



BOARDERS' GUARDIANSHIP POLICY

Warwick Schools Foundation

Regulatory	Yes
Version	6.3
Author and Reviewer	The Principal's Group and Head of Boarding
Approving Body	Governors' Education Committee
Date Approved	October 2024
Review Cycle	Annual
Previous Review Date	N/A
Next Review Date	October 2025

Introduction:

It is a Warwick Schools Foundation requirement that all pupils whose parents live outside the UK should have an educational guardian in this country who will act in loco parentis for them.

The choice of guardian is the responsibility of the parent: the Foundation cannot accept any legal responsibility for any guardianship arrangements.

Warwick Schools Foundation expects guardianship arrangements to meet the expectations outlined in this policy.

Warwick Schools Foundation strongly advises that an AEGIS accredited guardianship agency is used. However, where this is not the family's choice then the guardian may be a nominated individual, friend of the family or another family member.

The guardian needs to be aware of and accept the requirements of this policy.

Once a guardian has been nominated, the Foundation will contact them to ensure that they are aware of the duties involved and that they are happy to fulfil the role.

The guardian should not be under the age of 25 and should not be in full-time education.

Any change of guardian **MUST** be communicated to the Foundation in writing.

Guardian's Role:

- To act with delegated parental authority in the case of emergency and in other matters agreed by parents
- To ensure safe transport to and from school at the beginning and end of each term and at the end of each holiday break to communicate all such travel details in writing to the relevant House Parents.
- To ensure that the student in their charge is resident with the guardian (or suitable host family) during exehats and holidays, unless they are going home: Local "bed & Breakfast / AirBNB, hotel accommodation does NOT fulfil this requirement.
- To provide safe care during any absence from school, for example, for illness or disciplinary matters. In the unusual event of the school having to close due to an epidemic or pandemic the guardian will be responsible for collecting and caring for the pupil.
- To attend Parents' / Guardians' evenings to follow the students' academic progress
- To be responsible for the transport and safe storage of all belongings at the end of each academic year.
- To be familiar with the relevant schools' rules, regulations and policies.
- To be English speaking and always provide a point of contact
- To be able to attend school and or to pick up the pupil at short notice as necessitated by the school

Guardians are always welcome to visit the schools and are encouraged to take as much interest in the pupils as they feel able to do so.

If a suitable individual is not known to the family then Warwick Schools Foundation recommends that they consult AEGIS – The Association for the Education and Guardianship of International Students (<http://www.aegisuk.net/>)

Passports & Visas:

Careful note should be taken of any conditions which are attached to a pupil's passport at immigration and visas must be kept up to date. Students living outside the UK should consult the Home Office UK Visas and Immigration website to find out whether a student visa is required, and, if so, how to apply for one in their country of residence.

Passports should be given to the House Parents for safe keeping. Passports are stored in a safe in each boarding house and all pupils and parents agree to the safekeeping of the documents.

Guardians' Absence:

Any guardian who is going to be away from their UK home for however short a time MUST notify the appropriate House Parents. Contact details for that period of absence must be given and the name and address of an alternative responsible person in the UK, fully authorised by the pupils' parents, to act on their behalf.

Guardians and Guardianship Agencies:

It may be necessary to use the services of a guardianship agency and the Foundation strongly recommends that only agencies registered with AEGIS are considered. Warwick

Schools Foundation cannot be responsible for any arrangements between parents and agencies.

The following table lists some of the guardianship agencies used by Foundation boarders in the past. It does not constitute any endorsement or recommendation by Warwick Schools Foundation:

AGENCY	REGISTERED WITH	CONTACT DETAILS
Quest Guardians	AEGIS	Alexander House 2 Acorn Business Park Ling Road Poole Dorset BH12 4NZ Office@questguardians.co.uk
Pippa's Guardians	AEGIS	5 Grosvenor House 127 Church Street Malvern WR14 2BA info@pippasguardians.co.uk
White House Guardians	AEGIS	711 – 715 Wimborne Road Bournemouth Dorset BH9 2AU guardianship@whitehouseguardians.co.uk

Details of a pupils' guardians MUST be entered onto the Guardian Form that is sent to parents as part of the pre-arrival induction process. These details must be confirmed BEFORE a boarder begins their education at Warwick Schools Foundation.

Pupils will be unable to remain at a Foundation school should a guardianship, meeting ALL of the above criteria, not be in place at ALL times.

House Parents will check with each boarder the arrangements that are in place and their satisfaction with the guardian arrangements on a regular basis with any concerns being raised with the parents and any Guardian Agency involved. Following exeat weekends and holidays, House Parents will conduct a review with each boarder to ensure that their guardianship arrangement is continuing to promote their welfare and physical and emotional wellbeing.