

**GODSTOWE SCHOOL DOES NOT
APPOINT GUARDIANS ON BEHALF OF PARENTS**

**IT IS THE PARENTS' RESPONSIBILITY TO NOMINATE
A GUARDIANSHIP ORGANISATION OR GUARDIAN
THAT MEETS ALL OF THE REQUIREMENTS AS SET OUT BELOW**

All pupils at Godstowe, whose parents reside overseas, are required to have a guardian, who is resident in the UK and within 2 hours travelling distance of the school.

This is to ensure that:

1. There is a contact in the UK to whom the school may refer to in the event of an emergency.
2. The pupils have a UK location where they can stay if they are not returning home during holiday periods, fixed weekends or in the event of school closure when they have to leave the school premises.
3. There is an address where the pupil can stay for medical or disciplinary reasons in the event that they are unable to remain on the school premises.

Guardians should attend events which pertain to their role.

Guardians should attend parents' evenings in the absence of parents.

Guardians are welcome to attend school events, parents' evenings, concerts and matches.

Some families appoint a relative or close friend as a guardian, although guardians arranged through professional agencies are preferable and encouraged. The Association for the Education and Guardianship of International Students (AEGIS) and the BSA (Boarding Schools Association) gives excellent guidance and makes recommendations and suggestions of guardian agencies which could be used. We strongly recommend that parents only use an AEGIS or BSA accredited guardian organisation. Please view the relevant websites at the end of this document for more information.

Please see our Guardianship Contract below for more information.

Godstowe

Guardianship Contract

The Role of the Guardian

Introduction

In September 2022 the new Minimum Standards for Boarding were published and for the very first time educational guardianship has its own standard – Standard 22. During term time, Godstowe is legally responsible for each pupil's welfare and undertakes delegated parental responsibilities. However, there are times when the school must be able to hand over these parental responsibilities to an appointed educational guardian. These would typically include the provision of a 'home from home' during the times when the boarder is not at school but cannot travel home.

[AEGIS](#), the Association for the Education & Guardianship of International Students, is the only independent, accrediting body in the UK for guardianship organisations and offers a robust, well-established inspection process. Aegis is referenced within Standard 22 as a recognised organisation for schools to consult and refer to when looking at good practice. This means that if parents choose an AEGIS-accredited guardian, the school does not need to do any further checks on the arrangements being made for their international students and they know that their welfare is being prioritised at all times, not just when they are in school.

Godstowe welcomes pupils from all over the world, and our international pupils are part of a community of people who care for each other and grow as individuals, celebrating diversity and forging strong friendships. Our pastoral system means that all international pupils are actively supported by a dedicated team of boarding and main school staff as they integrate into school life.

To support this further, it is necessary that pupils have an adult, based in the UK, who can provide them with practical and emotional support while they are studying here. As a school, we require parents who live outside the UK or who are away from home frequently or for long periods of time, to appoint an educational guardian who lives in the UK as a permanent resident to act on their behalf. This forms part of the parent contract.

Responsibility for appointing an educational guardian rests with parents. Parents should ensure that the person they appoint as an educational guardian to their daughter is both suitable and prepared to undertake the role, and that appropriate safeguarding checks have been carried out. If at any point we consider the appointed educational guardian as unsatisfactory, we will invite parents to find a new guardian. Parents can appoint an older family member, family friend, or other responsible adult living in the UK. A university pupil living in pupil accommodation is not able to act as an educational guardian and we strongly recommend that an educational guardian should be at least 25 years old. Guardians should also not be a parent of a daughter already at Godstowe nor a current employee of Godstowe, as this could present a conflict of interest.

It is a requirement that the appointed education guardian should visit the school to meet with a member of the senior boarding staff before the boarding pupil they will represent joins the school. If guardianship arrangements change at any time during the pupil's time in the school, the new educational guardian must arrange an appointment immediately. If the Housemistress or Houseparent changes you will be informed and a subsequent meeting will be set up.

All educational guardians must be capable of responding immediately to situations that arise at school, for example in the event of the school carrying out an emergency evacuation. The educational guardian must be contactable by phone and/or email. Educational guardians are also required to provide safe and suitable accommodation, that includes a bedroom, as well as supervision during periods when the pupil cannot be accommodated at school.

The appointed education guardian should undertake the following which will be explained to them at the initial meeting before the pupil they are representing starts at Godstowe:

- to uphold the ethos and values of Godstowe Preparatory School
- to have read and understand the Parent Contract
- be a point of contact for parents, pupils and the school
- be available 24 hrs a day in case of emergency
- to return any school forms as requested by the school by the specified return date. Company documents may be submitted but these would be in addition to the forms requested
- to have UK residency and live within 2 hrs travelling time from Godstowe (by car and public transport) and/or no further than 100 miles distant
- act with delegated parental authority in case of an emergency and make proper arrangements for medical care in cases of prolonged illness
- are required to take the pupil away from school and look after her if she is unwell or injured during term time, if the school were to be closed, or if groups of girls within the school were required to leave its premises for a while, in the event of an emergency school closure or epidemic
- must escort the pupil to and from school, including journeys to and from UK airports
- are responsible for making arrangements if the pupil's flight is delayed or cancelled, and for coordinating travel documents, passports and visas that may be required
- act on behalf of the parents before and after term if the pupil's flight to/from the UK does not coincide with our term dates and times
- ensure that all legal documents (e.g. passport/visa) are valid and arrange renewal when necessary
- respect the rights, religion and customs of a pupil in their care
- be trustworthy and reliable
- liaise with the boarding staff on the parents' behalf in matters relating to the pupils welfare
- take responsibility for the pupil if the school requires her to leave for safeguarding or disciplinary reasons because the school determines it to be in the pupil's best interest
- in the event of you being unable to host a pupil, parents are required to provide full details of the alternative accommodation where the pupil will be staying. If this arrangement involves more than one address then all other addresses must be provided
- in the event of the pupil requiring your care for a period likely to exceed 28 days (e.g. during a pandemic when flights are restricted and school closed) you will notify the local authority and liaise with them during this period of private fostering. The school will also notify the local authority of the change in circumstances in line with their duty as a licensed sponsor
- it is to be noted that guardianship does not replace parental responsibility. It will still be necessary for us to authorise visits to other families or persons. We may delegate this responsibility to you, but only after notice is given by email or in writing to the pupil's parents
- you will ensure the pupil you represent has essential items needed in school, for example, replacement school shoes, new non-uniform etc. You will be contacted by the Housemistress/Houseparent in order to you to purchase these items which will be sent to the school
- is responsible for the pupil's Exeat/half term and end of term arrangements including drop-off and collection times
- to attend school and boarding functions
- to have a basic level of fluency in English
- to provide the school with up-to-date information at the earliest time if your address changes
- to further enhance the active partnership between school, parents and educational guardians, you are actively encouraged to attend a variety of school functions as well as sports fixtures, concerts, and other important events in which the pupil is participating
- to attend at parents' meetings if you are authorised to do so, but you are required to inform the Assistant Deputy Head (Academic) (padams@igodstowe.org) in advance of the meeting. This also includes welcome drinks at the start of each academic year, and social events each term.

Please complete and return this form as soon as possible. If your daughter has a nominated host parent, in addition to their guardian, please enter their details in the secondary contact section. Please attach a copy of the primary guardian's passport when submitting this form and/or the nominated host parent's passport.

We (names of parents)	
Pupil Name	

PRIMARY GUARDIAN - must be a UK contact residing within 2 hours drive of Godstowe.

Full Name	
Date of Birth	
Address	
Telephone Number	
Mobile Number	
Email Address	
Relation to child	
Guardian Type (Independent/Company)	

SECONDARY CONTACT/HOST FAMILY

(To be contacted in an emergency if the primary guardian cannot be reached. They must be a UK contact)

Full Name	
Address	
Telephone Number	
Mobile Number	
Email Address	
Relationship to child	

Are you AEGIS registered?

Yes		No	
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If your daughter's guardian is Aegis registered they will already hold a DBS certificate. Please provide us with a copy. If your daughter's guardian is **not** Aegis registered they will need to undertake a Disclosure and Barring Service (DBS) check. If they already have a DBS, please kindly submit a copy with this form. If the guardian needs to obtain a DBS, please confirm they will initiate this process as soon as possible and ask them to send us a copy once it is completed. Please delete as appropriate - My daughter's guardian *has a DBS which I have attached / does not have a DBS and will apply for one*

Is your daughter's guardian already known to them (i.e. a relative or family friend)?

Yes		No	
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Please note that in either case we still strongly recommend that the chosen guardian is DBS checked.

I/We understand the need for our daughter to have a guardian in the UK and appoint these people.
We will be unable to process the CAS application until we have received details of your child's guardian.

Signature of Parent 1 Please sign and add relationship to child	
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Signature of Parent 2 Please sign and add relationship to child	
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Date	
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I have read and understand the guardianship policy and the responsibility entailed in being a guardian of this pupil

Signature of Primary Guardian	
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Signature of Secondary Contact, if applicable	
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Date	
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If Godstowe have any concerns about an educational guardianship arrangement these will be acted upon immediately and referred to any relevant agencies.

Contact details are as follows:

The Secretary
AEGIS
66 Humphreys Close
Randwick
GL5 4NY

Telephone: +44 (0)1453 755 160

E-mail: secretary@aegisuk.net

Website: www.aegisuk.net

Boarding Schools' Association
167-169 Great Portland Street
London W1W 5PF

Tel: +44 (0) 20 7798 1580

Email: bsa@boarding.org.uk

Website: www.boarding.org.uk/contact

The AEGIS website is informative and has a list of Guardianship Agencies who offer their services.

The following organisations are the members of AEGIS and can be contacted for further information.

[Gold Standard Accredited Guardianship Organisations](#)

[Preliminary Accredited Guardianship Organisations](#)