



# HANFORD PREP

## Guardianship of Pupils Policy



### **Executive Summary**

This document is for staff, parents and prospective parents. It sets out Hanford School's policy on the requirement of Guardians for new applicants and current pupils.

**Date of Review:** Summer 2025

**Date of Approval:** 6 June 2025

**Issue Number:** 1

**Review Due:** Summer 2026



## Contents

General .....	2
The Role of a Guardian .....	2
Specific Requirements and Responsibilities.....	2
Private Fostering .....	3
Appendix 1: Summary of Changes .....	3

## General

It is a requirement for parents who live outside the UK, or are based in the UK and more than a 2.5 hour drive from School, or away from home frequently or for a long period of time, to nominate a legal guardian who can fulfil the parental role and carry out the parental responsibilities in the absence of the parent. Any family that does not nominate a legal guardian for their child risks them being excluded from School until appropriate arrangements are put in place. It is the parent's responsibility to keep the School informed of the guardian's details.

Employees of Sherborne Schools Group must not act as either Guardians or host families to pupils attending any of the schools within the Group.

Hanford Prep ('Hanford' or 'the School') is unable to make any guardianship recommendations. Where parents find it difficult to nominate a guardian, we suggest they refer to the AEGIS website at [www.aegisuk.net](http://www.aegisuk.net) for a list of accredited guardianship services, or The Boarding School Association (BSA) website at [www.boarding.org.uk](http://www.boarding.org.uk) for a list of the BSA certified guardian schemes.

## The Role of a Guardian

A guardian of a pupil is expected to take a personal interest in the progress and welfare of the child. We are happy for guardians to attend School events such as open days and parent-teacher meetings when parents cannot attend, subject to the School holding data consent from both parents and child.

Hanford will always welcome guardians as they would parents, both for particular occasions, or as casual visitors. Copies of grades and reports can be sent to guardians, if required, subject to the School holding data consent from both parents and child.

Sometimes a child will find themselves needing advice and guidance on academic or personal matters from someone representing their family; in this kind of situation a guardian can be very helpful. There may, infrequently, be instances when a child is unwell or involved in an accident when it is desirable to have a guardian close at hand for consultation and support, or to accommodate a boarder with an infectious illness. Very rarely we may need to discuss disciplinary matters at first hand with someone representing a pupil's parents.

## Specific Requirements and Responsibilities

The guardian or nominated host family's identity will be confirmed by Hanford, either in person, via Teams or telephone annually. Guardians must:

- Be a British citizen or have settled status in the UK.

- Be at least 25 years old and live within reasonable travelling distance from Hanford, no more than 2.5 hours away.
- Not have any criminal convictions themselves and confirm that no person regularly living with them has any criminal convictions from either the UK or overseas.
- Complete and sign a *Letter of Undertaking* (as provided by the School and as required by the Home Office when applying for a Child Student/Student visa), a signed copy of which will be retained by both the child's parents and the School.
- Not be a student at university; be a householder not living in student accommodation; be able to speak and write English to a good standard; be contactable by telephone.
- Look after a child (if required and as agreed with the parents) during exeat and holidays in their home.
- Inform Boarding staff in advance of the pupil's travel and accommodation arrangements for all exeat and holidays. These arrangements may be made by the guardian or the child's family but are not the responsibility of the School.
- Be available to collect pupils from School when travel arrangements to and from home do not reasonably coincide with the relevant times and dates published on our website. This may require them to arrange airport transfers and overnight accommodation, if necessary.
- Be able to take temporary care of the pupil if they have been suspended for a serious breach of the School rules or is ill/injured and needs to recuperate. Thus, the guardian should be able to take care of the pupil at short notice and at unexpected times.
- Always advise the School and the parents if they plan to go away during term time.
- The guardian should be responsible for dealing with any travel documents, passports and visas that may be required.
- Be prepared to take an active interest in the pupil's progress at School.
- Confirm acceptance of the Guardianship of Pupils Policy and specific requirements and responsibilities as outlined in this document.
- **Identification required for an appointed Education Guardian must be provided, displaying the appointed guardian's name, photo ID and UK address e.g. driving licence.**

## Private Fostering

If you are not a close relative, i.e. grandparent, brother or sister, uncle or aunt or step-parent and you are looking after a child who is under 16 for more than 28 days in a row, then you must notify your local county council about this arrangement. In doing so, a social worker will visit you and the child to make sure the child is safe and being properly cared for. Appropriate background checks on you will be completed and help and support will also be made available if necessary.

## Appendix 1: Summary of Changes

- This is the first issue of this policy in the updated Hanford Prep format.