



# Elstree School

Including all of the Pre-Prep Department and Early  
Years Foundation Stage

## **Guardianship Policy and Guidance on Welfare for Host Families**

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Elstree School is a Company Limited by Guarantee No 690450 (England)

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## **1. Introduction**

Elstree School welcomes pupils from all over the world and our strong pastoral system means that all our pupils are well supported at school. In line with the Terms and Conditions signed by all new parents (Pupil Enrolment Form), all parents who live overseas must appoint a guardian for their children prior to their arrival at Elstree.

As the person with shared delegated parental responsibility, the role of the guardian complements that of the House Parents to act in 'loco parentis.' During term time the school takes responsibility for each pupil's welfare. However, there are times (e.g. Half term breaks, medical circumstances 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 appointed guardianship organisation/guardian.

The choice of guardian is the responsibility of the parent: the school can accept no legal responsibility for any guardianship arrangements, and the school expects the guardianship arrangements to meet the expectations outlined in this policy.

Our boarders from overseas often receive invitations to stay with friends for exeat weekends or other weekends throughout the year, which are a fantastic experience for the boys. However, legally the school cannot get involved with those weekends and all arrangements must be made between you and the parents of the boy who has invited your son to stay. These kinds of arrangements cannot be relied upon for exeats and I recommend you always have other plans in place.

It is also important to remember that plans do change and unfortunately it may not be possible for your son to stay with a friend for an exeat weekend even after arrangements have been made. For example, because of illness. Your guardian must therefore be in a position to always take responsibility for your son in those situations.

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

## **2. General**

For all international students who have not chosen a family member or friend as a guardian, the School strongly recommends that you appoint a reputable guardianship organisation that is accredited by AEGIS (the Association of Educational Guardians for International Students).

AEGIS is a national body for monitoring and regulating the welfare of international students and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted. Please see their website for further details: [www.aegisuk.net](http://www.aegisuk.net).

## **3. Eligibility of Guardians**

To be a guardian, the following criteria must be met:

- The guardian may be an appointed guardian via a guardianship agency or a nominated friend of the family or another family member. The guardian should be well known to the boy and be able to accept responsibility at Exeats, Half Term and during any other holiday when the parents are unable to join their sons. They should also be available in an emergency that requires the pupil to be out of school, and must be easily contactable.
- The guardian should be over 21 years of age and live within 3 hours travelling distance from the school. The guardian cannot be a full time student.
- The guardian must have a permanent or semi-permanent place of residence in the UK, independent of any educational institution and must be contactable during term-time.
- The guardian must speak sufficient English to communicate adequately with the School.

## **4. Role of the Guardian**

### **Travel**

Boys whose parents live overseas must have a guardian in this country who needs to ensure that arrangements are put in place for all exeats and half-terms. This should be discussed in advance with the Housemaster who can be contacted on:

housemaster@elstreeschool.org.uk

It is very important that information regarding overseas travel is received well in advance so that all necessary arrangements can be made at school; it is very unsettling for a boy if there is any doubt about travel plans.

If the guardian is unable to take their charge to the Airport at half-term and at the end of term, or to collect him from the Airport and bring him to school, the school office can arrange for accompanied travel – please liaise with the school office directly on office@elstreeschool.org.uk. The return time to school after exeats is between 19:00-20:00 hrs, unless stated otherwise on the school calendar.

## **5. Accommodation**

The guardian must be able to provide suitable living and studying accommodation in accordance with the Children Act (1989) and other UK legislation. The pupil in their charge must be resident with the guardian during half-term or full holidays, unless they are going home.

The guardian must provide safe care during any absence from the School, for example, long term illness or exclusion. 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.

## **6. Medical**

The guardian must ensure that pupils receive any medical attention they may require. Full details of any visits to the doctor/hospital and any drugs prescribed must be passed to the school medical staff upon the pupils return.

In addition, it is critical that any pupil requiring medication receives the prescribed dosage and that the administration of drugs is recorded in accordance with the medical information supplied by the School's medical team. This must be carried out by the guardian.

### **General**

- The guardian should be willing to receive school reports and other communication from the School and attend Parents'/Guardians' Evenings if requested to by the pupil's parent.
- The guardian must provide immediate contact information if they are away from their UK home or out of contact for any period of time, and also notify the school of any change of email or mailing address or contact numbers. Any change of guardian must be communicated to the school in writing.