



The Board of Directors has charged the Proprietor with day-to-day responsibility for the governance of the School. Ultimate responsibility for the governance of the School rests individually and collectively with Board of Directors.

The Proprietor chairs a Board of Governors acting in an advisory capacity in support of good governance.

Introduction

Boarding pupils bring diversity and enrichment to Perrott Hill. Our teaching and pastoral staff provide vital support to pupils whose parents are overseas, aiding integration and helping pupils get the most out of their time in the UK. Effective partnership between staff concerned with pastoral care, parents and Educational Guardians will safeguard the welfare of pupils with parents living outside the UK.

An Educational Guardian provides extra support for boarders, independent of the school, and acts as the parents' representative in the UK for parents who reside overseas. They should be someone to whom a boarder can turn to for assistance and advice, and who will provide safe care and accommodation when the school is closed and it may be impractical to travel home, or in times of crisis.

In line with the Children Act 1989 the school is required to safeguard and promote the welfare of pupils. As part of this responsibility the school requires all its boarding or day pupils whose parents or legal Guardians do not live in the United Kingdom, to have Educational Guardians. In addition to our Safeguarding responsibilities, as outlined in the school's Safeguarding Policy, the school has a responsibility under UKVI regulations for international pupils on our Child Pupil visa sponsorship, for whom we are responsible while they are living and studying in the United Kingdom.

The School will contact parents if it has reason to believe the arrangements made for their child when they are residing out of school are of concern and will give a reasonable opportunity for parents to change the arrangements. The school reserves the right to appoint an accredited guardian through AEGIS or BSA and the costs to be charged to the parents if the concerns are not addressed. It should be noted, for example, that the school does not consider unsupervised stays in hotels or bed and breakfast or rental accommodation to be an acceptable level of accommodation or care.

The School will also comply with its Safeguarding Policy in this regard. This is available to read on our website.

Definitions

Perrott Hill Educational Guardianship Policy



In this document, the term 'Educational Guardian' refers to an Educational Guardian, which involves a delegation of parental responsibility, usually for short periods of time. This is distinct from a Legal Guardian, which refers to a person who is appointed by a court of law to care for a child when a parent or Guardian has died, or to a person acting as a Guardian of a child's estate. In this document the term 'School' shall refer to Perrott Hill, attended by the pupil.

Where the Educational Guardian is a Limited Company, it must nominate a natural person who will undertake and ensure that all of the duties of the Educational Guardian are met, and act as primary point of contact for the School.

Appointing an Educational Guardian (EG)

- Educational Guardians are appointed by parents. The school can advise parents on how to find an EG if required, but the school **does not** appoint EG's. It is expected that parents will appoint an EG using a reputable organisation such as [Association for the Education and Guardianship of International Pupils \(AEGIS\)](#) or the [Boarding Schools Association \(BSA\)](#).
- EG's **should not** be a full-time pupil and **should not** live in shared pupil accommodation or be running a guest house or offering any other paid accommodation service.
- Educational Guardians **must be**:
 - over 25 years of age and be permanently resident in the UK. They must be able to be at the school within two hours, if requested.
 - resident in the UK for the entire duration of the pupil's stay in school and must have evidence of their right to remain in the UK.
 - fluent in the English language
 - be able to provide a point of contact for the school at all times. If an EG is leaving the UK, they and the **pupil's parents** should inform the school of alternative arrangements for the pupil's Educational Guardianship in their absence.
 - familiar with UK administrative and emergency systems and protocols.
- Parents should inform the school if the EG is related to the pupil and must give details as to how they are related, or whether the EG is an AEGIS Accredited or BSA Certified Educational Guardian.
- Ideally the EG should be well known to the pupil and be someone with whom the pupil feels happy and comfortable staying.
- EG's should not be guardian to multiple children without suitable support in place to ensure each pupil receives the required support and attention. E.g. a guardian registered with an accredited agency who have the support of checked Host families would be suitable, whereas a family member or friend who is guardian to multiple pupils would not be considered a suitable arrangement.
- In a crisis, if the school are unable to contact parents, the EG may be needed to give permission for medical care. If neither parents nor Educational Guardian can be contacted, the school acts in loco parentis – as if they were the legal Educational Guardian in the best interests of the child.
- If an appointed EG's details change during a pupil's time at the school, it is the parents'

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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.

- EG's should agree to and pass all the necessary safeguarding checks as required and be open to an annual inspection as required by the Agency or organisation responsible.
- EGs must be able to provide the Identity verification documents listed below.

An unacceptable Educational Guardian arrangement would be one in which the environment is not warm, welcoming, and very much like a family home and/or where numerous young people are staying in one establishment which feels more like a hostel.

The school's Educational Guardianship Agreement form can be found in the Appendix to this policy. Both the Parent(s) of the pupil and the Educational Guardian must complete and return the consent form before an Educational Guardian can be assessed and confirmed by the school as an acceptable person to undertake the responsibilities outlined in this Policy.

Pupils who are required by this Policy to have an Educational Guardian will only start at the school when a suitable Educational Guardian has been appointed and the Educational Guardianship Agreement (as set out in the Appendix) has been signed by the parent(s) and the Educational Guardian.

Identity Verification

i) The School has a duty to undertake appropriate checks on Educational Guardians. Any person undertaking the responsibilities of Educational Guardians is required to provide the following documents [for every adult member of the household over the age of 18]. This is required for the purposes of identity verification and safeguarding:

- One form of photographic ID (e.g. Passport, driving license, national identity card)
- One proof of address (e.g. Utility bill, mortgage, or rental agreement)
- Evidence of their right to reside in the UK (e.g. Passport and Biometric Residence Permit card).

ii) Where the Educational Guardian is appointed by an Educational Guardianship agency, the agency will be required to confirm that:

- it has the evidence specified in i) above, which should be in date for immigration documents
- it has completed all relevant safeguarding checks on the Educational Guardian
- it is accredited either with AEGIS or BSA

iii) A member of the admissions or boarding team will endeavour to telephone the Educational Guardian to double check the details given on the form and that they are comfortable with the responsibilities they are undertaking. These conversations will be documented.

Educational Guardian Responsibilities

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All Educational Guardians must be prepared to undertake, where necessary, the following responsibilities:

- To provide a 24-hour point of contact throughout the school year.
- To arrange and escort transfers to and from airports / trains or other means of travel at the start and end of holidays.
- To be ready to accommodate and take responsibility for the pupil at short notice in case of emergency or crisis.
- To provide a home-like, safe, and suitable accommodation for the pupil with an appropriate degree of care, meals, and supervision when they cannot be accommodated at the school and to liaise with the boarding staff regarding these arrangements. Occasions are likely to include, but are not restricted to:
 - Leave from the boarding house (e.g. invitations to friends and family)
 - half-term breaks and longer holidays
 - Days at the start and end of term when a pupil's flights do not coincide with term dates
 - If a pupil is ill or injured and needs to recuperate away from the School
 - 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
- To make suitable alternative arrangements if they are unable to accommodate the pupil themselves, and to inform both the boarding staff and parents of the arrangements.
- To appoint an appropriate temporary guardian (with relevant checks) if they (the guardian) will be leaving the UK, informing the parents and the school of the contact details
- To liaise with the School over all matters relating to the pupil's welfare, including pastoral, academic, safeguarding, and medical care.
- To act with delegated parental authority in the case of an emergency or crisis and to make appropriate arrangements for medical care.
- To attend important parent and teacher meetings or any other important meetings at the School on behalf of the parents.
- To notify the pupil's boarding staff if the Educational Guardian is planning to leave the UK and to ensure that the pupil's parent(s) have appointed a suitable replacement/temporary Educational Guardian to act whilst they are outside the UK.
- The Educational Guardian should always respect the rights, religion, and culture of the pupil.

In addition to the duties of the Educational Guardian stated above, parents may opt for the Educational Guardian to conduct the following roles. If this is the case, this information will be required by the school at the beginning of the academic year:

- to receive Bulletin and general correspondence
- to receive confidential correspondence
- to receive School Reports
- to attend parents' meetings

Private Fostering

Pupils under the age of 16 who stay with persons in the UK who are not their parents or close relatives for 28 days or more (consecutively) during term-time or school holidays, may be subject to the law on private fostering. The School may be required to contact the relevant local authority to ensure

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appropriate safeguarding is in place. 'Close relative' for the purposes of UKVI is defined as a person aged over 18 who is the pupil's grandparent, brother, sister, stepparent, uncle (the brother or half-brother of the pupil's parent) or aunt (the sister or half-sister of the pupil's parent).

The School has a duty under the National Minimum Standards for Boarding to inform the local authority in which a boarder is staying, should they be staying with anyone who is not a 'close relative' under the definition above from over 28 days. Please note this includes some relatives including cousins which families may consider a 'close relative,' but which are not covered by the above definition. In such cases, the Local Authority may visit the family and undertake an assessment in order for the child to continue living with the Educational Guardian. This assessment may involve requesting to meet all adult members of the family.

Homestay Arrangements

A Homestay arrangement is where the pupil's parent(s) appoint a person to take temporary responsibility for the safety and wellbeing of the pupil, for instance over a weekend or school holidays. This is normally arranged through the Educational Guardian who will be expected to carry out all required safeguarding checks on the Homestay family.

The parent(s) or the Educational Guardian must provide the pupil's boarding staff with details of the person(s) with whom the pupil is staying as part of the Homestay prior to the Homestay.

These persons must be in the UK for the entire duration of the pupil's stay with them, be over 25 years of age and have the right to reside in the UK and not living in shared pupil accommodation.

The Homestay host must take responsibility for the welfare of the pupil during their stay; remain contactable at all times; make boarding staff aware of any welfare concerns and ensure that the pupil returns to School at the required time.

Monitoring and Review

The UKVI Authorising Officer and Designated Safeguarding Lead are responsible for monitoring this policy.

This Policy shall be reviewed annually.

Written by:	UKVI Authorising Officer
Date of next review:	January 2025
Governors review:	N/A
Location:	M: Policies

Supporting documents:

[Perrott Hill Safeguarding Policy](#)

[Home Office: Pupil Sponsor Guidance](#)

[National Minimum Standards for Boarding](#)



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Appendix 1 Education Guardianship Form

Perrott Hill require parents who reside outside of the UK to complete a form which provides the School with full details of the Education Guardian and the responsibilities which the parents have delegated to them. Parents are expected to inform the School if there are any changes relating to the Education Guardian.

Section 1 (This section is to be completed by the parents)

Name of parents	
We appoint as UK guardian for (son/ daughter's name)	
Name of guardian	
Address of guardian	
Home number	
Work number	
Mobile number	
Email address	
Signature of parents	

Section 2 (This section is to be completed by the guardian)

I/We the undersigned, confirm that we are acting as the UK Guardian(s) for:

Name of Child	
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I/We undertake the responsibility for the following while he/she is a pupil at Perrott Hill.

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- Supervision of travel arrangements: flight tickets and transport to and from airports in the UK including liaising with the Head of Boarding if flights do not coincide with beginnings or ends of terms, or if flights are changed at the last minute.
- Accommodation at half terms and on fixed exeat.
- Sanctioning of overnight stays with friends or school trips by written (or emailed) communication with the Head of Boarding.
- Collection from and return to school and if necessary, provision of accommodation and supervision in the event of illness or suspension from school.
- In an emergency, I understand the Headmaster, or a person nominated by him will sign a consent form for a general anaesthetic.
- When possible, attending teacher-parent meetings and other school events.

Signature	
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Parents of pupils of Perrott Hill, who resident outside the UK, must appoint a UK based Education Guardian for their child, whilst their child is at school in the UK. They must be resident in the UK, at a suitable proximity to Perrott Hill and capable of providing care for the child in a happy home environment.

The responsibility for choosing an appropriate Education Guardian rest solely with the parents. The Parents are responsible in each case for satisfying themselves as to the suitability of an Education Guardian, be they a relation, personal friend or an Agency.

It is important to note that the School cannot recommend any Education Guardians but expects that the Parents, if using an agency, will appoint via a reputable company which is preferably a member organisation of the Association for the Education and Guardianship of International Pupils (AEGIS).

Key Responsibilities of the Education Guardian

(full details in Education Guardianship policy)

- Attend the School premises in case of emergency if deemed necessary by the School and help inform the parent(s) of what has happened immediately.
- Make all necessary travel arrangements including collecting the child from the appropriate airport or railway station and delivering them to the School and collecting the child from the School and delivering them to the appropriate airport or railway station at the beginning and end of term.
- Ensure the child attends school punctually each day in accordance with the School's timetable.
- Sanction overnight stays with friends or school trips by written (email/letter) communication with the Head of Boarding.
- Collect and accommodate the child in their home in the event they are unwell and unable to attend School.
- Collect and accommodate the child in their home in the event they are excluded for non-payment of fees or suspended for disciplinary, or other reasons.
- Collect and accommodate the child in their home at half term, exeat weekends and at the beginning and end of term, if required.
- Arrange, and if appropriate, attend medical appointments with the child.
- Provide consent for the child to receive emergency medical treatment if necessary, including sanctioning the Head of Boarding to sign a consent form for a general anaesthetic.

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- Liaise with the Head of Boarding or Tutor in connection with matters related to the health, welfare and educational progress of the child.
- Pay all legitimate expenses incurred for the child by the School and by the child themselves.
- When possible, attend School events including Parents' and teacher consultations, Open Morning, the Grandparents and Guardians Tea Party, sport fixtures, concerts, and other performances in which the child is participating.
- The responsibility for choosing an appropriate Education Guardian rest solely with the parents.