

Guardianship – Terms & Conditions

- Following *The Children Act (1989)*, *The Protection of Children Act (1999)* and *The Care Standards Act (2000)*, Lancing College, in promoting and safeguarding the welfare of every student, 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

During term time the school is legally responsible for each student’s welfare, and undertakes parentally delegated responsibilities. However, there are times (eg Exeat Weekends, Half Term breaks, or when a child is suspended or expelled by the school, etc) when the school must be able to hand over these parental responsibilities to another adult – a properly appointed guardian.

- Guardians may be a family member or relative, or family friend who is over 25 years of age and who is not a full-time student, but is resident in the UK. If such a contact in the UK is unavailable, guardians can be provided by a reputable guardianship organisation. It is important that the guardian is close to the school in order to take on this in loco parentis role when need requires – and we recommend they should be within 2 hours’ travel from the College.
- Lancing College is a member of AEGIS, a national body for monitoring and regulating the welfare of international students. AEGIS provides accreditation of guardianship organisations in line with the new National Minimum Standards for Boarding and guidance from the NCSC (National Care Standards Commission). There is a list of accredited guardianship organisations at the end of this document. Whilst Lancing College is not in a position to recommend guardianship organisations, many of these are used by current families at the College.
- An appointed guardian will:
 - Be a 24-hour point of contact for parents, student, school (and host family if applicable)
 - Act with delegated parental authority in the case of an emergency or crisis and in other matters agreed by the parents
 - Provide both pastoral and educational support
 - Attend parents’ evenings and other key events in order to support the child in their care
 - Liaise with the school and parents over holiday and Exeat arrangements
 - Make appropriate arrangements for medical care
 - Inform the school in writing about all the details of travel arrangements made prior to a child leaving the school for an Exeat Weekend or a longer holiday period. The school must know the exact details of a pupil’s accommodation and methods of transportation
 - Appoint, with the approval of their ward’s parents, another suitable adult to undertake the guardianship responsibilities, should they need to be out of the country or are otherwise incapacitated, and inform the school of any such appointment.

Guardians should also respect the rights, religion and customs of a child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of international students. This includes having in place a proper agreement with the student’s parents as to what the guardian’s responsibilities are.

- Should the appointed guardian be considered by the school to be unsatisfactory, the school will invite parents to find a new guardian. Should parents fail to do so, they will be required to use an AEGIS accredited organisation to make adequate guardianship arrangements.
- **The *Guardian’s Nomination* and *Guardian’s Agreement forms* which follow should be read carefully, signed by the pupil’s parents and nominated guardian, and returned to the Admissions Department as soon as possible: admissions@lancing.org.uk**
Parents should also complete and return the *Travel Consent form*.



Guardian's Nomination

(This form is to be completed and signed by both parents)

| | |
|--|--|
| Full Name of Pupil (Block Capitals) | |
| Name and Address of Guardian or Guardianship Organisation | |
| Mr/Mrs/Ms: | |
| | |
| | |
| Home Telephone | |
| Work Telephone | |
| Mobile Telephone | |
| Email Address | |

The above named person/organisation has agreed to act as guardian to my son/daughter and to undertake the following responsibilities:

1. To provide a point of contact on a daily basis throughout the school term and to be ready to accommodate my son/daughter at short notice in case of an emergency or crisis
2. To provide suitable accommodation for my son/daughter and an appropriate degree of care and supervision during Exeat Weekends, Half Term breaks and longer holidays
3. To make suitable alternative arrangements if unable to accommodate my son/daughter, and to inform the Housemaster/Housemistress of any such arrangements
4. To be involved in each and every arrangement for my son/daughter when residing away from school, for example when visiting the family of another pupil or friend
5. To be ready to liaise with the Housemaster/Housemistress on my behalf in any matters relating to my son's/daughter's welfare
6. To inform the school in writing about all travel arrangements and to provide all the necessary details prior to my son/daughter leaving the school for an Exeat Weekend or a longer holiday period
7. To be ready to attend important parent/teacher meetings or any other special meeting at the school on my behalf
8. To undertake parentally delegated responsibilities clearly specified in an agreement between myself/ourselves and the parents of international pupils in order to promote and safeguard the welfare of their child at all times whilst in the UK.

We confirm that the above person is over 25 years of age, is resident in the UK, and is not a full time student living in accommodation provided by another educational institution. We also undertake to notify the school in writing of any change of guardian and to provide full contact details of the new guardian.

We accept the school's Terms and Conditions regarding the appointment of a guardian for our child.

☐ I give permission for the above named person to have access to the parent portal for my child in order to receive reports and other academic information (please tick box).

The names and signature of both parents are required below.

| | | | |
|--------------------------|--|--------------------------|--|
| Name (Parent 1) | | Name (Parent 2) | |
| Signed (Parent 1) | | Signed (Parent 2) | |
| Date | | Date | |



Guardian's Agreement

(This form is to be completed by the guardian)

Full Name of Pupil (Block Capitals)

Name and Address of Guardian or Guardianship Organisation

Mr/Mrs/Ms:

Home Telephone

Work Telephone

Mobile Telephone

Email Address

I understand the duties of a guardian to include the following responsibilities:

1. To provide a point of contact on a daily basis throughout the school term and to be ready to accommodate the above pupil at short notice in case of an emergency or crisis
2. To provide suitable accommodation for the above pupil and an appropriate degree of care and supervision during Exeat Weekends, Half Term breaks and longer holidays
3. To make suitable alternative arrangements if unable to accommodate the above pupil, and to inform the Housemaster/Housemistress of any such arrangements
4. To be involved in each and every arrangement for the above pupil when residing away from school, for example when visiting the family of another pupil or friend
5. To be ready to liaise with the Housemaster/Housemistress on behalf of the parents of the above pupil in any matters relating to the pupil's welfare
6. To inform the school in writing about all travel arrangements and to provide all the necessary details prior to the above pupil leaving the school for an Exeat Weekend or a longer holiday period
7. To be ready to attend important parent/teacher meetings or any other special meeting at the school on behalf of the parents of the above pupil
8. To undertake parentally delegated responsibilities clearly specified in an agreement between myself/ourselves and the parents of international pupils in order to promote and safeguard the welfare of their child at all times whilst in the UK.

I confirm that as the appointed Guardian of the above named student I undertake the responsibilities listed above.

I am over 25 years of age and reside in the UK. I am not a full time student living in accommodation provided by another educational institution.

I accept the school's Terms and Conditions regarding my appointment as Guardian.

☐

I enclose a copy of my passport/identification document (please tick box).

Name (Block Capitals)

Date

Signed



Lancing College

Travel Consent Form

(This form is to be completed and signed by both parents)

Lancing College
Lancing, West Sussex BN15 0RW
T 01273 465 805
F 01273 464 720
E admissions@lancing.org.uk

Full Name of Pupil (Block Capitals)

As a boarding pupil at Lancing College, our child will be resident at the school during his/her time in the UK. We give our consent to any national or international travel which our child needs to undertake between school and travelling home and any living arrangements arranged/agreed by us during school holidays and exeat weekends.

We would very much appreciate your assistance in granting our child leave to enter the UK.

We also confirm our consent to the following **(please tick to confirm)**:

- ☐ For our child's passport/s to be retained in a locked hold by his/her Housemaster/Housemistress during term time or until such time our child requests access to their passport
- ☐ For our child to travel independently on public transport to/from an airport/train station unless alternative transfer arrangements have been made/agreed by us in advance which have been notified to the College
- ☐ For our child to enter and transit through an airport on his/her own unless we notify the College in advance that we have booked the Unaccompanied Minor Service with the airline for our child's flight (This is a particular arrangement made by you directly with the airline at an additional cost, for the supervision of a young person during his/her flight and up to the point of collection by an appointed adult on arrival to destination).

Father's name in full

Father's signature

Address

Date

Mother's name in full

Mother's signature

Address

Date