Senior and Prep School Policy

Guardianship Policy

Action	Policy to be reviewed annually		
	Committee	**Date**	**Completed**
Reviewed	Director of Pastoral Care	June 2026	✓
Reported	Safeguarding Steering	November 2026	✓
Approved	Board of Governors		
Next review	Director of Pastoral Care	June 2027	

Introduction

Gresham's has a strong boarding ethos and welcomes pupils from all over the world; our international pupils are part of a diverse community of young people who care for each other and grow as individuals. Our pastoral, tutorial and boarding systems are designed to ensure that all pupils, from across the UK and from overseas, are effectively supported as they integrate into School life. It makes for a happy, warm and supportive learning environment.

Guardianship provides an additional means of support for an international pupil whilst they are in the UK, in particular when they are not at School. Caring for and providing support for that pupils as would any responsible and caring parent; a good Education Guardian can only enhance the boarding experience for a pupil.

Definitions

In this document the term '**Guardian'** refers to an **Educational Guardian**, which involves a delegation of parental responsibility, usually for short periods of time. This is distinct from a **Legal Guardian** which refers to a person who is appointed to care for a child when a parent or guardian has died, or to a person acting as guardian of a child's estate.

Appointing a Guardian

Parents of pupils at Gresham's School who are resident outside the UK are required to appoint an Educational Guardian for their child in the UK. This is the case for all pupils, regardless of age or nationality.

It is the primary responsibility of the parents to appoint a Guardian, and the selection of an appropriate person or organisation rests with the parents. Parents must fully satisfy themselves as to the suitability of their chosen Guardian and this appointment should be made in good time before the enrolment of the pupil.

The School also has obligation to ensure that the guardianship arrangement is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder. To this end our Admissions Department, the Head of Boarding and the Director of Pastoral Care will also examine the arrangements in place so as to ensure we are satisfied with the Guardian appointed.

If, at any point, during the pupil's time at Gresham's, the School has concerns about the suitability of a Guardian or a guardianship arrangement, the parents will be informed. The School may request a change of Guardian or a revision of the arrangement. If the School continues to have concerns about the pupil's guardianship arrangements, the pupil could be asked to leave the School. It should be noted, for example, that the School does not consider unsupervised stays in hotels or bed and Breakfast accommodation, to be an adequate level of accommodation or care.

The Guardian should also expect to enter into active communication with their child's Housemaster or Housemistress in order to ensure that the full needs of their child are being met at all times, this is particularly the case before any, and after, any homestay arrangement organised by the Guardian.

- The appointed Guardian must be over 25 years of age and must not be a student or sibling living in shared accommodation, or accommodation provided by another educational institution. The appointed Guardian may be a nominated friend of the family, or another family member, or may be employed via a professional Guardianship Agency.
- Gresham's staff are not permitted to be a guardian of a pupil in the School.

- It is important to note that the School does not recommend any specific Guardianship agency or organisation but would strongly encourage parents to appoint a Guardian who is part of an accredited member of the Association for the Education and Guardianship of International Students (AEGIS). Further details can be found on the AEGIS website: www.aegisuk.net
- The appointed Guardian should be a British citizen or have permanent resident with Indefinite Leave to Remain (ILR) or Settlement and should reside within two hours travelling distance from the School.
- An appointed Guardian should be fluent in the English language and be able to provide a point of contact for the School at all times.
- An appointed guardian is required to provide Photo ID. This must be a photo of a UK Passport or a non UK Passport together with a share code confirming indefinite leave to remain or settled status (copies of which will be taken, and stored securely by the School).
- An appointed Guardian must confirm that the accommodation offered is a private address and not operated as a commercial enterprise, such as a hotel or hostel.
- The appointed Guardian must provide a list of any other pupils that they have responsibility for.
- The appointed Guardian must provide a list and details (including their Name, DOB, National Insurance Number and contact details) of any adult regularly living in the guardian's household.
- The appointed guardian must provide confirmation that no adult residing in the same household has a relevant criminal record.
- The School reserves the right to contest (and reject if necessary) the appointment of any guardian that it deems inappropriate under the conditions set out above.
- Where international pupils need to apply for a student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) will not be issued until the School is satisfied that appropriate Guardian arrangements are in place.

Responsibilities of a Guardian

All Guardians must be prepared to undertake, where necessary, the following responsibilities:

- To provide a 24hr 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 be able to provide safe and suitable accommodation, meeting the full needs of the pupil, and appropriate supervision when they cannot be accommodated at School, and to actively liaise with the Housemaster/mistress regarding these arrangements to the full satisfaction of all parties.
- Occasions include, but are not restricted to:
    - Home Weekends
    - Half Term breaks and longer holidays
    - Days at the start and end of term when a pupil's flights do not coincide with term dates.
    - If a pupil is ill or injured and needs to recuperate away from School.
    - 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.

- Any other occasion when the pupil is released from the School.
- To make suitable alternative arrangements if they are unable to accommodate the pupil themselves, and to inform both Housemaster/mistress and parents of the arrangements to their full satisfaction.
- To actively liaise with the School over all matters relating to the pupil's welfare, including pastoral, academic and medical care.
- To act with delegated parental authority in the case of an emergency or crisis and to make appropriate arrangements for medical care.
- To be responsible for transporting the pupil to and from the School in accordance with the published term dates for the start of terms, half terms and end of terms and as otherwise agreed, or ensure suitable arrangements are made and confirmed in advance with School.
- To attend important parent and teacher meetings or any other important meetings at the School on behalf of the parents.
- Guardians should be familiar with the School Rules, regulations, and policies, and support the School's aims and values.
- Guardians must be familiar with the School's Safeguarding and Child Protection policy.
- If the Guardian is going to be away from their UK home, for however short a time, they must notify the Housemaster/mistress. They must give full contact details for their period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
- Guardians must ensure that legal documents such as visas and registration documents are kept up to date and renewed/updated as necessary.
- A change of Guardian must be communicated promptly to the School in writing, providing all necessary details in order to facilitate continuous care. This should be communicated to the HSM in the first instance.

Advice for Staff

Staff children attending Gresham's will naturally make friends with other Gresham's pupils and as such should be able to invite friends to stay (overnight) if they so wish. As with all overnight requests, both sets of parents should communicate with each other regarding the arrangements and copy in the Housemaster/housemistress. Ultimately the HSMs have the discretion to decide on any such requests. Further guidance for Gresham's staff can be found in the Staff Code of Conduct.