



Haberdashers'
Monmouth Schools

Educational Guardianship Policy

For the purpose of this policy 'the School' refers to all Haberdashers' Monmouth Schools namely Monmouth Prep School, Monmouth School for Boys and Monmouth School for Girls.

1. Introduction

The School welcomes pupils from all over the world and our international pupils are part of a diverse community of people who care for each other and grow as individuals, celebrating diversity and forging strong friendships. Living in a foreign country, in unfamiliar surroundings, and having to communicate in a different language presents a challenge to our international pupils. Our pastoral, tutorial and boarding systems are designed to ensure that all international pupils are effectively supported as they integrate into school life.

All international pupils are required to have an educational guardian whilst studying at the School. Educational guardians provide extra support to pupils, ensuring their welfare in and out of school. An educational guardian acts as the overseas parents' representative in the UK and is independent of the School. The types of services they offer include arranging homestay accommodation and airport transfers, attending parents' evenings and generally supporting the pupil during their stay in the UK. They also provide pupils with an adult outside the School who they can turn to for assistance or advice.

2. Policy Aims

- To provide the parents of international pupils (and the educational guardians they appoint) with a clear explanation of the School's expectations and responsibilities relating to educational guardians.
- To explain that the School must be satisfied that the guardianship arrangement promotes the welfare, physical and emotional wellbeing of the boarder.
- To provide details on how communications between the School, international parents and educational guardians will operate.
- To make known to the parents of international pupils that the School reserves the right to determine the acceptability of arrangements made for their son/daughter when they are residing out of school; should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements.
- To provide an agreement form for the registration of an educational guardian.
- To ensure the School complies with its legal obligations as an independent school and child pupil sponsor.

3. Educational Guardian Requirements

It is the overseas parents' responsibility to appoint an educational guardian for their child. 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. If the child requires a visa under the

Student Visa Route, the intended carer in the UK must also meet any requirements set by the Home Office. It is advisable that a contract is in place between the parent and educational guardian.

Parents should consider the support the educational guardian will provide to the child in the absence of the parents such as emotional, academic and, if applicable, religious guidance.

3.1 The educational guardian appointed by parents:

- Must be one of the following:
 - Accredited by AEGIS www.aegisuk.net
 - A close family member residing in the UK, pupil's (grandparent, brother, sister, step-parent, uncle (brother or half-brother of a child's parent) or aunt (sister or half-sister of a child's parent)).
 - A close family friend, only in exceptional circumstances, by agreement in advance with School;
 - Educational Guardians who are personal contacts are required to provide the School with a copy passport demonstrating their right to residence in the UK and a copy of a utility bill (dated within the last three months) confirming their UK home address.
- Must sign the School's educational guardianship Agreement.
- Must not be employed by the School.
- Must be over 25 years of age and not a full-time student.
- Must speak and write English fluently.
- Must live within a three-hour drive of the School and be able to travel. Any exceptions to this must be agreed in advance, in writing with School.
- Must be available during term-time, including weekends, provide a point of contact for the School and be prepared to respond in an emergency
- Is responsible for taking the pupil to routine medical/dental appointments where they cannot be arranged during School holidays.
- Must provide accurate contact information (including telephone/mobile, email and full address) and regularly update this information as necessary; including completing and returning the annual Educational Guardian data check form to the Pupil Records Manager.
- Must be able to receive, read, and monitor School communications and regularly check My School Portal for updates.
- Must notify the School if they are going to be away from the UK, for however short a time. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
- Is responsible for the pupil's travel and accommodation arrangements at the start and end of School terms, half terms and Quiet Weekends, and will ensure the School receives clear communication about these arrangements and this information will be provided in writing (email is acceptable) at least two weeks prior to departure or arrival.
- Must provide safe and suitable accommodation and appropriate care and supervision for the pupil during periods when they are not accommodated at the School; including in the event of illness lasting for more than 48 hours or in the event of a suspension or permanent exclusion; please note that, regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.

- Will take an active interest in the pupil's welfare, physical wellbeing, emotional wellbeing and progress at the School and will attend parents' evenings and school events where possible and will visit the School by appointment in order to stay in contact with the Pupil.
- Should be familiar with the School's rules, regulations and policies to support the School's aims and values.
- Will respect and support the rights, religion and customs of the pupil.
- Will support parents to ensure that the pupil's legal documents such as passports, visas and registration documents are kept up-to-date and renewed/updated when necessary.
- Agree to be contacted by video call before the start of the pupil's first term.
- Will visit the School at the start of the pupil's first term, preferably when the pupil arrives and no later than two weeks after the start of term, to meet a member of boarding staff.
- Must notify the School immediately if they are no longer acting as the pupil's educational guardian, this should be done via the Guardianship Cancellation form in My School Portal.

3.2 The School:

- Does not recommend any particular educational guardian, educational guardianship company or host family. The Association for the Education and Guardianship of International Students (AEGIS) provides a list of accredited UK educational guardians on its website. Parents must fully satisfy themselves as to the suitability of their chosen educational guardian.
- Reserves the right to review and if necessary reject educational guardianship or homestay arrangements made by parents if they are deemed to be unsuitable. Should the arrangements be rejected, parents and guardians will be given reasonable opportunity to change the arrangements. The School would be under no obligation to provide a place or continued place at the School if no acceptable arrangements can be put in place.
- May request a meeting or regular contact with the educational guardian through meetings, emails or telephone updates.
- May seek feedback from pupils regarding any time spent with their educational guardian or host family.
- Will ensure any concerns regarding the educational guardian or homestay are acted upon immediately in accordance with the School's Safeguarding and Child Protection Policy.
- Will send an annual data check to all educational guardians.
- Will ask for proof of ID and address and will arrange a video call or face to face meeting with the educational guardian at the start of the first term.

3.3 Additional requirements:

- On rare occasions that the pupil will not stay with their educational guardian, the School reserves the right to verify the arrangements and seek supporting information e.g. proof of identity/age.

3.4 Process

	Action	Responsibility
1	Register selected educational guardian on My School portal and sign Agreement to allocate responsibilities outlined in this policy.	Parent
2	Sign Agreement and Charter on My School Portal.	Educational guardian
3	School and educational guardian liaise to organise and hold a meeting either in person or via video call before the start of term.	Member of staff/educational guardian
4	Educational guardian to organise a visit to School/pupil, preferably within the first three weeks of term, to meet pupils and member of staff.	Member of staff/educational guardian

4. Private Foster Care Arrangements

The following applies to any pupil under the age of 16 (or under the age of 18 if disabled):

Any educational guardian who is not a close relative of the pupil (defined as: brother, sister, aunt, uncle, grandparent or step parent) and with whom a pupil will be staying for a continuous period of 28 days or more while they are a pupil at the School (for example during a long vacation between terms) is considered by the state to be providing a Private Foster Care Arrangement. Anyone providing a Private Foster Care Arrangement must inform and receive in advance, or in an emergency within 48 hours, all necessary approvals from the local authority of the borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.

The School must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The School will therefore require evidence of approvals from any educational guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

5. Appointing an Educational guardian

Where international pupils need to apply for a pupil visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) will not be issued until the School is satisfied that appropriate educational guardian arrangements are in place.

6. Information Sharing between School and Guardians

UK Government guidance emphasises that information sharing is essential for the effective safeguarding of pupils, and that 'the GDPR and Data Protection Act 2018 do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe' (Information Sharing, Advice for practitioners providing safeguarding services to children, young people, parents or carers, July 2018). The School may share personal or sensitive information about a pupil with the nominated educational guardian, where this is deemed to be vital for the health, welfare and/or safeguarding of the child in question. Keeping the educational guardian updated about any changes to a pupil's circumstances helps to ensure appropriate arrangements are made.