

## ROYAL SCHOOL DUNGANNON - EDUCATIONAL GUARDIANSHIP INFORMATION

All boarding students whose parents live internationally (i.e. not in the UK or Ireland) must have appropriate Guardianship arrangements in place to allow them to be hosted outside the school environs during those times when RSD Boarding is closed, in the event of illness, for disciplinary reasons, or in an emergency. This is a condition of acceptance for a place in RSD Boarding.

### What is an Educational Guardian?

An Educational Guardian is **appointed by parents** to accept parental responsibility on a temporary basis whilst a child attends an educational setting far from home. They are commonly referred to as Guardians.

### RSD boarders are required to have an Educational Guardian

Each RSD boarder must have a Guardian appointed by his/her parents. Guardians will be appointed by the parents to act 'in loco parentis' (in the place of a parent) and must be able to respond readily to an urgent call to be at the school on behalf of their charge(s). Siblings may have the same Guardian nominated by their parents.

### Parent-Appointed Guardians

A parent may appoint a Guardian who is a family member, a family friend, a host family, or other UK-based adult known to the parents. Adult siblings who are not yet 25 years old or a university student resident in student accommodation would not be a suitable Guardian. It is the **parents' responsibility** to ensure the quality and safety of the accommodation and that their child is being cared for in line with the responsibilities of Guardians.

### Educational Guardianship Organisations (EGOs)

Overseas parents may also use an EGO to appoint a guardian on their behalf. Guardianship organisations usually offer a range of service levels and typically arrange short-stay accommodation with approved and vetted host families. There will be a charge for this service. It is the EGO's responsibility to ensure the quality and safety of the accommodation. The Boarding Schools' Association (BSA) and the Association for the Education and Guardianship of International Students (AEGIS) both operate certified Guardian Schemes, showing EGOs which meet their certification programme standards, and we would recommend that you look at the EGOs listed if you are going down this route.

<https://www.boarding.org.uk/bsa-initiatives/bsa-certified-guardian-scheme/>

<https://aegisuk.net/parents-agents/>

### Parent Responsibilities

Parents should maintain regular contact with their child and his/her guardian, especially when he/she is staying with the guardian.

Parents **must** ensure that:

- Guardians know and agree to the responsibilities stated in this document
- The accommodation is suitable, safe and clean
- Mealtimes and bedtimes are agreed and adhered to
- Their child has an appropriate level of privacy and should have his/her own bed (and preferably bedroom). He/she should not be sharing a room with children of the opposite sex or where there is a significant age difference
- To keep in regular contact with their child to ensure he/she is being well cared for

- To ensure their child knows how to contact a responsible adult should he/she have any concerns

### **Guardian Responsibilities**

We have provided below some information for appointed Guardians, based on BSA guidance, to ensure that pastoral partnership between the Guardian and the school works as smoothly and effectively as possible.

- The contact for all Guardians is the Head of Boarding (or the Assistant Head of Boarding), and the Guardian should contact the school if any concerns exist.
- Parents and appointed Guardians should ensure that the information provided to the school is accurate and kept up-to-date, especially in the case of contact numbers. Changes should be forwarded immediately to the Head of Boarding (who will inform the School Office).
- **Guardians should inform the school if they intend to be away from home on holiday or business, and provide alternative contact numbers, approved by parents. The school must have a safe point of contact at all times in case of emergency.**
- There are special occasions when Guardians may wish to support their charge by attending events at the school e.g. school concerts, productions and matches. Guardians are always welcome to attend – it means a great deal for students to know that their performance may be watched by their own special visitor.
- If a Guardian wishes to host their charge for a weekend or during holidays, the school should be informed. Students greatly enjoy, and benefit from, the experience of spending the occasional weekend out of school in the company of their Guardians/friends.
- In the event of illness, the school has a team of Matrons on duty who are first-aid trained to care for pupils when they are unwell. If a student is too ill to attend school, then they may reside in their dorm or Guardians may be required to provide accommodation. The Head of Boarding will liaise with parents and Guardians about the circumstances of the illness.
- If you have any concerns regarding a Child Protection issue, please contact the Designated Teacher for Child Protection or a Deputy Designated Teacher. Advice may also be sought from the Police Service of Northern Ireland (PSNI) or Social Services.

### **ACCOMMODATION / SUPERVISION**

- Accommodation should be clean and well-appointed, with enough space to provide dignity and privacy.
- Students must have their own bed and should not share rooms with children of the opposite sex, or where there is a significant age difference. Ideally, there should be no more than 2 students sharing a bedroom.
- The accommodation should have the same level of safety equipment, such as smoke alarms, that would be evident in any household with children.
- Meal times and bed times should be agreed and adhered to.
- The student(s) should be supervised throughout their stay and not left alone to look after themselves for protracted periods of time
- The student should have access to a telephone at all times

On the very rare occasion that a student is suspended from the school (or from boarding) for serious misbehaviour, the Head of Boarding will liaise with parents and Guardians about the circumstances of the suspension. It may be required for the suspended boarder to stay with his/her Guardian until the suspension is completed.