



GORDON'S SCHOOL

EDUCATIONAL GUARDIANS FOR RESIDENTIAL BOARDERS' POLICY AND AGREEMENT

The core principle that guides everything we do is **Putting Students First**.

For the purpose of this policy, the term 'guardian' refers to an educational guardian, rather than a legal guardian.

Parents living outside the UK, or parents who live sufficiently far away (over 90 minutes) from the school that collecting their child at short notice is not possible, **must** nominate at least one guardian aged over 25 years, 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. **This ensures there is somewhere for students to go in the event of a medical emergency or disciplinary matter necessitating the withdrawal from the Residential House, so that the student may continue to attend the school as a Day Boarder without disruption to their education.**

A guardian acts as the parents' representative and is independent of the school. This does not change should the boarder turn 18 whilst s/he are here. The types of services guardians typically offer include arranging holiday or short-notice accommodation, airport transfers, attending parents' evenings and other school functions and generally supporting the students during their stay in the UK.

A guardian is vital should a student need extra support and advice in case of a medical emergency, a disciplinary matter or during any crisis or major incident. Guardians should be able to provide safe and suitable accommodation and appropriate care and supervision at these unexpected times. It is essential that both the parents and the persons appointed as guardians understand the commitment required. The attached form should be signed by all those with parental responsibility and the guardian and then returned to the school.

It is the parents' responsibility to appoint a guardian for their child. It is important to choose a responsible adult and one they feel confident will support their child in day-to-day circumstances, as well as in emergencies. It is also worth considering the support the guardian will provide to the child in the absence of the parents such as emotional, academic and, if applicable, religious guidance. It is recommended that at least two guardians are appointed to ensure emergency availability and quick responses at all times.

Policy Aims

- To provide the parents (and the guardians they appoint) with a clear explanation of the school's expectations relating to guardianship.
- To provide the parents with a clear explanation of the responsibilities of the guardian they appoint.
- To make known to the parents that the school reserves the right to determine the acceptability of arrangements made for their child when they are residing out of school; should the arrangements prove unacceptable parents and guardians will be advised and given reasonable opportunity to change the arrangements.
- To provide an agreement for the registration of a guardian.
- To provide details on how communications between the school, parents and guardians will operate.

A Guardian

- May be a nominated relative or close family friend. Alternatively, an AEGIS-accredited guardian (www.aegisuk.net) should be appointed. AEGIS is a regulatory body that oversees guardianship companies and is an essential layer in the safeguarding of our students.

- Should be at least 25 years old and not in full-time education themselves. There is an emotional maturity attached to guardianship that needs to be present when dealing with emergency situations.
- Should not reside in university accommodation.
- Should be English speaking (it is not necessary for English to be a first language, but an appropriate level of fluency is required).
- Should have UK residency and live a reasonable travelling distance (under 90 minutes) from the school by car or public transport.

Guardian Responsibilities

- A guardian should be able to help with any emergency decisions concerning the student if the parents are not immediately available.
- The guardian must be available to respond swiftly in the event of an emergency (such as illness, serious misbehaviour or disrupted travel/ accommodation plans).
- Guardians of boarders flying as minors must meet the student at the airport on departure and arrival to collect him/ her from the airline and must fulfil the airline's requirements for receiving and releasing unaccompanied minors.
- A guardian must be able to invite the student to stay for holidays including exeat and half-term breaks when needed. No student may remain on the school premises during these times and the school cannot make arrangements for students at this time.
- Accommodation arranged by the guardian must be safe, appropriately supervised, and of a good standard. Regardless of age, we do not consider unsupervised hotel, B&B, hostel or rental accommodation acceptable. All arrangements, including full addresses and contact numbers, must be communicated with your child's House Parent.
- The guardian must provide their full contact details to the school and agree to keep us informed of any changes immediately. If the guardian is out of the country, or unavailable for any period, an alternative UK contact must be arranged, and details communicated to your child's House Parent. The school reserves the right to contact the guardian in the holidays to check arrangements are in place.
- If there is a change in guardian and an alternative appointed, the school must be informed in writing immediately.
- A guardian should be familiar with the school's rules, regulations and policies and support the school's aims and values.

Private Fostering Arrangement

- Should a child stay with their guardian (who is not a relative or legal guardian) for more than 28 consecutive days, the local authority must be informed so that they can process a private fostering arrangement.
- More information around private fostering in Surrey can be found [here](#). N.B. Private fostering arrangements must be made in the county where the guardian and child are residing.
- Parents and guardians must inform the school when a private fostering arrangement is being made.
- The School has a duty to inform the local authorities should they become aware of a situation that requires a private fostering arrangement.

Procedure

- The appointment of guardians is the sole responsibility of the parents or family of the student.
- Guardians will preferably be a family member (not a parent) /close friend who lives a reasonable distance from the school and within 90 minutes travel time.
- Parents must sign the form below (Appendix 1) to say they understand the criteria for appointing a guardian.

- Guardians must sign the form below (Appendix 1) to acknowledge their responsibilities viz. that if the school contacts them and asks them to collect a student (e.g. because of illness or discipline) they will do so.
- No employee of Gordon's school, and no member of their family living in the same premises as the employee, may act as a guardian to a Gordon's student, since this could be, or could be perceived to be, a conflict of interest.
- Gordon's School is unable to recommend or appoint guardians but, if necessary, parents could contact AEGIS accredited guardian organisations. www.aegisuk.net
- Gordon's School will send a guardian Appointment Form for completion by the parents and also a declaration to the appointed guardian to be returned to the school.
- A copy of the form will be held by the school.

Radius of Acceptable Guardianship (within 90 mins)



Please note that the choice of guardian is entirely the responsibility of the parent and the school accepts no legal responsibility for any guardianship arrangements. It is the parents' responsibility to ensure they have selected and are satisfied with a guardian of their choice. The school does, however, expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document.

**Ms Helen Carruthers
Deputy Head (Pastoral)**

April 2026

Appendix 1
Guardian Form for Residential Boarders (Weekly and Full) (One form per family)

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 (children):-

Name of guardian	
Relationship to child(ren)	
Address of guardian	
Guardian's contact details	
Home telephone number	
Mobile telephone number	
Work telephone number	
Email address	

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

Signed (parent/ carer).....

Print name (parent/ carer).....

Please pass this form to the guardian for signature.

- I am over 25 years old and out of full-time education.
- I agree to act as guardian for the student(s) named above and understand my responsibilities as guardian viz. if Gordon's 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. I understand that this could be at short notice.
- I confirm that the details above are correct and agree to inform Gordon's School of any updated details in writing.

Signed (guardian)

Print name

Date

PLEASE RETURN THIS FORM BEFORE THE STUDENT STARTS RESIDENTIAL BOARDING TO:
ADMISSIONS REGISTRAR, GORDON'S SCHOOL, West End, Woking, Surrey, GU24 9PT, UK
Email address: registrar@gordons.school