



Policy Title: Guardianship Policy

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Approved By: CAB

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Point of Contact (Reviewer): HMF

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# Guardianship Policy

## Introduction

It is a Loughborough Schools Foundation requirement that all pupils living outside the UK should have a guardian in this country who will act in loco parentis for them.

The choice of guardian is the responsibility of the parent: the School cannot accept legal responsibility for any guardianship arrangements. The Schools expect the guardianship arrangements to meet the expectations outlined in this policy. The Schools strongly advise that an AEGIS accredited guardianship is used. However, where this is not the family's choice then the guardian may be a nominated friend of the family or another family member. The guardian needs to be aware and accept the requirements of this policy.

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 Housemaster/ Housemistress and Registrar in writing.

## Guardian's Role

- ☐ To act with delegated parental authority in the case of an emergency and in other matters agreed by the 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 and to communicate all such travel details in writing to the Housemaster/ Housemistress.
- ☐ To ensure that the student in their charge is resident with the guardian during exeats and half-term holidays, unless they are going home: local 'bed and breakfast' 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 a pandemic the guardian will be responsible for collecting and caring for the pupil.
- ☐ To attend Parents'/Guardians' Evenings to follow the student's 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 schools' rules, regulations and policies.

- ☐ To be English speaking and provide a point of contact at all times.
  
- ☐ To be able to attend school and / or to pick up their charge at short notice as necessitated by the school.

Guardians are always welcome at Loughborough Schools Foundation and are encouraged to take as much interest in their wards as they feel able to. If you do not know of a suitable person who is able to act as a guardian, we recommend that you consult AEGIS – The Association for the Education and Guardianship of International Students (<http://www.aegisuk.net/>).

**Passports and 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 EU should consult the Home Office UK Visas and Immigration website [www.gov.uk](http://www.gov.uk) to find out whether a student visa is required, and, if so, how to apply for one in your country of residence. Passports should be given to the Housemaster/ Housemistress, for safe keeping. Passports are stored in a safe in the Boarding Houses and all pupils and parents agree to the safekeeping of the documents.

### **Guardians' Absence**

Any guardian going to be away from their UK home for however short a time must notify the appropriate Housemaster/ Housemistress. Contact details for that period of absence must be given and the name and address of a responsible person in the UK, fully authorised by the parents, to act on their behalf.

If an appointed Guardian or replacement is not available and school requires the pupil to be off site for any of the above stated reasons, Loughborough Schools Foundation reserves the right to ask a suitably-checked member of staff to take responsibility for the pupil and parents will be charged £20 per hour, plus expenses for every hour that the member of staff has to supervise the pupil.

### **Guardians and Guardianship Agencies**

It may be necessary to use the services of a guardianship agency and the school strongly recommends that you only use Agencies that are registered with AEGIS. Loughborough Schools Foundation cannot be responsible for any arrangements between parents and guardians. The following details list some of the guardianship companies that are currently being used by boarders at the school, but do not constitute any endorsement by Loughborough Schools Foundation

Agency	Registered With	Contact Details
Students International (students@aol.com)	AEGIS	Mrs. Alison Blythe, Director 67 Dalby Road, Melton Mowbray, Leics. LE13 0BQ ++44 (0) 1664 481997
Bright World	AEGIS	Forge House, 105 High Street, Hurstpierpoint, West Sussex. BN6 9PU +44 (0) 1273 835745
Quest Guardians	AEGIS	Alexander House, 2 Acorn Business Park, Ling Road, Poole. BH12 4NZ +44 (0) 1202 882299 <a href="mailto:office@questguardians.co.uk">office@questguardians.co.uk</a>
Crown Guardians	AEGIS	Mark and Tricia Stricklin <a href="mailto:mail@crownguardians.co.uk">mail@crownguardians.co.uk</a> <a href="mailto:office@crownguardians.co.uk">office@crownguardians.co.uk</a> ++44 (0) 1225 423327 ++44 (0) 1934 733182
Pippa's Guardians	AEGIS	5 Grosvenor House, 127 Church Street, Malvern. WR14 2BA <a href="mailto:info@pippasguardians.co.uk">info@pippasguardians.co.uk</a> ++44 (0) 1684 252757
White House Guardianships <a href="http://www.whg.eu.com">http://www.whg.eu.com</a>	AEGIS	711-715 Wimborne Road, Bournemouth, Dorset. BH9 2AU ++ 44 (0) 3458 686 688 <a href="mailto:guardianship@whg.eu.com">guardianship@whg.eu.com</a>

Details of a boy's guardian must be entered onto the Medical Information Form that is sent to parents as part of their Welcome Pack. These details must be confirmed before a boarder begins their education at Loughborough Schools Foundation