



## CATERHAM SCHOOL

### CATERHAM SCHOOL EDUCATIONAL GUARDIANSHIP POLICY TERMS AND CONDITIONS

**CATERHAM SCHOOL DOES NOT APPOINT EDUCATIONAL GUARDIANS ON BEHALF OF PARENTS. IT IS THE PARENTS' RESPONSIBILITY TO NOMINATE AN EDUCATIONAL GUARDIANSHIP ORGANISATION / GUARDIAN THAT MEETS ALL OF THE REQUIREMENTS AS SET OUT IN THE CATERHAM SCHOOL EDUCATIONAL GUARDIANSHIP POLICY.**

Following the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act (2000) Caterham School, in promoting and safeguarding the welfare of every boarding student, **including those over the age of 18**, requires parents who do not live in the United Kingdom to appoint an Educational Guardian to act on their behalf.

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

During term time the School is responsible for each student's welfare and undertakes parentally designated responsibilities. However, there are times (e.g. exeat weekends, half-term breaks, or if a student is suspended or excluded by the School, etc.) when the School must be able to hand over parental responsibilities to another adult – the Educational Guardianship Organisation/Guardian appointed by the parents and approved by the School.

In the case of students who have been issued with a Confirmation of Acceptance for Studies (CAS) by Caterham School, the School is responsible to the UK Border Agency at all times for the student during the period of duration of Tier 4 sponsorship by the School. Parents therefore undertake to ensure that the School is at all times provided with full details and contact information (including a land line telephone number) for all periods that the student is not resident in School. The School is required by the UK Border Agency to retain accurate records of the students' whereabouts, whether or not they are in the UK, during the period of duration of the Tier 4 sponsorship.

For all international students, the School **expects that parents appoint a reputable Educational Guardianship Organisation that is accredited by AEGIS** (the Association of Educational Guardians for International Students). Caterham School is a member of AEGIS. AEGIS is a national body for monitoring and regulating the welfare of international students and provides accreditation of Educational Guardianship Organisations in line with the National Minimum Standards for Boarding. **Contact details for AEGIS are as follows:**

Elaine Austin – Administration Assistant elaine@aegisuk.net

The Wheelhouse  
Bond's Mill Estate  
Bristol Rd  
Stonehouse  
Gloucestershire  
GL10 3RF  
+44 (0)1453 821293

The following AEGIS accredited Educational guardianship Organisations are used by existing parents of students at the School.

Alpha Plus  
Bright World Guardianships Ltd  
English Country Guardians  
Gabbitas Educational Consultants Ltd  
Living Learning English  
OPDS  
Parents Abroad Ltd  
Pippa's Guardians  
Quest Guardians Ltd  
S-KD Educational Consultants  
Study Links International Ltd  
Sutherland Education Ltd  
White House Guardianships

If an alternative Educational Guardian is nominated by the parents then the nominated Educational Guardian must fully meet **all of the School's requirements** including the following.

- be over 25 years of age.
- reside in the United Kingdom **at all times**. This is to ensure that each student has an Educational Guardian who is able to fulfil the requirements.
- reside in the United Kingdom within 2 hours' travelling distance from the School by either car or public transport.
- be a 24 hour point of contact for parents, student and the School.
- act with delegated parental authority in the case of an emergency or crisis and in other matters agreed by parents.
- provide both pastoral and educational support.
- make appropriate arrangements for any medical treatment whilst the student is under their care.

- liaise with the School over holiday and exeat weekend arrangements, including informing the School about the details of travel arrangements made for a student leaving the School for an exeat weekend or a longer holiday period, in addition to making these arrangements where the parents have not already done so. The School must know the exact details of the student's accommodation and methods of transportation, which should be appropriate depending on the age of the student.
- provide appropriate overnight accommodation and care as set out in the Caterham School 'Boarding Policy for Leave Arrangements that Involve an Overnight Stay away from the School'.

Educational 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 Educational Guardian's responsibilities are.

If Parents do not appoint an AEGIS accredited Educational Guardianship Organisation it is their responsibility to check that the Educational Guardian is suitable and that adequate safeguarding measures have been taken. The Educational Guardian will be acting on the parents' behalf and the guardianship arrangement will not fall within the school's welfare responsibility for the pupil.

**If, at any time, the nominated Educational Guardian does not meet the School's requirements the School will require the parents to appoint an AEGIS accredited Educational Guardianship Organisation to make adequate educational guardianship arrangements.**

**If, at any time, the School considers the educational guardianship arrangements to be unsatisfactory then the School reserves the right to exclude the pupil until appropriate educational guardianship arrangements have been made.**

The Educational Guardianship Nomination form should be read carefully and signed by the parent(s). Once the School has received the signed Educational Guardianship Nomination form and has approved that the nominated Educational Guardian fully meets the requirements set out in the School's Educational Guardianship Policy the Educational Guardianship Agreement form will be sent to the nominated Educational Guardianship Organisation/Guardian for signature. The Educational Guardianship Agreement form should be read carefully and signed by the nominated Educational Guardianship Organisation/Guardian.