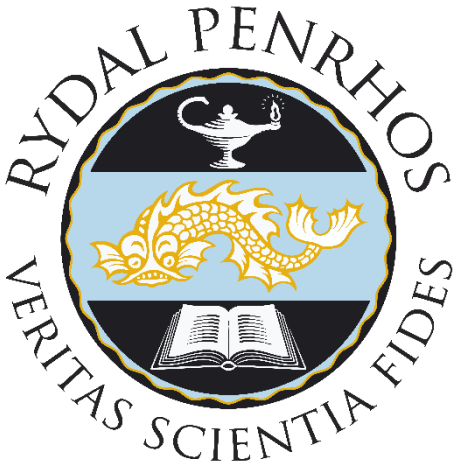

DO ALL THE GOOD YOU CAN, BY ALL THE MEANS YOU CAN,
IN ALL THE WAYS YOU CAN, IN ALL THE PLACES YOU CAN,
AT ALL THE TIMES YOU CAN, TO ALL THE PEOPLE YOU CAN,
AS LONG AS EVER YOU CAN.

Educational Guardianship Policy

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RYDAL PENRHOS SCHOOL

Educational Guardianship Policy

Introduction

Rydal Penrhos School is committed to providing a safe and nurturing environment for all its pupils, including international pupils who may be residing away from their families. This policy outlines the roles, responsibilities, and expectations associated with educational guardianship for international boarding pupils attending Rydal Penrhos School. It should be read alongside the school's other terms and conditions and policies.

Definition of Educational Guardianship

Educational guardianship refers to the appointment of responsible adults who will act in the best interests of international pupils, serving as a point of contact between the school and the pupil's parents or legal guardians. Their role should include (but is not limited to) academic and pastoral support and guidance, and supervision/accommodation when the pupil is not at school (both in term time and holiday periods) while they remain a pupil enrolled at Rydal Penrhos School.

Responsibilities of Parents

a) Appointment of Educational Guardians

1. All international pupils enrolled at Rydal Penrhos School (no matter their length of stay) must have an appointed Educational Guardian who is a resident in the United Kingdom and is approved by the school. It is the responsibility of the parent or legal guardian to appoint an appropriate Educational Guardian before their child is enrolled at Rydal Penrhos School.

2. All Educational Guardians appointed must be a responsible adult, over the age of 21, who resides in the UK within a reasonable distance from the school (preferably within a two-hour train journey). They require sufficient fluency in English to communicate effectively with the school, both verbally and in writing. Rydal Penrhos School reserves the right to veto parental appointment of any Guardian considered inappropriate, and so intent to appoint a particular Guardian should be communicated to the school as early as possible in the process. As a guide to parents seeking a Guardian through commercial providers, we would recommend that any intended appointee is accredited by the Association for the Education and Guardianship of International Pupils (AEGIS).

3. The appointed guardian should be able to fulfil the role effectively, ensuring the welfare and well-being of the pupil during both term time and school holidays. Rydal Penrhos School also reserves the right to require parents to change a Guardianship arrangement if the responsibilities outlined below are not fulfilled. In the case of concerns being raised by the school regarding a Guardianship arrangement, Rydal Penrhos School will also contact AEGIS to inform them, and in the case of a safeguarding issue, would raise concerns with the police.

b) Communication regarding Medical and Other Needs

1. Parents must communicate all medical requirements for their children to Rydal Penrhos School via the Admissions forms during the enrolment process and before their child travels

to the school. Rydal Penrhos School reserves the right to suspend a pupil's attendance at the school (thereby requiring the Educational Guardian to take care of the child) if we are unable to support their medical needs due to a failure in disclosure by parents. Parents should also, therefore, ensure Educational Guardians are aware of their child's medical needs. *Please note: medical needs include any mental health needs for which a child has seen a doctor or been on medication.*

2. For children on any medication or with specific medical needs, parents additionally must declare in writing (prior to the advent of travel to the school):
    - a. The exact prescription of medications being taken by their child (in English);
    - b. That their child is fit (physically and mentally) to travel internationally;
    - c. That their child is fit (physically and mentally) to study in the UK;
    - d. Just prior to the point of travel, the exact quantity and names of the medications their child will be travelling with;
    - e. Any changes to their child's prescription(s) over their time at Rydal Penrhos School (directly to the Head Nurse in the Health and Wellbeing Centre, once the child has started at the school).
3. Rydal Penrhos School will liaise with parents if it becomes appropriate for their child to undergo assessments or testing for medical, psychological or ALN reasons. Ultimately, parents have the responsibility to ensure appropriate tests or assessments are undertaken to facilitate their child's educational, medical or psychological needs being supported by the school. However, parents may instruct the Educational Guardian to act on their behalf to discharge this responsibility, and in this case, the Guardian should liaise with the school to discuss arrangements.
4. Parents must also declare on the Admissions forms any other specific needs or modifications required for their child while attending school (including any factors affecting their diet, their physical fitness (including their ability to move around campus), their mental fitness, and any educational needs). Rydal Penrhos School reserves the right to suspend a pupil's attendance at the school (thereby requiring the Educational Guardian to take care of the child) if we are unable to support their other specific needs due to a failure in disclosure by parents. Parents should also, therefore, ensure Educational Guardians are aware of any other specific needs for their child.
5. If a pupil's grasp of English is shown to be below that which allows them to adequately access their curriculum, Rydal Penrhos School will require them to take extra English as an Additional Language (EAL) lessons, at cost to the parents/legal guardians, until sufficient improvement has been made.

Responsibilities of Educational Guardians

All commercially-appointed Educational Guardians must be DBS-checked and trained in their understanding of Safeguarding and Child Protection guidelines (in line with the most up-to-date iteration of the government legislation: Keeping Children Safe in Education). All Educational

Guardianship companies must provide the school with proof of their ability to work safely with children, including provision of their own Safeguarding Policies.

Staff who are employed at Rydal Penrhos School may not also act as Educational Guardians.

Specific responsibilities of Educational Guardians for Rydal Penrhos School pupils include:

- **a) Welfare and Wellbeing**
  i) In partnership with Rydal Penrhos School, ensure the pupil's health, safety, and wellbeing at all times.
  ii) Be available in cases of emergencies and provide support during times of illness or personal difficulty.
  iii) Communicate with the school and parents regarding any changes to or concerns regarding the medication or health (including mental health) of the child.
  iv) For children who are on medications or have specific medical needs, make regular contact (at least termly) with the school office to check on the child's welfare and wellbeing.

- **b) Academic and Extra-curricular Support**
  i) Act as a point of contact and facilitate communication between the pupil's parents or legal guardians, and school, ensuring that important information is relayed promptly.
  ii) Attend school meetings, including parent-teacher meetings and any other relevant school academic events, and communicate regularly with the school regarding the pupil's academic progress on behalf of the pupil's parents or legal guardians.
  iii) Provide guidance and support to the child with their academic and extracurricular activities, where appropriate.
  iv) Keep parents informed about the pupil's academic, social and personal development, translating school documentation and communication where necessary to facilitate understanding.

- **c) Accommodation and Transportation**
  i) Ensure that suitable arrangements are made to provide a safe and caring environment for the pupil during school breaks, holidays, and weekends (as applicable).
  ii) Provide the name and address of the responsible adult who is looking after the pupil when they are not at school. If this adult is not their Educational Guardian (i.e. the pupil is being placed with a host family), then photographic identification must be provided in advance of the pupil's stay.
  iii) Rydal Penrhos School routinely checks that pupils have been well catered for during stays arranged by Guardians. We reserve the right to veto any stay with a host organised by the Guardian if arrangements are deemed to be inappropriate for the pupil in question.
  iv) Be available in case of emergencies to provide assistance with accommodation as necessary.
  v) Guardians are welcome to arrange transportation for pupils to and from school (either to/from home or when placed by the Guardian with a suitable host family), or this can be organised through school.

- **d) Administration**
  i) Educational Guardians should promptly inform the school of any changes in contact information or circumstances that may affect their ability to fulfil their responsibilities.

ii) If parents authorise Guardians to take responsibility for their children in additional ways, or have issued the Guardian with a specific set of instructions outlining their responsibilities in more detail, please ensure that the school has a copy of these.

Responsibilities of Rydal Penrhos School

- **a) Communication**
  i) Establish clear communication protocols with Educational Guardians, including regular updates on the pupil's academic progress, social, and emotional wellbeing, and relevant school events.
  ii) Notify the Educational Guardian promptly in case of emergencies or critical situations/significant events involving the pupil.
  iii) Collaborate with the Educational Guardian to address any concerns related to the pupil's welfare and to ensure the pupil's smooth integration into the school community.
  iv) Seek input from Guardians on matters related to the pupil's welfare and academic progress.

- **b) Monitoring and Administration**
  i) Check all newly-appointed Educational Guardians upon appointment - that they are AEGIS accredited and suitable for the pupil in question (including their Safeguarding credentials).
  ii) Review with pupils all visits arranged for them by the Guardian for holiday periods and raise any concerns with Guardians promptly.

- **c) Disciplinary Matters**
  i) If a pupil is suspended from school for disciplinary reasons they need to be collected at short notice. Under these circumstances, which (fortunately) are rare, the school will request that the Guardian take responsibility for travel arrangements and accommodation.
  ii) Educational Guardians may also be invited to attend any relevant meetings to disciplinary matters with the Head or House Staff on behalf of the pupil (to represent or support parents/legal guardians).

- **d) Emergency Procedures**
  i) The school will work closely with Guardians to address emergency situations promptly and effectively. In case of serious illness or injury to a pupil, it may be necessary for school staff to liaise closely with the Guardian, who may be required to act as a communication link with parents. Additionally, it may occasionally be necessary for a pupil to spend a short time at home in convalescence and the school would contact the Guardian in these circumstances, who would need to make the necessary arrangements.

Review and Revision
This policy will be reviewed regularly to ensure its effectiveness and relevance. Any necessary revisions will be made to align with changes in legislation, school procedures, or best practices in educational guardianship.

All school staff, parents/legal guardians, and appointed Educational Guardians are expected to adhere to the guidelines outlined in this policy.

Please do not hesitate to contact the school if you have any queries or concerns regarding Educational Guardianship arrangements at Rydal Penrhos School.