



ST CLARE'S OXFORD

Middle School Programme/Pre-IB/IB Diploma

Educational Guardians

1. St Clare's Pastoral Support

- 1.1 St Clare's, Oxford ('the College') welcomes students from all over the world and this diverse community is at the heart of our mission to advance international education and understanding. We continue to be committed to providing a high standard of care, pastoral and medical support to our students ensuring that strong safeguarding measures are in place to keep all our students safe.
- 1.2 We require all Middle School Programme (MSP), Pre-IB (PIB) and IB Diploma (IB) with parents and/or Legal Guardians overseas, regardless of their age, to have a nominated Educational Guardian in the UK. The aim is to provide additional support to the students, particularly in the event of an emergency or need for accommodation when the college is closed.

2. Policy Aims

- 2.1 This document aims to provide parents with the College's expectations regarding Educational Guardianship and the responsibilities of the appointed Education Guardian.
- 2.2 The College provides an excellent service for our students, so Educational Guardians are only required for emergencies and holiday time (if necessary). At all other times during term time, all residential students are required to live in their allocated College accommodation. An example of an emergency is:
 - 2.2.1 requirement for an intensive period of care due to a medical condition / recuperation that is beyond what the College can offer
 - 2.2.2 in case of illness if the College cannot make reasonable adjustments
 - 2.2.3 disciplinary external exclusions
 - 2.2.4 an extreme emotional condition where a change of environment will be required
 - 2.2.5 when students are at risk of serious harm and the College cannot keep them safe
 - 2.2.6 cancelled flights when the College is closed
- 2.3 This additional arrangement will ensure that our international students have enhanced support in emergency situations during term time and with parents and/or Educational Guardians overseeing the arrangements outside of term time. Educational Guardians will also provide extra support in safeguarding our students while they are in the UK.

3. Parental Responsibility and Educational Guardian Requirements

3.1 It is the parent's responsibility to appoint a suitable Educational Guardian for their child.

3.2 The Educational Guardian must:

- 3.2.1 be based in the UK (preferably live within 3 hours travel from the College)
- 3.2.2 be older than 25 years of age
- 3.2.3 be an accredited professional Educational Guardian, friend of the family or relative
- 3.2.4 be able to communicate effectively with the family and the College in English
- 3.2.5 be responsible and committed to providing the best possible support to their nominated student
- 3.2.6 be safe to have children in their care (no criminal convictions in relation to children)
- 3.2.7 have suitable accommodation for their nominated student when they are required to stay at their house. This includes a clean, well-maintained, and hygienic single bedroom and washing facilities
- 3.2.8 have a good understanding of safeguarding children
- 3.2.9 have a suitable relationship with the student so that they are comfortable in communicating with their Educational Guardian and staying at their home
- 3.2.10 be able to provide St Clare's, Oxford with accurate and up-to-date contact details

4. BSA Certified Guardian Scheme

- 4.1 St Clare's, Oxford is not able to recommend any Educational Guardians. The Boarding Schools Association (BSA) and its [BSA Certified Guardian Scheme](#) work with the best Educational Guardians and their Certified Guardian Scheme is an assurance of professional quality.
- 4.2 Their training and certification programme provides assurance to BSA boarding schools that they are dealing with Educational Guardians who have the highest standards in the safeguarding of children, safer recruitment and training of staff, and careful liaison with parents and schools.
- 4.3 The scheme is a clear demonstration to BSA boarding schools of the quality and intention of the educational Guardians who reach certified status.
- 4.4 Families are welcome to check the BSA list of accredited Educational Guardians here: <https://www.boarding.org.uk/497/about-us/bsa-certified-guardian-scheme>

5. Educational Guardian Responsibilities

- 5.1 St Clare's, Oxford has adopted the BSA Code of Conduct for Educational Guardians of our students:

- 5.1.1 The Educational Guardian's first duty of care is to the individual international child studying in the UK. They represent the parent in this role, doing what a caring parent would do if they were in the UK.
- 5.1.2 The Educational Guardian's role is to liaise between the parent, the child, and the College.
- 5.1.3 The Educational Guardian will foster an open relationship where needs and concerns can be communicated by all stakeholders.
- 5.1.4 The Educational Guardian may recruit and train host families, matching them to the individual child and working to build up a good relationship between them.
- 5.1.5 The Educational Guardian will ensure the child's safety and welfare at all times when they are in the UK but not at school.
- 5.1.6 The Educational Guardian will have and follow appropriate safeguarding and safer recruitment policies; seek expert advice regarding any concerns and ensure compliance with all statutory duties including making appropriate referrals to the local authority.
- 5.1.7 The Educational Guardian will maintain 24-hour emergency contact with the child when in the UK. In case the Educational Guardian is not available to be an emergency contact for a certain period of time, they must inform the College in advance and provide contact details for an alternative Educational Guardian.
- 5.1.8 The Educational Guardian will support the school by ensuring that the school's policies are upheld.

6. Educational Guardian agreement

- 6.1 St Clare's, Oxford will also do due diligence to ensure that parents provide us with the full details of their child's Educational Guardian and other necessary information via a Microsoft form.
- 6.2 We will check with our students that they are aware of who their Educational Guardian is and that they have no concerns regarding their Educational Guardian. We will check periodically that our students are safe when staying with their Educational Guardians and are comfortable with any arrangements put in place for them.