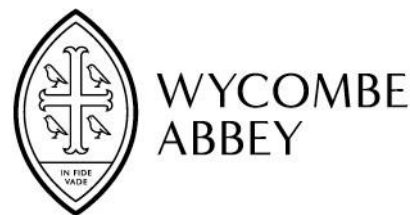


Educational Guardians Policy



1. Purpose

The purpose of this policy is to:

- Ensure the safety and wellbeing of pupil as our utmost priority.
- Provide clear guidelines for staff, parents and educational guardians.
- Comply with statutory requirements in relation to Boarding Schools National Minimum Standards, Keeping Children Safe in Education and Child Student Visa, UK Visas and Immigration.

2. Scope

This policy applies to all staff, families, educational guardians and pupils enrolled at Wycombe Abbey. This policy should be read in conjunction with the Admissions Policy, Terms and Conditions and all joining instructions sent to parents / legal guardians by the School.

3. Definition of an Educational Guardian

It is important to recognise the distinction between 'educational guardian' and 'legal guardian'. 'Educational guardian' is not a legal term and should not be used interchangeably with a legal guardian. An educational guardian is someone who has been appointed to care for international pupils in the UK, acting on behalf of the parents, when the pupil is not in school (eg Exeats, half-terms, holidays, for medical or disciplinary reasons or if the School has had to close in times of emergency).

4. Pupils at Wycombe Abbey

All parents who are resident abroad (or are regularly overseas for extended periods) must arrange appropriate educational guardianship support for their daughter(s), regardless of age, while they are pupils at Wycombe Abbey.

5. Appointing an Appropriate Educational Guardian

The School does not make, or facilitate, the arrangement of guardianship or host family accommodation. The responsibility for appointing an educational guardian rests solely with parents. Educational guardians must be appointed via a guardianship agency or a nominated friend of the family or another family member, and able to act with the full authority of the parents/legal guardians. The responsibility for carrying out any safeguarding checks rests solely with parents, but the School must agree to the suitability of the educational guardian.

- They must be a **UK citizen or have settled status** in the UK or Ireland and live within 50 miles of High Wycombe.
- A copy of the biographic page from a current UK passport or evidence to confirm settled status, such as a Biometric Residence Permit showing indefinite leave to remain or proof of the individual's status under the EU Settlement Scheme.
- A copy of a utility bill in the name of the educational guardian will be required as proof of address.
- The educational guardian must be willing and able to collect the pupil at short notice, in the event of a medical emergency from School or attend hospital, or suspension from School.
- A guardian should also be fluent in English as well as the parent's first language.

- Educational guardians are to be over 25 years of age.
- The educational guardian must not be a full-time student.
- The educational guardian or any adult living in the household must not have a criminal record.
- All educational guardians are expected to confirm to the School that they have read the policy and agree to abide by its terms.

Where parents do not appoint a family member or friend as an educational guardian, the School strongly recommends that they appoint a reputable guardianship agency which is accredited by AEGIS (the Association of Educational Guardians for International Students).

The educational guardian must be appointed before the pupil joins the School. The School will send parents an 'Educational Guardians Policy and Agreement' asking for contact details of the educational guardian. This must be completed, signed by both parents and the educational guardian and sent to the School prior to the pupil joining. The School will not accept a new student to the School until the educational guardian arrangements have been confirmed.

The Housemistress or Deputy Housemistress will make contact with the educational guardian of each pupil (who has one) in their House, before the first short leave of the Autumn term on an annual basis.

To comply with National Minimum Boarding Standards, Educational Guardianship arrangements will be monitored on a regular basis. Parents must keep the School informed of any changes to the educational guardian, including all contact details.

6. Roles and Responsibilities

- **Deputy Head (Pastoral):** is responsible for overseeing the implementation of this policy, the management of educational guardian arrangements, pupil emergency records maintained and recorded in the School Management Information Systems (MIS). Ensuring the pupil's welfare by regularly monitoring their progress, wellbeing, and conduct while at School.
- **Designated Safeguarding Lead (DSL):** The DSL is responsible for ensuring that children and young people are safe from harm, neglect, and abuse while in the care of the School or their appointed educational guardians.
- **Staff:** All staff must be aware of this policy and their responsibilities.
Boarding staff must keep a record of all travel and accommodation arrangements.
Parents: Responsible for ensuring that an educational guardian is appointed at all times when they are not resident in the UK. To provide the School with the details as documented in a Letter of Undertaking - Annex A.

Parents are required to make boarding staff aware of the travel and accommodation arrangements of their daughter before the start of every holiday. This information is required at least one week in advance of the holiday. It is essential that all pupils, whatever their age, understand that absolutely no changes can be made to these arrangements without the express agreement of the School, the educational guardian and the parents.

- **Educational Guardian:** must abide by the terms of this policy and act with delegated parental authority in the case of an emergency and in other matters agreed by the parents. To provide the School with the details as documented in a Letter of Undertaking - Annex B.
 - a. To provide suitable living and studying accommodation in accordance with the Children Act (1989) and other UK legislation.

- b. Have a clean criminal record in the UK and abroad (also applicable to anyone who regularly lives with the appointed educational guardian).
- c. To respect and support the rights, religion and customs of the pupil.
- d. To ensure 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 Health Centre.
- e. To 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 Health Centre upon the pupil's return.
- f. To ensure that the pupil in their charge is resident with them during statutory Leaves, these include Short Leaves, Long Leaves (half-term) or full holidays at the end of each term, unless the pupil is going home. Bed and breakfast or hotel accommodation do not fulfil this requirement unless the education guardian is staying with the pupil at the same establishment. Pupils should not stay unsupervised whilst away from School.
- g. To provide safe care during any absence from the School, eg long-term illness or exclusion, and to be willing and able to collect the pupil at short notice in such circumstances. In the unusual event of the School having to close due to an epidemic or a pandemic the education guardian will be responsible for collecting and caring for the pupil.
- h. To collect and return the pupil to and from the School in accordance with the published term dates or to ensure that suitable arrangements are made and confirmed in writing with the School.
- i. To be willing to receive school reports and other communication from the School and to attend Parents' Evenings if requested to by the pupil's parents.
- j. To provide immediate contact information if they are away from their UK home or out of contact for any period of time. This second contact must be appointed by the guardianship organisation or fully authorised by the parents and will be subject to the same requirements as the main appointed educational guardian.
- k. To be familiar with the School's rules, regulations and policies.
- l. To notify the School of any change of contact details.
- m. Guardians should be able to host pupils in appropriate accommodation to promote their physical and emotional wellbeing. This should take into account
 - Sleeping arrangements which allow for appropriate separation by age and gender
 - Facilities to allow reasonable access to snacks and drinks between mealtimes
 - Appropriate furniture and bedding arrangements
 - Appropriate laundry arrangements
- n. It is the School's policy that Boarders with a contagious or longer-term illness (eg flu, D&V, illness needing isolation) are collected by a parent or educational guardian, and that they remain out of School until they are fit to return.

7. Private Foster Care Arrangements

The following applies to any pupil under the age of 16 (or under the age of 18 if disabled):

Parents are obliged to inform the local education authority if the educational guardian appointed for their daughter is not a relative (defined as: grandparent, brother, sister, uncle or aunt) or legal guardian with parental responsibility and if their daughter would be staying with the educational guardian for 28 days or more. This length of stay is considered by the state to be providing a Private Foster Care Arrangement and anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals from the local borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.

The School must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The School will therefore require evidence of approvals from any educational guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

8. Safeguarding Protocols

In line with our safeguarding policy, the following guidelines must be followed:

- **AEGIS Certified Guardian:** Where parents do not appoint a family member or friend as an educational guardian, the School strongly recommends that they appoint a reputable guardianship agency which is accredited by AEGIS (the Association of Educational Guardians for International Students).
- **Regular Safeguarding Audits:** The School will carry out regular checks to ensure that educational guardianship arrangements comply with safeguarding standards and check in with pupils after each visit.
- **Emergency Contact:** A 24-hour emergency contact should be provided for both the educational guardian and the School, in case of urgent situations.
- **Safeguarding Training:** All staff involved with the care and supervision of pupils undergo safeguarding training in line with the UK government's guidance and best practices. Further information is covered in the Safeguarding and Child Protection Policy.

9. Provision of Information

The Assistant to the Deputy Head (Pastoral) will co-ordinate for the completion of required documentation and maintain the School's MIS. All data will be held in line with the School's Data Protection Policy and Privacy Notices.

Member of staff	Deputy Head (Pastoral)
Reviewed	August 2026

Version: GUARD/v6/26

Related Policies

Terms and Conditions
Admissions Policy
Supervision of Pupils
Exeat Policy

Annex A

EDUCATIONAL GUARDIANS' ARRANGEMENTS

For PARENTS TO COMPLETE

The role of an educational guardian is essential in providing support for those pupils at Wycombe Abbey whose parents live or spend considerable time overseas. It is expected that the educational guardian and their family will establish a close personal relationship with their ward, who should feel secure that the educational guardian will provide sympathetic support, interest and advice whenever it is needed.

The appointment of an educational guardian is the responsibility of the parents not the School.

The National Minimum Standards for Boarding set out that Schools have a duty to ensure that appropriate guardianship arrangements are in place for pupils who require an educational guardian. The following guidance sets out the School's understanding of appropriate arrangements. Where the School believes appropriate arrangements are not in place or cannot be made, parents will be asked to provide an alternative educational guardian.

The School welcomes the educational guardian to School functions, such as plays, matches, Parent/Teacher meetings, House Dinners and concerts, etc. The School will contact the educational guardians with key information, however, parents should maintain close communication with their daughter's educational guardian and keep them informed of key arrangements.

It is essential that educational guardians, as well as parents, understand the commitment required in this Letter of Undertaking.

1. Ideally, the educational guardian should be someone known to the pupil and her family. Where parents employ the services of a professional educational guardian the School recommends checking whether the guardian is accredited by AEGIS. The National Minimum Standards stipulates that School staff should not be appointed as educational guardians of Boarders.
2. The educational guardian must be a **UK citizen or have settled status** in the UK or Ireland. They must provide an eVisa access code and current utility bill in the name of the educational guardian.
3. Have a clean criminal record in the UK and abroad (also applicable to anyone who regularly lives with the appointed educational guardian).
4. It is impractical for the educational guardian to live too far away from High Wycombe; however, as High Wycombe is near to the M40, the School deems a maximum 50-mile radius from School as appropriate.
5. An educational guardian helps with any emergency decisions concerning the pupil if the parents are not immediately available; such decisions range from helping with a medical emergency to making suitable arrangements if their ward is suspended. It is, therefore, very important that the educational guardian is suited to such responsibility, and available to respond to these situations without being tied to other dependents.
6. Educational guardians must be over 25 years of age and must not be in full-time education.
7. An educational guardian should also be fluent in English as well as the parent's first language.
8. No pupil may remain on the School premises during statutory Leaves. These include Short Leaves, Long Leaves and at the end of each term. Educational guardians should be prepared to host pupils at Short and Long Leaves if necessary. Pupils are sometimes invited to stay with friends for Leaves; sometimes overseas pupils return home for the Long Leaves. Pupils must not stay unsupervised whilst away from School.
9. Educational guardians should be able to host pupils in appropriate accommodation to promote their physical and emotional wellbeing, in a private residential address. This should take into account:

- Sleeping arrangements which allow for appropriate separation by age and gender
 - Facilities to allow reasonable access to snacks and drinks between mealtimes
 - Appropriate furniture and bedding arrangements
 - Appropriate laundry arrangements
10. Educational guardians are warmly welcomed to take their ward out over an Open Weekend or for a Sunday Exeat. It is important that the Housemistress is contacted (email, letter or phone call) to help with arrangements.
 11. If the pupil flies into, for instance, Heathrow at a time when the School is not open (eg in the morning at the end of a Leave), the educational guardian should make arrangements for the pupil to be met and cared for. It is not appropriate for pupils to wait extended periods of time alone after their flight. Pupils normally arrive back for 8:45pm at the end of a Leave; all Houses are staffed from 6:00pm. If a pupil needs to be back before this time, perhaps because of inflexible flight times, special arrangements should be made with the Housemistress.
 12. Similarly, at the End of Term or at the beginning of Long Leave, educational guardians must make arrangements for pupils to be picked up no more than five hours after the start of Leave, unless special arrangements have been made with the Housemistress.
 13. Educational guardians must be available to collect and host pupils at short notice should their flight be cancelled at the End of Term or at the beginning of Long Leave.
 14. Parents or legal guardians must inform the School with any changes to their educational guardian arrangements or their contact details.
 15. Where it is necessary for a pupil to stay with their educational guardian for a period of 28 consecutive days educational guardians and parents must inform the School. This arrangement is likely to be considered a “private fostering arrangement” and the relevant local authority will need to be notified.
 16. All data is held in accordance with the Data Protection Act 2018. For further information on how we use educational guardians' information please refer to the attached Privacy Notice for Parents and Pupils.

TO BE COMPLETED BY PARENTS NOMINATING THEIR EDUCATIONAL GUARDIAN

Pupil Details

Full Name:

House: Date of Entry:

Nomination of Educational Guardian

We appoint the following as our daughter's **Educational Guardian**.

Name of Educational Guardian: Mr/Mrs/Ms.....(please print)

Organisation (if applicable):

Address:

.....

Home Phone Number: Mobile Phone Number:

Email: Relationship to us:

Names of Additional Adults (over 18 years old) residing at this address: (please print)

.....

.....

Home Phone Number: Mobile Phone Number:

UK Living Arrangements

Term-time: [] Full boarding [] Weekly boarding [] Flexi boarding [] Independent (16–17-year-olds)

Authorisation

We authorise the above-named educational guardian to take full responsibility for our daughter's welfare and accommodation while in the UK, including emergency decision-making.

Name of Parent/Legal Guardian 1: (please print)

Signed: Date:

Name of Parent/Legal Guardian 2: (please print)

Signed: Date:

Please return to the School:

- This form completed (annex A)
- The educational guardian form (annex B) completed by the nominated guardian - Letter of Undertaking
- Copy of educational guardian's passport
- Share code for educational guardian's eVisa, where applicable
- Copy of utility bill for educational guardian residence

Annex B

EDUCATIONAL GUARDIAN ARRANGEMENT

For educational guardians to read, understand and complete.

The role of an educational guardian is essential in providing support for those pupils at Wycombe Abbey whose parents live or spend considerable time overseas. It is expected that the educational guardian and their family will establish a close personal relationship with their ward, who should feel secure that the educational guardian will provide sympathetic support, interest and advice whenever it is needed.

The appointment of an educational guardian is the responsibility of the parents not the School.

The National Minimum Standards for Boarding set out that Schools have a duty to ensure that appropriate guardianship arrangements are in place for pupils who require an educational guardian. The following guidance sets out the School's understanding of appropriate arrangements. Where the School believes appropriate arrangements are not in place or cannot be made, parents will be asked to provide an alternative educational guardian.

The School welcomes the educational guardian to School functions, such as plays, matches, Parent/Teacher meetings, House dinners and concerts, etc. The School will contact the educational guardians with key information, however, parents should maintain close communication with their daughter's educational guardian and keep them informed of key arrangements.

It is essential that educational guardians, as well as parents, understand the commitment required in this Letter of Undertaking.

1. Ideally, the educational guardian should be someone known to the pupil and her family. Where parents employ the services of a professional educational guardian the School recommends checking whether the educational guardian is accredited by AEGIS. The National Minimum Standards stipulates that School staff should not be appointed as educational guardians of Boarders.
2. As an educational guardian you must be a **UK citizen or have settled status** in the UK or Ireland.
3. It is impractical for you to live too far away from High Wycombe; however, as High Wycombe is near to the M40, the School deems a maximum 50-mile radius from School as appropriate.
4. As an educational guardian you should be able to help with any emergency decisions concerning the pupil if the parents are not immediately available; such decisions range from helping with a medical emergency to making suitable arrangements if their ward is suspended. It is, therefore, very important that the educational guardian is suited to such responsibility, and available to respond to these situations without being tied to other dependents.
5. You must be over 25 years of age and must not be in full-time education.
6. You should also be fluent in English as well as the parent's first language.
7. No pupil may remain on the School premises during statutory Leaves. These include Short Leaves, Long Leaves and at the end of each term. You should be prepared to host pupils at Short and Long Leaves if necessary. Pupils are sometimes invited to stay with friends for Leaves; sometimes overseas pupils return home for the Long Leaves. Pupils must not stay unsupervised whilst away from School.
8. You should be able to host pupils in appropriate accommodation to promote their physical and emotional wellbeing, in a private residential address. This should take into account:
 - Sleeping arrangements which allow for appropriate separation by age and gender
 - Facilities to allow reasonable access to snacks and drinks between mealtimes
 - Appropriate furniture and bedding arrangements
 - Appropriate laundry arrangements

9. As an educational guardian you are warmly welcomed to take your ward out over an Open Weekend or for a Sunday Exeat. It is important that the Housemistress is contacted (email, letter or phone call) to help with arrangements.
10. If the pupil flies into, for instance, Heathrow at a time when the School is not open (eg in the morning at the end of a Leave), the educational guardian should make arrangements for the pupil to be met and cared for. It is not appropriate for pupils to wait extended periods of time alone after their flight. Pupils normally arrive back for 8:45pm at the end of a Leave; all Houses are staffed from 6:00pm. If a pupil needs to be back before this time, perhaps because of inflexible flight times, special arrangements should be made with the Housemistress.
11. Similarly, at the End of Term or at the beginning of Long Leave, you must make arrangements for pupils to be picked up no more than five hours after the start of Leave, unless special arrangements have been made with the Housemistress.
12. As an educational guardian you must be available to collect and host pupils at short notice should their flight be cancelled at the End of Term or at the beginning of Long Leave.
13. Parents or legal guardians must inform the School with any changes to their educational guardian arrangements or their contact details. Please also notify the School if your situation changes or you cease to act as the educational guardian.
14. Where it is necessary for a pupil to stay with their educational guardian for a period of 28 consecutive days educational guardians and parents must inform the School. This arrangement is likely to be considered a "private fostering arrangement" and the relevant local authority will need to be notified.
15. All data is held in accordance with the Data Protection Act 2018. For further information on how we use educational guardians' information please refer to the attached Privacy Notice for Parents and Pupils.

Letter of Undertaking

TO BE COMPLETED BY THE NOMINATED EDUCATIONAL GUARDIAN

Pupil Name:

House: Date of Entry:

Name of Educational Guardian: Mr/Mrs/Ms.....(please print)

Organisation (if applicable):

Address:

.....

Home Phone Number: Mobile Phone Number:

Email: Relationship to us:

Names of additional adults (over 18 years old) residing at this address: (please print)

.....

.....

Appointment and Contract

I confirm I have been formally appointed by the pupil's parent(s)/legal guardian(s) as Educational Guardian under this written contract.

Relationship with Parent(s)/Guardian(s)

I am a professional educational guardian (not a relative) appointed to act on behalf of the parent(s). Yes / No

I am a close relative (relationship:) of the pupil. Yes / No

I confirm that the accommodation above is a private address: Yes / No

Other Individuals Supported

I do not support any other pupils: Yes / No

I also support the following pupil (s) (separate contracts):

Name(s), relationship(s):

Criminal Record Declaration

I confirm that **no adult residing in, or regularly present at, the address(es) where the pupil will stay** - including myself, any employees, contractors, or host family members - **has any criminal convictions, is subject to any criminal proceedings, or poses any safeguarding concern** in the UK or overseas.

Agreement

I understand and accept my duties under the UKVI Child Student route, including acting in the pupil's best interests and cooperating with the School and UKVI on safeguarding matters.

Attachments (as applicable)

- Copy of educational guardian's passport/settled status
- Proof of educational guardian's address eg utility bill

Statement to be signed by Educational Guardian

I have read these notes for guidance prepared by Wycombe Abbey, The Educational Guardianship Policy and confirm that I am aware of the role and responsibilities that I will be undertaking and that appropriate arrangements are in place for my ward.

Signed:

Date: