

STEYNING GRAMMAR SCHOOL

GUARDIANSHIP CHARTER FOR RESIDENTIAL BOARDERS

STEYNING GRAMMAR SCHOOL DOES NOT APPOINT GUARDIANS ON BEHALF OF PARENTS. IT IS THE PARENTS' RESPONSIBILITY TO NOMINATE A GUARDIANSHIP ORGANISATION / GUARDIAN THAT MEETS ALL OF THE REQUIREMENTS AS SET OUT BELOW.

Following the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act (2000) Steyning Grammar School, in promoting and safeguarding the welfare of every boarding student, **including those over the age of 18**, requires parents who do not live in the United Kingdom, or parents who live sufficiently far away from the school that collecting their child at short notice is not possible, to appoint a Guardian to act on their behalf.

Steyning Grammar School requires all their students whose families live overseas to have a legally appointed Guardian at all times during their stay in the UK. During term time the School assumes duty-of-care for each student and acts in loco parentis. However, there are times (eg half term breaks, or if a student is suspended or excluded by the School, etc) when the School must be able to hand over duty-of-care to another adult; this being the Guardian appointed by the parents.

Parents living outside the UK, or parents who live sufficiently far away from the school that means collecting their child at short notice is not possible, or parents who live between UK and overseas, **must nominate a guardian aged 25 years and over**, who is resident permanently in the UK and who undertakes to be responsible for their child should s/he be required to leave the School for any reason at short notice, usually on the same day, during term.

The appointed guardian **must** be available to collect the child at short notice, usually on the same day, if the School considers that the child cannot be accommodated at school under normal boarding arrangements. This may include for disciplinary reasons, for medical reasons, or for safeguarding reasons.

If for any reason the guardian is temporarily unavailable for any period of time, the School must be notified in advance, and an alternative arrangement by the parents must be in place.

In the event that a family is not able to appoint a suitable Guardian, the School would expect that you appoint a reputable Guardianship Organisation that is accredited by AEGIS (the Association of Educational Guardians for International Students). AEGIS is a national body for monitoring and regulating the welfare of

international students and provides accreditation of Guardianship Organisations in line with the National Minimum Standards for Boarding. Contact details for AEGIS are as follows: www.aegisuk.net

If, at any time, the nominated Guardian does not meet the School's requirements the School will require the parents to appoint an AEGIS accredited Guardianship Organisation to make adequate guardianship arrangements.

If, at any time, the School considers the guardianship arrangements to be unsatisfactory then the School reserves the right to exclude the pupil until appropriate guardianship arrangements have been made.

This ensures that:

1. There is always someone to contact in the UK in the event of an emergency.
2. Students always have somewhere to go during holidays if they are not returning home.
3. **There is somewhere for students to go in the event of a medical emergency or disciplinary matter necessitating withdrawal from the Boarding House, so that the student may continue to attend the school as a Day Boarder without disruption to their education.**

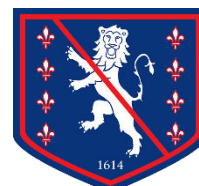
Procedure:

1. The appointment of guardians is the sole responsibility of the parents or family of the student.
2. Guardians will preferably be a family member (not a parent) or close friend who, if possible, lives a reasonable distance from the school.
3. Guardians must sign to acknowledge their responsibilities that if the school contacts them and asks them to collect a student (eg because of illness, discipline or safeguarding) they will do so. The Guardian Form must be signed by hand (scan, photo or stenograph) but we cannot accept an email confirmation.
4. Guardians will also need to undertake an enhanced Disclosure and Barring Service check (DBS) once the family accepts the boarding place and before the student begins at school. This will require the nominated Guardian to present 3 forms of ID in person to the Main School and subsequently visit the Boarding Administrator. More information can be found here: <https://www.gov.uk/government/organisations/disclosure-and-barring-service>
5. If a family wishes to appoint more than one guardian, then they both require a DBS check.
6. When the DBS check has been satisfactorily completed, Guardians will need to confirm receipt of their DBS certificate and will be asked to produce the original document to Boarding in person or via Recorded Delivery. The certificate will be scanned to HR and returned by Recorded Delivery.
7. DBS checks will be renewed every three years; if a student remains here longer than three years, or if the guardian changes, then a new DBS is required.

8. UK based families will not routinely require their child to have a guardian. However, should their circumstances change such that parents are going to be based overseas, even for a short period, then a guardian will need to be appointed.
9. If a family has chosen to appoint a Guardianship Agency then we will need to verify this by communicating directly with the agency. The form below must be completed by the Agency.
10. Under no circumstances should an employee of Steyning Grammar School, and any member of their family living in the same premises as the employee, act as a guardian to an SGS student, since this could be, or could be perceived to be, a conflict of interest.
11. Steyning Grammar School is unable to recommend or appoint guardians, but if necessary, parents can contact AEGIS accredited guardian organisations. www.aegisuk.net
12. Steyning Grammar School will send a Guardian Form for completion by the parents which is countersigned by the guardian (Appendix I).
13. Appendix I (fully completed) must be returned to the **Admissions Registrar before the student commences residential boarding: sgsboarding@sgs.uk.net or via post SGS Boarding, Vicarage Lane, Steyning, West Sussex, BN44 3LB.**
14. This data will be held securely until such a time when the student leaves the school when it will be securely disposed of, in line with GDPR.
15. A copy of the form will be held in the student file.



Appendix I: Boarding Guardian Application form
Steyning Grammar School (BET)
Boarding Guardian Form



Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation, and process your data for reasons permitted in law. You can find more about how we use your personal data in our privacy notice here:

<https://www.bohunttrust.co.uk/wp-content/uploads/2022/12/Staff-Volunteers-Applicants-Privacy-Notice-2021.pdf>

The Trust is legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The enhanced DBS check will reveal both spent and unspent convictions, cautions, reprimands and final warnings, and any other information held by local police that's considered relevant to the role. Any information that is "protected" under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 will not appear on a DBS certificate. Volunteers working in regulated activity will also require a barred list check.

If you are returning a hard copy of this form please type or complete the details in black ink/ball pen.

NAME OF STUDENT(S)

First Name	Surname	Boarding House

AS PARENT/CARER OF THE RESIDENTIAL BOARDER(S) NAMED ABOVE, I HAVE APPOINTED THE FOLLOWING PERSON TO ACT AS RESIDENTIAL GUARDIAN FOR MY CHILD(REN):

Preferred Title	(Dr Mr Mrs Ms Miss other)		
Surname (block capitals)		Forenames (in full)	
Previous surname (s)		Used from - to	
Address (inc postcode)			

Telephone Number		Mobile Number	
Email Address			
Do you have an enhanced DBS (formerly CRB) check completed in the last two years? Yes / No If yes, please give your DBS (formerly CRB) reference number, date of check, and organisation it was completed by:			

**INFORMATION REQUESTED UNDER THE REHABILITATION OF OFFENDERS ACT 1974
(EXEMPTIONS ORDER 1975):**

Normally under the above Act, some criminal convictions do not have to be disclosed after a period of time when they become 'spent'. This does NOT apply to posts in Education. Due to the nature of the work for which you are applying, this post is made exempt from these rules by the above Order. This means that you MUST answer the following questions about current and ALL previous criminal convictions. Any information will be treated with the strictest confidence and will be considered only in relation to this application. Disclosure of a criminal record will not exclude you from the appointment unless the Trust considers that the conviction renders you unsuitable. Failure to disclose this information could lead to your application being rejected, or if you are appointed, to termination of your voluntary placement if it is subsequently learnt that you have a criminal conviction.

Have you ever been convicted of any criminal offences warned or Reprimanded in or been officially cautioned to any such offence?

YES

NO

☐
☐

Are you included in any list of people barred from working with Children by the Teaching Agency?

YES

NO

☐
☐

Have you ever been subject to any disciplinary action in a previous position or had any allegations made against you?

YES

NO

☐
☐

If yes, please provide details including dates, on a separate sheet, place the sheet in a sealed envelope marked for the attention of the Director of Boarding.

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I confirm that I am not on any DBS (formerly ISA) barred lists or disqualified from working with children. I either have no convictions, cautions, or bind-overs, or have attached details of recorded offences in a sealed envelope marked confidential including any allegations or concerns that have been raised about me relating to the safety and welfare of children and young people, or behaviour towards children or young people, and the outcome of their concerns e.g. whether the allegations or concern was investigated, the conclusion reached, and how the matter was resolved. Bohunt Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you are offered the position of volunteer with the Trust, the Disclosure & Barring Service will carry out an independent check.

I confirm that the information given above is correct and I understand that a failure to disclose any convictions may lead to the termination of my volunteer placement.

Signature (Guardian) Date.....

DECLARATION

The information you give us may be stored on a computer and used for the purposes of personnel administration and fraud detection. It will be treated as strictly confidential and will not be disclosed to any unauthorised person.

I declare that the information given in making this application is, to the best of my knowledge, correct. I understand that if I give any false information or leaving out important information will make my application unacceptable and, if I am appointed, may lead to the termination of my volunteer placement and agree to inform Steyning Grammar School of any updated details in writing.

I consent to the Trust, and others on its behalf, processing and holding by means of a computer database or otherwise any information which I provide to them for the purpose of potential placement as a volunteer.

I agree to act as guardian for the student(s) named above and understand my responsibilities as guardian is Steyning Grammar School contacts me and asks me to collect the student(s) named above, I will do so and take him/her/them home with me, until the parent/carer is able to take over responsibility.

This guardianship begins when the student(s) join(s) Steyning Grammar School and shall remain in effect for their time at the school.

Signature (Guardian):

Print name:

Date.....