



Guardianship Policy

Independent Boarding and Day School for Boys and Girls

Royal Hospital School

May 2015

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Related Policies	

1. Policy

The Royal Hospital School is committed to safeguarding and promoting the welfare of every boarding pupil. The School is responsible for each pupil's welfare during term time, and will therefore undertake parentally designated responsibilities. However, there may be times, (e.g. leave-out weekends, end of terms, or if a pupil is externally suspended), when the School must be able to hand over its responsibilities to another adult. This will either be the parent, or in the case of parents living overseas, the UK guardian.

We therefore require the parents or legal guardians of all boarding pupils (including those over the age of 18), who do not live in the United Kingdom, to appoint a UK guardian or guardianship organisation. The UK guardian must be given legal authority to act on behalf of the parent or legal guardian in all respects.

The Royal Hospital School does not appoint UK guardians on behalf of parents; the responsibility for selecting an appropriate UK guardian rests solely with the parent or legal guardian.

The nominated UK guardian must meet the following requirements:

- be over 25 years of age;
- be a permanent resident of the United Kingdom;
- reside within 2 hours travelling distance from the School, either by car or public transport;
- be a 24 hour point of contact for pupil, parents and the School;
- not be a member of staff at the Royal Hospital School;
- act with delegated parental authority in the case of emergency or in other matters as required;
- provide appropriate overnight accommodation, if required, including at the start and end of terms and half terms.

UK guardians are expected to respect the rights, religion and customs of a child and adhere to best practice in terms of their guardianship of pupils. This should include signing an agreement with the pupil's parents, confirming the responsibilities of the guardian.

Parents of international pupils who are seeking to appoint a suitable UK guardian are directed to the Association of Educational Guardians for International Students (AEGIS). This is a national association which monitors and regulates the welfare of international students, and provides accreditation for guardianship organisations, in line with the National Minimum Standards for Boarding. Further information and contact details can be found on www.aegisuk.net.

All guardians are most welcome to attend School events, parent meetings, concerts or matches, and are encouraged to make regular contact with the pupil's housemaster or housemistress.

2. Tier 4 pupils

In the case of pupils who are in receipt of Tier 4 sponsorship and have been issued with a Confirmation of Acceptance for Studies (CAS) by the Royal Hospital School, the School is responsible to the UK Border Agency for the pupil at all times during the duration of the Tier 4 sponsorship. The School is legally required to retain accurate records of the pupil's whereabouts, whether or not he/she is in the UK; parents must therefore undertake to ensure that the School is, at all times, provided with full details and contact information for all periods that the pupil is not resident in School.

3. UK Guardian Nomination form

Both sections of the Royal Hospital School's UK Guardian Nomination form should be completed. It must be signed by the parent/legal guardian and the nominated UK guardian or representative of the guardianship organisation. It must then be returned to the School.

If at any time the nominated UK guardian does not meet the requirements of the Royal Hospital School's Guardianship Policy, the School will require the parent to appoint an AEGIS accredited guardianship organisation to make appropriate guardianship arrangements.