Ripon Grammar School

Education Guardian Policy

Introduction

1. Ripon Grammar School has a strong ethos which runs throughout our boarding provision. The school greatly values the diversity that both our UK and international pupils bring to the school's community.

2. Under the Children Act 1989, the school is required to safeguard and promote the welfare of pupils. During term time the school is responsible for a boarding pupil's welfare and acts in loco parentis. However, there are times when the school must be able to hand over these responsibilities to an appointed guardian.

3. It is also a UK Visas and Immigration (UKVI) requirement that every pupil not from the UK under the age of 18 studying in the UK requires a guardian. Additionally, we require a parent, or guardian to be within two hours of the school to be able to respond and support the boarder, if required. Therefore, parents who permanently live more than two hours away are required to have a guardian, within two hours' drive, to fulfil this requirement.

4. At Ripon Grammar School, boarders whose parents permanently live more than two hours' drive from the school are required to have educational guardians. If a family has a family home within the two-hour perimeter, but they do not permanently live at this family home, then an educational guardian must be appointed

Definitions

5. In this document, the term 'guardian' refers to an education guardian, which involves the guardian making decisions on behalf of the parents and caring for the student under the directive of the parent. This is distinct from a legal guardian, which refers to a person who is appointed by a court or parents and has legal authority to care for a child.

Appointing a Guardian

6. It is the parents' responsibility to appoint a guardian: the organisation and selection process rests solely with parents.

7. The appointed guardian must be over 25 years of age and be permanently resident in the UK; they must live within two hours' drive of the school.

8. For many pupils where the family does not have a suitable contact in the UK, it is expected that the parents will appoint a guardian via a reputable organisation. It is important to note that the school does not recommend any specific agency or organisation but would encourage parents to ensure that it is a member of either of the following professional guardian organisations:

a. **Association for the Education and Guardianship of International Students** (AEGIS).

AEGIS can be contacted via their website: www.aegisuk.net

b. **Boarding School's Association Certified Guardianship Scheme**

BSA Certified Agent and Guardian Scheme

9. The appointed guardian must be fluent in the English language and be able to always provide a point of contact for the school.

10. Where the guardian is a relative, the school will require copies of photographic ID.

11. If an appointed guardian changes during a pupil's time at the school, it is the parents' responsibility to ensure accurate updated contact details (telephone, mobile, email and full postal address) are communicated to the school as soon as possible, in order to ensure continuity of care.

12. Guardians should complete the online form to agree to the responsibilities of the role of guardian. In addition, they must contact House Staff via email, telephone or video call to introduce themselves. These arrangements MUST be made before the pupil arrives at Ripon Grammar School.

Guardian Responsibilities

13. All guardians must be prepared to undertake, where necessary, the following responsibilities:

• To provide a 24-hour point of contact throughout the school year.

• To be ready to accommodate and take responsibility for the pupil at short notice in case of emergency or crisis.

• To provide safe and suitable accommodation for the pupil with an appropriate degree of care and supervision when they cannot be accommodated at School and to liaise with the House staff or School Health Worker regarding these arrangements. Occasions are likely to include, but are not restricted to:

1. Half-term breaks and longer holidays

2. Days at the start and end of term when a pupil's flights do not coincide with term dates.

3. If a pupil is ill or injured and needs to recuperate away from School

4. If the School requires a pupil to leave for disciplinary reasons or because the school determines it to be in the pupil's best interests

5. Any other occasion when the pupil is released from the school.

• To make suitable alternative arrangements, with parental consent, if they are unable to accommodate the pupil themselves, and to inform both House Parent and parents of the arrangements.

• To liaise with the school over all matters relating to the pupil's welfare, including pastoral, academic and medical care.

• To attend important parent and teacher meetings or any other important meetings at the school on behalf of the parents. The responsibilities of guardians appointed by overseas parents and those appointed by parents in the UK are identical. However, over the usual course of the year, there are likely to be practical differences in a guardian's level of involvement. For overseas parents, the guardian is usually responsible for the delivery and collection of pupils at the beginning and end of term, and (where the pupil is not travelling to their home overseas) for providing a home for pupils during holidays.

• The guardian must be available for contact at short notice in an emergency, for granting routine permission, or for disciplinary reasons. In some medical or disciplinary cases, the guardian may be required to have the pupil to stay for a limited period.

• Guardians must be able to substitute fully for parents when parents are away or unavailable. This includes providing everything mentioned in the points above. UK parents who plan to be away for an extended period, are asked to inform the Head of Boarding in good time and to check that contact numbers are up-to date and relevant.

• Parents and guardians should be aware that stays over 28 days are considered private fostering arrangements which are subject to Family Placement Regulations under the terms of the Children Act 2004

Date of policy: May 2026

Date of Review: May 2028