

Queenswood



Guardianship Policy

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GUARDIANSHIP POLICY

Policy statement

Following the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act (2000), Queenswood School, in promoting and safeguarding the welfare of every student, requires parents who do not live in the United Kingdom to appoint a guardian to act on their behalf.

The above legislation protects the rights of children and makes 'proper and appropriate care' a compulsory requirement.

During the term time the school is legally responsible for each student's welfare, and undertakes delegated parental responsibilities. However, there are times (eg exeat weekends, flexi weekends, half term breaks, or when a child is suspended or expelled by the school etc) when the school must be able to hand over these parental responsibilities to another adult – a properly appointed guardian.

Guardians may be a family member or relative, or family friend who is over 25 years of age and who is not a full time student, but is resident in the UK. It is felt that students derive greater benefits from having native-speaker guardians who (like the school) immerse the students in English and introduce them to and explain aspects of the culture which may be new to them. If such a contact in the UK is unavailable, guardians can be provided by a reputable guardianship organisation.

An appointed guardian will:

- a) be a 24-hour point of contact for parents, student, school and host family;
- b) act with delegated parental authority in the case of an emergency or crisis;
- c) provide both pastoral and educational support;
- d) liaise with the school and parents over holiday and exeat weekend arrangements;
- e) make appropriate arrangements for medical care;
- f) inform the school in writing about all the details of travel arrangements made prior to a child leaving the school for a flexi, an exeat weekend or a longer holiday period. The school must know the exact details of a pupil's accommodation and method of transportation.
- g) assist parents with visa applications for their daughter for overseas trips not organised by the school.
- h) assist girls with the opening of bank accounts
- i) act as an escort to and from the airport check-in, if the student travelling is an unaccompanied minor.
- j) assist the school in keeping accurate records of the student's whereabouts at weekends and holidays.

Guardians should also respect the rights, religion and customs of a child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of international students. This includes having in place a proper agreement with the student's parents as to what the guardian's responsibilities are.

Queenswood always endeavours to give as much care, attention and support to each student as possible, but a guardian is in a position to centre his/her attention exclusively on their ward, thus providing extra emotional reassurance.

It is necessary for a guardian to be within a two hour radius of the school.

If a student does not have a guardian when required to do so by the school, or the appointed guardian is considered to be unsatisfactory, the school will invite parents to find a new guardian. Should parents fail to do so, they will be required to use an AEGIS accredited organisation as directed by the school. As a last resort, the school may revoke a girl's place if an appropriate guardian isn't appointed.

The following forms should be read carefully and signed by both parents and nominated guardians.



PARENTS' NOMINATION OF GUARDIAN

THIS FORM TO BE COMPLETED BY PARENTS

> Full name of pupil (block capitals)

> Name and address of guardian or guardianship organisation

> Telephone (landline)

> Email

> Telephone (mobile)

> Fax

I give permission for my daughter's guardian to access the Parent Portal

I **do not** give permission for my daughter's guardian to access the Parent Portal

The above named person/organisation has agreed to act as guardian to my daughter and to undertake the following responsibilities:

1. To provide a point of contact on a daily basis throughout the school term and to be ready to accommodate my daughter at short notice in case of an emergency or crisis. (We advise that guardians live no more than 2 hours from Queenswood.)
 2. To provide suitable accommodation for my daughter and an appropriate degree of care and supervision during flexi weekends, half term breaks and longer holidays and to collect and drop off my daughter at times recommended by the school.
 3. To make suitable alternative arrangements if unable to accommodate my daughter, and to inform the Housemistress/ Houseparent of any such arrangements.
 4. To be involved in each and every arrangement for my daughter when residing away from school, for example when visiting the family of another pupil or friend.
 5. To be ready to liaise with the Housemistress/Houseparent on my behalf and in any matters relating to my daughter's welfare.
 6. To inform the school in writing about all travel arrangements and to provide all the necessary details prior to my daughter leaving the school for a weekend or a longer holiday period.
 7. To be ready to attend important parent/teacher meetings or any other special meeting at the school on my behalf.
 8. To assist my daughter in opening a bank account.
 9. To assist my daughter in arranging any relevant visas for overseas trips that are not linked to school activities.
 10. To assist my daughter in renewing her passport if necessary.
- I confirm that the above-named guardian for my daughter undertakes the responsibilities listed above.
 - S/he is over 25 years of age and resides in the UK. S/he is not a full-time student living in accommodation provided by another educational institution.
 - I accept the school's terms and conditions regarding the appointment of guardians.

> Parent's name

> Date