

## 8d GUARDIANSHIP POLICY

*A copy of this policy is published in the following areas:  
The school's website*

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Created by: Emma Trelawny, Head of Admissions / Andy Johnson, Head

### A. Introduction

During term time the School takes responsibility for each pupil's welfare and acts in loco parentis. However, there are times e.g. Half term breaks, medical circumstances, a pupil's temporary or permanent exclusion by the School, or in the unusual event of the School having to close due to events outside our control (see Para 15(a) of our Parent Contract), when the School must be able to hand over parental responsibilities to another adult – the appointed Guardianship organisation/Guardian.

All parents who are resident abroad must arrange appropriate guardianship support for their child / children while they are pupils at Truro School. This is the case for all pupils, regardless of age.

All guardians must be resident in the UK and able to act with the full authority of the parents.

The choice of guardian is the responsibility of the parent: the school can accept no legal responsibility for any guardianship arrangements. The school expects the guardianship arrangements to meet the expectations outlined in this policy.

Any change of guardian must be communicated to the school in writing.

### B. Aim

The overriding consideration is our duty of care to our pupils. This policy is constructed to be straightforward and workable.

Our aim is to take into consideration the interests and preferences of the various parties affected by guardianship arrangements for pupils from overseas. These parties include: UK authorities; the school's administration and staff; Housemaster/mistress; the parents of the pupil; guardians and guardianship agencies; recruiting agencies; our international pupils.

### C. Eligibility of Guardians:

- The guardian may be an appointed guardian via a guardianship agency or a nominated friend of the family or another family member.
- The guardian should be over 25 years of age and live in the UK within no more than 300 miles of the School.
- The guardian must have a permanent or semi-permanent place of residence in the UK, independent of any educational institution.
- The guardian must be available if called upon when required under the terms of this agreement to collect and accommodate the pupil.
- The guardian should not be a full-time student.

Exceptions to the above eligibility guidelines will be made on a case by case basis following a risk assessment.

For all international pupils who have not chosen a family member or friend as a guardian, the School strongly recommends that you appoint a reputable guardianship organisation that is accredited by AEGIS -(the Association of Educational Guardians for International Students).

AEGIS is a national body for monitoring and regulating the welfare of international pupils and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted. Contact details for AEGIS are as follows:

The Secretary  
AEGIS  
The Wheelhouse  
Bond's Mill Estate  
Bristol Road  
Stonehouse  
Gloucestershire -GL10 3RF  
Telephone: 01453 821293  
E-mail: [info@aegisuk.net](mailto:info@aegisuk.net)  
Website: [www.aegisuk.net](http://www.aegisuk.net)

We are happy to provide parents with a list of local AEGIS accredited guardians but are not in a position to recommend any particular guardian.

#### **D. Guardian's Role and Responsibilities:**

- Act with delegated parental authority in the case of an emergency and in other matters agreed by the parents;
- Provide suitable living and studying accommodation in accordance with the Children Act (1989) and other UK legislation;
- Respect and support the rights, religion and customs of the international pupil
- Ensure that, when in their care, any pupil requiring medication receives the prescribed dosage and that the administration of drugs is recorded in accordance with the medical information supplied by the School's medical centre;
- Ensure that pupils receive any medical attention they may require. Full details of any visits to the doctor/hospital and any drugs prescribed must be passed to the school medical staff upon the pupil's return;
- Ensure that the pupil in their charge is resident with the guardian during half-term or full holidays, unless they are going home: Bed and Breakfast or Hotel accommodation does not fulfil this requirement unless the guardian is staying with the pupil at the same establishment;
- Provide safe care during any absence from the School, for example, long term illness or exclusion. In the unusual event of the School having to close due to an epidemic or a pandemic the guardian will be responsible for collecting and caring for the pupil;
- Collect and return the pupil to and from the School in accordance with the published term dates or ensure that suitable arrangements are made and confirmed in writing with the School;
- Collect the pupil from school when requested by the medical centre in the event of a diagnosis of a contagious medical condition. Abide by any further school guidance relating to said contagious medical condition.
- Be willing to receive school reports and other communication from the School and attend Parents'/Guardians' Evenings if requested to by the pupil's parent.
- Advise parents if they are to be out of the country and/or out of contact for any period of time so that a second contact can be appointed by the guardianship organisation or fully authorised by the;
- Be familiar with the School's rules, regulations and policies;
- Notify the school of any change of email or mailing address or contact numbers.

#### **E. Failure to comply**



If parents fail to provide a suitable guardian, the School reserves the right to employ the services of a Guardianship Agency who will appoint a guardian, the cost of which will be charged to the parents' account.