

Guardianship Policy

This policy covers the Senior School, Prep School and Early Years

Governors' Committee normally reviewing policy	Curriculum & Welfare
Date policy formally approved by Governors	November 2022
Period of review	1 Year
Last review date	August 2026
Next review date	August 2027

Person responsible for monitoring implementation and effectiveness of the policy	Deputy Head Pastoral
Other relevant policies	Pastoral Policies

Kingsley School Bideford is owned and operated by KSI Schools Group Limited, which is the School's Proprietary Body ("the Proprietor").

Any reference in this policy to the Governors or Governing Body means the School's local body of governors, which operates as a local advisory board on behalf of the Proprietor. The local governing body does not constitute the Proprietary Body of the School.

The Proprietor has ultimate responsibility for ensuring that the School meets its statutory and regulatory obligations and for ensuring that this policy is appropriate, effective and implemented in accordance with those requirements.

The Governors provide local oversight and scrutiny on behalf of the Proprietor and undertake appropriate review and monitoring to satisfy themselves that this policy is being implemented effectively. They advise and make recommendations to the Proprietor and the School's leadership as appropriate.

The core principle that guides everything we do is **Putting Students First**.

1. Introduction

Kingsley School is committed to ensuring the safety, wellbeing and academic success of all students, including those from overseas. This policy outlines the guardianship arrangements for overseas boarding students to ensure they receive appropriate care and support during their time at Kingsley School.

2. Definition of a Guardian

A guardian is an individual or agency appointed to act on behalf of the parents of an overseas student. The guardian is responsible for the student's welfare, providing support and guidance, and acting as a point of contact for the school.

3. Appointment of a Guardian

- It is recommended that all overseas boarding students on a Child Study Visa or visiting students, attending Kingsley School for 6 months or less, have an AEGIS or BSA (Boarding Schools' Association) registered guardian appointed by their parents. However parents may appoint a family member or friend who satisfies the requirements listed below:
 - Over 26 years of age with a fixed and declared address in the UK
 - British citizen or settled status
 - Provide passport or proof of immigration status and utility bill
 - Must live within a suitable driving distance (3 hours unless agreed otherwise)
- Guardians must be appointed before the VISA application.
- No employee of Kingsley school, and no member of their family living in the same premises as the employee, may act as a guardian to a Kingsley student, since this could be, or could be perceived to be, a conflict of interest.
- Kingsley School is unable to recommend or appoint guardians, but if necessary, parents could contact AEGIS accredited guardian organisations. www.aegisuk.net

4. Responsibilities of Guardians

Guardians are responsible for:

- Providing a safe and supportive home environment during school holidays.
- Attending parent-teacher meetings and other school events on behalf of the parents.
- Acting as a liaison between the school and the parents.
- Ensuring the student adheres to the school rules and policies.
- Providing the school with school with at least two emergency contact numbers.
- Being available to respond promptly in case of an emergency – somewhere for students to go in the event of a medical emergency, school closure or disciplinary matter necessitating withdrawal from the Boarding House.
- Documenting any medical treatment received during such medical emergencies and liaising with both parents and the school.

5. Guardianship Letter of Undertaking

The guardianship letter of undertaking is a document required for children studying in the UK under a Child Student Visa and must be completed before the Visa application. It will include:

- The Guardian's details – full name, address, contact information including two emergency contact numbers, relationship to the child.
- Child's details – full name, date of birth, school details.
- Undertaking statement – declaration that the guardian will take full responsibility for the child's welfare, including accommodation, travel and any emergencies.

6. Emergency Medical Procedures

In the event of a medical emergency, the school will contact the guardian immediately.

If the guardian is unavailable, the school will use the emergency contact numbers provided.

The school will ensure the student receives prompt medical attention, including transportation to the nearest hospital if necessary.

Guardians are responsible for informing the school of any medical conditions, allergies, or special requirements the student may have.

The school will maintain a record of the student's medical history and any prescribed medications.

Guardians should ensure that the student has appropriate health insurance coverage for their stay in the UK.

In the case of a medical emergency when the student is staying with the guardian:

- 1) Stay calm
- 2) Seek medical attention
- 3) Inform parents and keep them updated
- 4) Contact the school – the school staff may be able to assist and support
- 5) Provide medical information including known allergies, medical conditions and current medication
- 6) Document any actions taken and medication given and inform the school of this

7. Monitoring and Review

The school will regularly review the effectiveness of the guardianship arrangements.

Feedback from parents, students and guardians will be sought to ensure continuous improvement.

8. Safeguarding and Child Protection

All guardians must provide identification when required to so do by the school.

Guardians must be familiar with the school's safeguarding and child protection policies and procedures available on the website.

Kingsley School will retain a copy of the Guardianship Letter of Undertaking and the Guardianship Agreement Letter between the parents and guardians.

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Deputy Head Pastoral