

GUARDIANSHIP ARRANGEMENTS AT ROYAL RUSSELL SCHOOL

INFORMATION FOR YOU TO RETAIN

We hope the following information will help you to understand the School's policy regarding the guardianship arrangements for overseas pupils which is in line with the Children Act 2004, the Protection of Children Act 1999, the Care Standards Act 2000 and the Childcare Act 1999. Royal Russell School, in promoting and safeguarding the welfare of every boarding pupil, including those over the age of 18, requires parents who do not live in the United Kingdom to appoint a guardian to act on their behalf.

The above legislation protects the rights of children and makes 'proper and appropriate care' a compulsory requirement.

We include copies of the necessary forms for you and your nominated guardian or guardianship organisation to sign and return to us once a firm arrangement has been made.

School's Guardianship Requirement

During term time, the School is legally responsible for each pupil's welfare and undertakes parentally designated responsibilities. However, there are times (eg weekend leave, May bank holiday weekend, half-term breaks, or if a pupil is suspended or excluded by the School, etc) when the School must be able to hand over parental responsibilities to another adult – the appointed Guardianship organisation/Guardian, unless alternative arrangements have been made in advance.

It is essential that a guardian is nominated before the pupil joins Royal Russell School and that we are advised of the guardian's name, address, and contact details at least a week before the start of term.

Any pupil whose parents live overseas must have an adult guardian in the UK who will agree to be responsible for that pupil on behalf of the parents. A guardian may be a relative, friend of the family or a guardianship organisation.

The nominated Guardian must:

- Be over 25 years of age
- Be resident in the United Kingdom within 2 hours travelling distance from the School by either car or public transport.

Guardian's Role and Main Responsibilities

It is hoped that each guardian will keep in regular contact with his or her pupil, but in particular guardians are required to:

- Be available to accommodate the pupil in an emergency – such as an accident or illness
- Accommodate the pupil for half-term and bank holidays, unless appropriate alternative arrangements have been made in advance
- Attend various school functions throughout the year and to meet staff in order to discuss the pupil's progress, in accordance with the parents' request or the School's requirement.
- Liaise routinely with the School regarding pastoral matters and maintain regular contact with parents
- Provide written details in advance of any arrangements for weekend leave or to visit another family. Boarding staff will then only allow visits and weekend leave to those approved persons.
- Provide written details in advance of any travel arrangements made prior to a child leaving the School for a weekend or a longer holiday period. The School must know the exact details of the pupil's accommodation and methods of transportation.
- Confirm weekend leave arrangements by the Thursday before a weekend. Pupils are required to complete a 'Weekend Leave Request Form' which is processed by the Housemaster/mistress and must be confirmed by the Guardian.
- Request permission in writing to the Housemaster/mistress if a pupil is required to leave earlier or return later from a weekend leave or longer holiday.
- Notify House Staff of flights home and transport arrangements. Flights should be booked at least half a term in advance with details being given to the Housemaster/mistress.
- Appoint, with the approval of the overseas parents, another suitable adult to undertake the guardianship responsibilities, should the Guardian need to be out of the country or be otherwise indisposed, and inform the School of any such appointment. The appointee must meet the requirements as set out in this document.
- Undertake parentally delegated responsibilities clearly specified in an agreement between the Guardian and overseas parents in order to promote and safeguard the welfare of the pupil at all times whilst in the UK.