



Guardianship Policy

Reviewer: James Hayden/Jack Avery

Approver: Anna Cutts/Chris Reid

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Next Review: January 2025

'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School)

'College' refers to Cheltenham College Senior School

'Cheltenham Prep' refers to Cheltenham College Preparatory School

'Nursery and Pre-Prep' refers to Cheltenham College Nursery School and Pre-Prep

1. Who Needs a Guardian?

It is a requirement that all pupils living outside the UK should have a guardian in this country who will act in loco parentis for them. A guardian is also required for pupils whose parents are members of the armed services and are therefore likely to be absent for periods of the school year.

The choice of guardian is the responsibility of the parent: the school can accept no legal responsibility for any guardianship arrangements. The school expects the guardianship arrangements to meet the expectations outlined in this policy.

The guardian may be a nominated friend of the family or another family member provided they are not a student living in shared university accommodation. If parents have any doubt about the suitability of an arrangement, they should email the Director of Operations on dco@cheltenhamcollege.org. A member of staff or their spouse cannot act as a guardian or as a host family. The guardian needs to be aware of and accept the requirements of this policy and both the parent and the guardian must show that they have accepted our terms laid out in this policy by signing and returning the Guardianship Form that Admissions will send to them before their child joins Cheltenham College. The Guardianship Form must be returned to Admissions at least two weeks prior to the pupil's start date.

The guardian should live in the vicinity of Cheltenham so they can reach Cheltenham College within a reasonable time should an emergency situation arise. We recommend this must be within 90 minutes' drive. Close proximity to Cheltenham is essential for international pupils' guardians so they can offer extra support.

If the guardianship arrangement is not promoting a pupil's welfare, physical wellbeing and emotional wellbeing then Cheltenham College will ask parents to make alternative arrangements, which may involve registering their child with an AEGIS registered agency. In line with new guidance (KCSIE) College and Prep have set up monitoring arrangements to ensure that guardian arrangements are meeting the necessary standards. A sample of pupils are contacted, randomly, during a vacation and some are visited. A survey is sent out following different vacations asking how the stay went; if there were any issues and whether the pupil would like to speak to a member of the DSL team.

Any change in guardian must be communicated to Cheltenham College in writing.

2. The Guardian's Role

- ☐ To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
- ☐ To ensure safe transport to and from Cheltenham College at the beginning and end of each term and holiday break and to communicate all such travel details in writing to the Housemaster, Housemistress or Houseparent.
- ☐ To ensure that the child in their charge is resident with the guardian or a host family arranged by the guardian during exeats and half-term holidays unless the child is going home. 'Bed and Breakfast' accommodation does **not** fulfil this requirement.
- ☐ The respective guardianship agency is responsible for ensuring that arrangements with a host family provide suitable levels of accommodation and supervision. Agencies should also be cognisant of other pupils from other schools who may be staying with that family so that safeguarding measures can be addressed if necessary (e.g., age-appropriate arrangements).
- ☐ To provide safe care during any absence from Cheltenham College, for example illness, significant mental health issues or disciplinary matters. In the unusual event of Cheltenham College having to close due to an epidemic or pandemic the guardian will be responsible for collecting and caring for the pupil.
- ☐ To attend Parents' / Guardians' Meetings to follow the pupil's progress.
- ☐ To be responsible for the transport and safe storage of all belongings at the end of each academic year.
- ☐ To be familiar with relevant Cheltenham College rules, regulations and policies.
- ☐ To be English speaking and provide a point of contact at all times.
- ☐ To be able to attend Cheltenham College and / or pick up their charge at short notice as necessitated by the school (up to a maximum of 4 hours from request to pick up).

Guardians are always welcome at Cheltenham College and are encouraged to take as much interest in their wards as they feel able to. If you do not know of a suitable person who is able to act as a guardian we will be happy to put you in touch with a professional agency known to the school but Cheltenham College cannot endorse any particular agency.

3. Passports, Visas and Travel

Careful note should be taken of any conditions which are attached to a pupil's passport at immigration and visas must be kept up to date. Students living outside the UK should consult the Home Office UK Visas and Immigration website www.gov.uk to find out whether a student visa is required and, if so, how to apply for one in the country of residence. Guardians and parents are responsible for telling the Housemaster, Housemistress or Houseparent if flights require Unaccompanied Minor service from GT Matrix.

Overseas trips:

It is the guardians responsibility that they organise and apply for any visa required for a pupil to attend an overseas trip being offered by College.

We advise that passports should be given to the Housemaster, Housemistress or Houseparent for safe keeping.

4. Guardian's absence

- 4.1 Any guardian going to be away from their UK home or unable to accommodate a pupil for however short a time is responsible, in liaison with parents, to make suitable arrangements for that period with another responsible person in the UK. The guardian must notify the Housemaster,

Housemistress or Houseparent of the arrangements and provide the name, address and telephone number of the person who is fully authorized by the parents to act on their behalf.

- 4.2 If an appointed guardian or replacement is not available and Cheltenham College requires the pupil to be off site for any of the above stated reasons, Cheltenham College reserves the right to ask a suitable guardianship agency to arrange short-term billeting. The cost of this will be passed on to parents.

5. Guardians and Guardianship Agencies

It may be necessary to use the services of a guardianship agency. Cheltenham College does not recommend any specific agency or organization but would encourage parents to ensure that it is a member of AEGIS. To find out more about AEGIS registered companies please click [here](#)

Cheltenham College cannot be responsible for any arrangements between parents and guardians. The following details may be useful, but do not constitute any endorsement by Cheltenham College.

Agency	Registered with	Details
Pippa's Guardians	AEGIS	Web: www.pippasguardians.co.uk Email: ben@pippasguardians.co.uk
Brightworld Guardians	AEGIS	Web: www.brightworld.co.uk Email: lanea@brightworld.co.uk
Quest	AEGIS	Web: https://www.questguardians.co.uk/?utm_source=google&utm_medium=organic&utm_campaign=gmb_QG_page Email: office@questguardians.co.uk
Alphaplus Guardian Services	AEGIS	Web: https://alphaplusguardians.co.uk/ Email: office@alphaplusguardians.co.uk
Roskilly Consulting		Web: https://www.roskillyconsulting.co.uk/about Email: lucinda@roskillyconsulting.co.uk