



OLD BUCKENHAM HALL

A leading co-educational preparatory school for children aged 2-13 years

Guardianship Policy and Procedure

OBHP37

Policy owner: Head of Boarding
Date of issue: August 2022
Date last reviewed: August 2023
Next review due: August 2024

All pupils with parents/carers living overseas must have a guardian in the UK for the duration of their time at OBH

OBH does not appoint or vet guardians on behalf of parents.

The school registrar will be responsible for ensuring a guardian is appointed and the contact details are completed before the boarder enrolls at the school. The school is unable to accept a pupil without a UK based guardian.

The school must be informed of all contact details for the guardian.

Parents are required to update the school in a timely manner should there be any changes to the arrangements.

Guardians, with parents, have full responsibility for any transport arrangements including airport runs.

OBH adheres to guidelines from the Boarding Schools' Association (BSA) regarding guardianship: *"Guardian(s) should be willing to attend school premises in an emergency, attend at parents' evenings, liaise with the overseas parents and take or communicate decisions, attend the pupil's special days, make travel arrangements as necessary and receive the pupil at home if too unwell for school, or if suspended, rusticated or required to leave."*

It is the parents' or legal guardian's responsibility to nominate a guardian or guardianship organisation that meets all the requirements as set out in this policy.

The appointed guardian must:

- Be at least 21 years or older and be of good character.
- The school reserves the right to reject the appointment of a guardian if deemed unsuitable.
- Families may wish to appoint a relative or close friend, but guardians can also be arranged through professional guardianship agencies.
- The school does not recommend any one guardianship agency, but to comply with good safeguarding practice recommends the agency to be AEGIS accredited. See www.aegisuk.net for latest list. Or a BSA Certified guardian. <https://www.boarding.org.uk/497/about-us/bsa-certified-guardian-scheme>
- Be always resident in the United Kingdom for the duration of the guardianship. The appointed guardian must live within a 90 minute drive of the school.
- Be available, within reason, to assist and accommodate the pupil for all exeat weekends, and with any medical, behavioural or pastoral needs as they arise.
- Where appropriate, liaise with boarding staff regarding holiday and exeat arrangements and make these clear to the boarding staff on request.
- The school must be made aware of any changes to travel or accommodation arrangements. Arrangements for time away, holidays and weekends must be submitted to the school in a timely manner.
- If any arrangements for guardianships, travel or other time away from the school are deemed unsuitable then the school reserves the right to review suitability for boarding in the interests of safeguarding the child's welfare.
- Guardians as well as parents are welcome to attend school events, parent's evenings, fixtures and other school events where appropriate.

The school will regularly speak to the pupil about the guardianship arrangement and ensure the pupil is comfortable with the arrangement.

If any concerns are raised about an educational guardianship arrangement, they will be acted upon immediately and if necessary be referred to any relevant agencies.

Under no circumstances will school staff be appointed as an educational guardian for boarders.