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1. Introduction

Windlesham House School (“the School”) has a strong boarding ethos and greatly values the diversity that both its UK and international pupils bring to the School’s community.

The School is committed to safeguarding and promoting the welfare of pupils, ensuring that they are looked after in a safe, caring and nurturing environment. 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 Educational Guardian (a “Guardian”).

It is a condition of pupil admission to the school that parents appoint a UK-based local Guardian if they are:

- based overseas or
- anticipate spending a significant part of the academic year outside the UK

This Guardianship is required until the pupil leaves the School.

2. Appointment of Guardian

The responsibility for choosing an appropriate Guardian rests solely with the parents of the pupil. The parents are responsible for satisfying themselves that the guardian is able and willing to fulfil the requirements outlined in section 3 below.

The responsibility for carrying out any safeguarding checks rests solely with the pupil’s parents but the School must agree to the suitability of the Guardian.

Ideally a 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. 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. 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.

Agents who are not family members or friends, or members of an appropriate association will be required to provide references.

Once appointed by the parents, the Guardian details form (at Annex A) must be completed and signed by both parents and guardians and returned to the School before enrolment or return of a pupil will be permitted. For VISA sponsored pupils, the CAS (Confirmation of Acceptance for Studies) will not be issued until the School is satisfied with the Guardian arrangements.

3. Roles and Responsibilities of a Guardian

- a. To be responsible for the care and wellbeing of the pupil, as would a responsible and caring parent or carer, and to provide a 24-hour point of contact throughout the School year.
- b. To be ready to accommodate and take responsibility for the pupil at short notice in case of emergency or crisis.
- c. To act with delegated parental authority in the case of an emergency or crisis and to make appropriate arrangements for medical care.
- d. To provide 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 Boarding team regarding these arrangements. Occasions are likely to include, but are not restricted to:
 - Exeat Weekends, half-term breaks and longer holidays
 - When travel arrangements mean there is a gap between the pupil arriving or leaving the country and school opening or closing
 - If a pupil is ill or injured and needs to recuperate away from School
 - If a pupil is required to leave School for isolation or quarantine purposes as a means of protecting the School community
 - 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
- e. The School also requires the Guardian to:
 - a. Be able to act with delegated responsibility in the case of emergency and in other matters pertaining to life at school. If the School 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

Boarding is empowered to act in loco parentis – as if they were the legal Guardian.

- b. Be over the age of 25 and not in full time education
- c. Live within two hours travelling time of the school. (Guardians who live further away need to be discussed with and agreed with the School before the pupil starts).
- d. Be able to communicate with the school in proficient English and the parents in their native language if they do not speak English.
- e. Be permanently resident in the UK during published term dates. If a guardian is going to be away from their home, or out of the country, for more than 48 hours, the parents must inform the School of alternative guardian arrangements before the guardian leaves their home. They must give full contact details for the period of their absence and name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
- f. Ensure that the pupil is in attendance at school from the first day of term right through to the last in all but exceptional circumstances. Failure to ensure this may result in a breach of the school attendance policy (and in the case of international pupils a visa violation).
- g. Ensure that safe, adequate travel arrangements are made for the beginning and end of holidays and Exeats, within published times, and to communicate these to the school in a timely manner. Pupils are the responsibility of their Guardian until the appointed time that the School re-opens, as published well in advance on the school website.
- h. Notify the school at least one week in advance of holidays and Exeat weekends where the pupil will be staying and with whom.
- i. Ensure that visa requirements are complied with and that the pupil has a valid passport.
- j. Ensure that the pupil is properly equipped with clothing and other necessities on entry to the school and at the beginning of each term.
- k. Be contactable by phone and email at all times during term and be able to come to the school if required (sometimes at short notice).
- l. If possible, attend parent meetings to discuss academic progress with staff if the parent is unable to do so
- m. To be familiar with the School's rules, regulations and policies and keep up to date with arrangements for term time
- n. Be able to offer or arrange suitable accommodation (e.g. homestays) to the pupil whilst in their care and provide all meals. Guardians should ensure that pupils:
 - Have their own room
 - Are invited to join family activities / treated as part of a normal caring family and are not spending excessive amounts of time alone
 - Are able to enjoy an appropriate level of privacy e.g. locks on bathroom doors
 - Have a quiet place to study
 - Comply with the school rules and UK law at all times e.g. with regard to activities involving alcohol, drugs, relationships with others

4. Monitoring of the Guardian arrangement

Boarding staff are required to ask pupils about their experience when returning from a stay with their Guardian to record their responses and to flag concerns immediately to the Deputy Head Pastoral and / or Head of Boarding.

When a concern is raised, actions could include:

- Meeting with the pupil
- Speaking to the Guardian – passing concerns to parents promptly
- To request a new Guardianship arrangement from parents for the pupil
- Alerting relevant authorities: AEGIS / BSA / LEA / Child Protection / Police
- In exceptional circumstances, UKVI may need to be informed if this policy is not adhered to and violates visa requirements

5. Change of Guardian or Contact Details

If an appointed Guardian changes during a pupil's time at the School, it is the parents' responsibility to ensure accurate updated contact details (telephone, mobile, email and full postal address) are communicated to the School as soon as possible, in order to ensure continuity of care. When a Guardian's contact details change, the School should be informed in writing so that pupil records can be maintained accurately.

6. Concerns with the Guardian Arrangements

If, at any point, during the pupil's time at Windlesham House, the School has concerns about the suitability of a Guardian or guardianship arrangement, the parents will be informed. The School may request a change of Guardian or revision of the arrangement.

If the School continues to have concerns about the pupil's Guardianship arrangements, the pupil could be asked to leave the School.

The following are not acceptable to the School

- a. Pupils accommodated in hotels, bed and breakfast and other such establishments without the direct supervision of the guardian or other appointed adult about whom the school is notified.
- b. A guardian who is not resident in the UK during term time or who is unprepared to take responsibility for the pupil when requested.
- c. Being supplied with deliberately false or misleading information as to the whereabouts and/or travel arrangements of a pupil.
- d. An arrangement which does not provide the pupil with accommodation, food and supervision at least of the standard experienced at school (The School reserves the right to decline permission for any leave arrangements if the School is not entirely happy with the arrangements being made).
- e. Any employee of the School.

APPENDIX 1 - Educational Guardianship Form

- I confirm that I have been appointed by the parents as this pupil's Guardian. I have read and understood the School Guardianship Policy and agree to abide by all its terms and fulfil all aspects of the role and responsibilities of a Guardian as outlined in the policy.
- I am over the age of 25.
- I understand that I am acting with delegated parental authority in case of an emergency, and I will make proper arrangements for medical care if required.
- I will meet the pupil's form teacher online or in person shortly after the pupil starts at Windlesham house.
- I will provide pastoral and educational support if required.
- I will liaise with the boarding staff on the parents' behalf in matters relating to the pupil's welfare if the parent requires me to do so.
- I will be a point of contact for the parents, pupil and staff.
- I will be ready to accommodate the pupils at short notice if needed.
- I will provide suitable accommodation, if needed, for the pupil and an appropriate degree of care and supervision during exeats or half term breaks and at the beginning and end of terms if travel plans require this.
- If I take care of the pupil, I will engage them in activities and provide appropriate meals, eaten with the family.
- If for any reason I am unable to fulfil my duties as a guardian, either temporarily or permanently, I will inform the pupil's parents and the school.

I also confirm that if I am not the person with whom the pupil will stay for exeats and half terms, I will provide full details of the home stay and references for the homestay.

Guardian's full name

Pupil's full name

Agency's name if applicable, or relationship to the child

Guardian's address

Guardian's contact number

Guardian's contact email address

Guardian's signature and date

APPENDIX 2 – Pupil Feedback after stays with Guardian

We work with guardians and host families to make sure that you have the best experience you can and that you have everything you need for Exeat weekends and holidays when the school is closed.

To help us with this, please take a few minutes to complete the questionnaire below

It is important that you are honest with your feedback and treat this seriously - we will treat your feedback sensitively and confidentially.

If you are unhappy with your stay with your Guardian in any way, please speak to your tutor or a member of the Boarding team.

1. Pupil name
2. Name of guardian or home stay:
3. Was your travel plan as expected? E.g. by school taxi / by bus or train / collection by host/ guardian / driver? and did this work well? (If no, please add details)
4. Did you have your own room? If not, who did you share a room with?
5. Did you have access to bathroom facilities with a lock?
6. Did you have a quiet place to study?
7. How much did the person / family you were staying with involve you in activities? (please select)
 - ☐ Not at all
 - ☐ Sometimes
 - ☐ All the time
8. Did the family provide food and meals? (please select)
 - ☐ Yes - for most and/or all meals
 - ☐ No - I always ate on my own
 - ☐ Sometimes - e.g. I joined them for main meals
 - ☐ I prepared most or all of my own meals
 - ☐ I ordered takeaway

9. Please rate your stay with your guardian (You can choose more than one option)

- ☐ Excellent
- ☐ Good
- ☐ Satisfactory
- ☐ Unsatisfactory
- ☐ Poor
- ☐ I would like to change my host family or guardian next time

10. Please choose the phrases which best describe your stay. You can choose more than one option and add details in the Comments section.

- ☐ Fun - I really enjoyed it
- ☐ Plenty of time for quiet study
- ☐ I had a lot of time to myself
- ☐ Really busy with the family / guardian
- ☐ Lonely
- ☐ Stressful (please tell us why in the comments section)
- ☐ Happy
- ☐ Relaxing
- ☐ Unhappy (please tell us why in the comments section)
- ☐ I liked the person I stayed with and would like to stay with them again
- ☐ I did not like the person I stayed with and would not like to stay with them again.

11. Write a sentence or two to describe your weekend.

12. Any further comments or questions?