



## Guardianship Policy

**Reviewed: September 2024**

**Author: DSL**

The National Minimum Standards for Boarding (2022) lay out specific requirements for Guardians under Standard 22. For the avoidance of doubt, Winchester College does not appoint educational guardians – this is the responsibility of the parents. The College reserves the right not to award Tier IV Visas to those without appropriate guardianship arrangements.

### 1.0 Introduction

Winchester College welcomes pupils from all over the world. Our pastoral and boarding systems are designed to ensure that all pupils are effectively supported as they integrate into school life. As part of this, all pupils whose parents live overseas are required to have an Educational Guardian whilst studying at Winchester College. Guardianship provides another means of support for these pupil whilst they are in the UK, and allows them to have another adult outside of the School who they can turn to for assistance or advice, and who will provide accommodation when the School is closed and it may be impractical to travel home.

### 2.0 Policy Aims

- To provide parents (and the Guardians they appoint) with a clear explanation of the school's expectations relating to educational guardianship as required by the [National Minimum Standards for Boarding](#)
- To provide parents with a clear explanation of the responsibilities of the Educational Guardian they appoint.
- To make known to parents that the school reserves the right to determine the acceptability of arrangements made for their child when they are residing out of school; should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements.
- To provide a pro-forma for the registration of an educational guardian.
- To provide details on how communications between the school, parents and Educational Guardians will operate.

### 3.0 Guardian Requirements

It is the responsibility of the parents to appoint an Education Guardian and the selection of the appropriate person or organisation rests with the parents. Parents must fully satisfy themselves as to the suitability of their chosen Education Guardian.

The appointed Guardian:-

- May be a nominated friend of the family or another family member, or may be employed by a professional guardianship agency. Most parents use a guardianship agency to act as Education

Guardian. Guardianship agencies typically arrange accommodation as well as acting as Educational Guardian for their pupils. Guardianship agencies will usually arrange accommodation for their pupils through host families, although sometimes other accommodation options will be used. Host families will then be responsible for providing the day to day care of the pupil, accommodation and meals. If the guardianship agency arranges accommodation for the child or young person, the agency will be responsible for ensuring the quality and safety of the accommodation including the necessary recruitment (DBS) checks.

- must be over **25 years of age** and should not be a full-time pupil or student.
- must **not** be a member of the School staff
- must meet the pupil whom they will be the Guardian for **before** they start at Winchester College
- should have a permanent place of residence in the UK and ideally should reside within **two hours** travelling distance from the School, by either car or public transport
- should speak English and be able to provide a point of contact for the School at all times **including in emergencies**
- should liaise with the School over School holiday arrangements, including informing the School about details of travel arrangements made for pupils leaving on all authorised breaks and at the beginning and end of term. This information must be provided in writing by the deadline set by the school
- should provide accurate contact information (including telephone/mobile, email and full address contact details) to the school and regularly update this information as necessary
- must provide safe and suitable accommodation and appropriate care and supervision for the pupil during periods when they cannot be accommodated at the school (including periods of long-term illness and disciplinary measures); regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care and therefore they must not be used
- must, if they are going to be away from their UK home, for however short a time, notify the Housemaster and give full contact details for the period of absence including the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf. This must be done two weeks before the travel date.
- (or, where possible, parents) is expected to attend Parents' Evenings and school events. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the school by appointment.
- should be familiar with the school's rules, regulations and policies and support the school's aims and values.
- must ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- must, in the event of a change of Guardian, communicate this promptly to the School in writing, providing all necessary details in order to facilitate continuous care
- should meet with the pupil's Housemaster/Assistant Housemaster/Matron ahead of the first time that they take the pupil into their care. This can be done online.

Guardian's Agreement

(This form is to be completed by the individual guardian or by the guardianship agency and returned to the Registrar by 30 June XXXX).

Full Name of Pupil:.....

House..... (block capitals)

Name and Address of Guardian or guardianship agency (block capitals):

.....  
.....

Tel. (Home) ..... (Work) .....

Email .....

I agree that the duties of an individual guardian/agency include the following responsibilities:

1. To provide a point of contact on a daily basis throughout the School term and be ready to accommodate the pupil in case of an emergency or crisis or in the unfortunate event of their being suspended from School.
2. To collect and deliver pupils to and from airports at half terms, beginnings and ends of term.
3. To collect or arrange collection of the pupil from School for the exeat/half term holidays/longer holidays at times when a pupil is required to be absent from school, and to provide an appropriate degree of care and supervision during that time.
4. To make suitable alternative arrangements if unable to accommodate the pupil.
5. To be involved in each and every arrangement for the pupil when residing away from school
6. To communicate all such travel details in writing with the Housemaster and to provide all necessary details prior to the pupil leaving school for longer holidays.
7. To be ready to attend important parents' conferences or other important meetings at the School
8. To communicate with Housemaster on a regular basis regarding the welfare of the pupil.

I confirm that as the appointed Guardian of the above-named pupil I undertake the responsibilities listed above.

I am a speaker of English, am over 25 years of age and reside in the UK, no more than 2 hours away from Winchester College.

I am not a fulltime pupil/student living in accommodation provided by another educational institution.

Or:

I confirm that the above-named agency will undertake the responsibilities listed above.

The agency will provide the above-named pupil with a guardian who is a speaker of English, over 25 years of age and resident in the UK, no more than 2 hours away from Winchester College.

The agency will not use as guardians, pupils/students who live in accommodation provided by another educational institution.

I accept the School's terms and conditions regarding my appointment as guardian/guardianship agency.

Name .....

Signature Guardian/Guardian Agency.....

Date .....