



ABINGDON

# **Educational Guardians**

**Guidance notes**

**for parents and guardians**

## Introduction to Educational Guardians

Every pupil whose parents live internationally for some or all of the time are required to have an educational guardian appointed by their parents. It is very important for the welfare of the pupil that the guardian is actively interested in the pupil's education and welfare and lives close enough for the pupil to visit during holidays or, if needed, during extraordinary circumstances such as school closures.

All students remaining in the UK during the school holidays should always stay with an adult, whether that be a guardian or parent. They should not stay by themselves or with friends without an adult being present. This also applies to students who are over the age of 18.

## Role of the Parents

The parents must select an appropriate educational guardian for their child. You can find a list of accredited guardians on the [AEGIS](#) (the Association for the Education and Guardianship of International Students) website. You can also find a list of BSA accredited guardians on the [BSA](#) (Boarding Schools' Association) website. These websites also provide useful guidance on selecting a guardian.

Guardians can also be a close relation or friend of the family. However, if a close relation or family friend is appointed, rather than a professional agency, parents must ensure that the person nominated is fully able to fulfil the role of guardian. Guardians must be over the age of 25 and live within 90 minutes of the school. School staff may not be appointed as guardians under any circumstances.

The School will not recommend or arrange guardianship on behalf of parents. Responsibility for the welfare of pupils while in the care of their guardians, and while travelling to and from them, rests solely with the parents and not with the School.

The provision of guardianship is monitored by the boarding heads of house as well as by the parents who employ the guardian. In certain circumstances a head of house may

question the suitability of a particular guardian and would hope that the parents would take the necessary action in the best interests of their child.

It is important that the guardian is able to accommodate your child whenever needed. Please take this into account when choosing a guardian.

The parents must inform the School of their selected educational guardian prior to their child enrolling at the School. Thereafter, it is important that any changes to guardian's contact details are promptly notified to the School.

## Role of the Guardian

A good guardian should take an active and interested role in their charge's education and welfare and live close enough for the pupil to visit for weekends away, at half terms and on the occasions when the school is closed. This would typically be within a 90 minute journey from the school.

The typical role of a guardian would include:

- Transport to and from school and the airport
- Providing accommodation during holidays, including half terms, ensuring that an adult is always present, including where the student is over 18
- Collecting the pupil in case of exclusion from school
- Bridging the gap between term dates and flights to and from home
- Looking after the pupil in the event of illness (in liaison with the School's medical centre)

Pupils should be accompanied by their guardian when being transported to and from the airport, and to and from school. If this is not possible, the guardian needs to ensure the parents approve any alternative arrangements, and that they only use taxi companies whose drivers are DBS checked. Abingdon can provide a list of taxi companies which have been used by students before, but it is the parents' responsibility to satisfy themselves that they are happy with the transport arrangements.

A good guardian will also play an active role in supporting the pupil, for example, attending parents' evenings and other School events. Guardians will be included in correspondence (excluding school fee invoices) unless parents have agreed another arrangement with the school.

## Role of the School

The School, through the boarding heads of house, will monitor the provision of guardians, in line with the [National Minimum Standards for Boarding Schools](#). They will be supported by the Admissions department for all pupils. This will include:

- Ensuring that all pupils whose parents live internationally have a named guardian before the pupil enrolls in the school.
- Ensuring that guardian contact information is kept up to date if changes are notified by the parents.
- Keeping accurate records of when pupils are discharged to the care of their guardians.
- Taking appropriate care to ensure that guardians are promoting the welfare, physical well-being and emotional wellbeing of the boarder. This will be done through appropriate discussions with the boarder both before being discharged into the care of their guardian, and on return to school.
- Taking immediate action if any concerns arise about an educational guardianship arrangement by notifying parents and referring to any relevant agencies.
- Taking reasonable care to check that guardians who visit the School are verified and approved by the parents.
- Promptly notifying parents and guardians of any issues concerning the pupil which require the guardian's support.

## Top 10 Questions to ask Guardians (as recommended by [AEGIS](#))

- Are you AEGIS or BSA accredited and when was your company last inspected by AEGIS or BSA?

- Can you provide a caring host family that matches the needs of my child?
- Will my child have the same host family every holiday?
- Will the host family be in a convenient location, close to the school?
- How often will the educational guardian visit my child at school?
- Do you provide a student handbook which helps my child understand your role as educational guardian and clearly explains who to contact in different circumstances?
- Is there bilingual support for parents and children?
- How much is your service and are there any additional costs?
- Are your drivers police checked?
- What response time can I expect to emails?

**Document Owner:** Matthew Kendry (Head of Boarding)

**Last Updated:** January 2024

**Next Update:** January 2025