingness and ability to provide emotional and practical support for the pupil;
 - ability to handle and exchange sensitive and urgent information in a timely fashion;
- ability to organise safe travel arrangements
- If an appointed Guardian changes during a pupil's time at the School, it is the parents' responsibility to ensure accurate updated contact details (two telephone numbers including a mobile, email and full postal address) are communicated to the School as soon as possible, in order to ensure continuity of care and to ensure compliance with statutory regulations. You will also be required to resubmit the signed forms.
- Under the National Minimum Standards (NMS), a Guardian is not allowed to be a member of Charterhouse Staff, unless they are a family member.

GUARDIAN RESPONSIBILITIES

All Guardians must be prepared to undertake, where necessary, the following responsibilities:

- To provide a 24-hour point of contact throughout the School year.
- To be ready to accommodate and take responsibility for the pupil at short notice in case of emergency or crisis.
- To provide a home-like, safe and suitable accommodation for the pupil with an appropriate degree of care and supervision when they cannot be accommodated at School and to liaise with the Head of House regarding these arrangements. Occasions are likely to include, but are not restricted to:
 - Leave Weekends
 - Exeats (half-term breaks) and longer holidays
 - Days at the start and end of term when a pupil's flights do not coincide with term dates
 - If a pupil is unwell or injured and needs to recuperate away from School this will include is a pupil is vomiting and needs to be kept at home during the infectious time of 48 hours.
 - If the School requires a pupil to leave for disciplinary reasons or because the School determines it to be in the pupil's best interests
 - Any other occasion when the pupil is released from the School
- To make suitable alternative arrangements if they are unable to accommodate the pupil themselves, and to inform both Head of House and parents of the arrangements.
- To liaise with the School over all matters relating to the pupil's welfare, including pastoral, academic and medical care.
- To act with delegated parental authority in the case of an emergency or crisis and to make appropriate arrangements for medical care.
- To attend important parent and teacher meetings or any other important meetings at the School on behalf of the parents.

The responsibilities of Guardians appointed by overseas parents and those appointed by parents in the UK are identical. However, over the usual course of the year, there are likely to be practical differences in a Guardian's level of involvement:

- **For overseas parents:** The Guardian is usually responsible for the delivery and collection of pupils at the beginning and end of term, and (where the pupil is not travelling to their home overseas) for providing a home for pupils during Exeats and Leave Weekends.

The Guardian must be available for contact at short notice in an emergency, for granting routine permission, or for disciplinary reasons. In some medical or disciplinary cases, the Guardian may be required to have the pupil to stay for a limited period of time.

- **For UK parents:** The Guardian must be able to substitute fully for parents when parents are away or unavailable. This includes providing everything mentioned in the points above. UK parents who plan to be away for an extended period, are asked to inform the Head of House in good time and to check that contact numbers are up-to-date and relevant.

Guardians are strongly encouraged to become familiar with Charterhouse 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 pupil induction event at the start of OQ. This is an opportunity to meet with some of Senior Leadership Team, admissions team, Heads of House, Heads of Department and Assistant Heads of House. Guardians are encouraged to be in regular contact with the relevant Head of House.

SAFEGUARDING

If the School believes that the guardian appointed by the parent does not promote the welfare, physical welfare and emotional wellbeing of the child, the School will insist upon a change to the named guardian. If the School becomes aware of any safeguarding concern in relation to the arrangements being put in place by the parent or guardian, the School will contact the relevant agencies immediately.

PRIVATE FOSTERING

Pupils who stay with persons in the UK who are not their parents or close relatives for 28 days or more (consecutively) during term-time or school holidays, may be subject to the law on private fostering. The school may be required to contact the relevant local authority to ensure appropriate safeguarding is in place. If you think a pupil may be staying with a Guardian (or another person) who is not a close relative for 28 days or more, please contact the School for specialist advice.

Guardianship details are collected electronically as part of the New Joiner information. However, should your child’s Guardian change whilst they are at the school, please use the form below and ask the appointed Guardian to complete The Guardian Agreement Form on the next page.

Please read the Educational Guardianship Policy before completing this form.

Pupil Name

Guardian Details

Name.....
Address.....
.....
Telephone Number / Mobile.....
Email.....
Relationship to pupil.....

I/we have read the Charterhouse Guardianship Policy and agree to the appointment of the above Guardian. 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).

In the unlikely event of the School being unable to contact the appointed Guardian, Charterhouse may use, as a temporary measure, the services of an emergency Guardian and add the charges to your bill.

Parent Name

Parent Signature **Date**

Parent Name

Would you like the Educational Guardian to receive correspondence sent to parents and have access to the parent portal? YES / NO

Parent Signature **Date**

NB Except in the case of a single parent who has custody of the child, this form must be signed by both parents.

Please read the Educational Guardianship Policy before completing this form.

I have read the Charterhouse Educational 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 two hours of Charterhouse. I am not a full-time student living in accommodation provided by another educational institution. I am fluent in the English language.

Guardian Name **Title**

Address

Email

Telephone

Mobile

Guardian Signature **Date**