



Emergency Guardianship Policy

1 Introduction

- It is a policy of Repton that ALL students, including Sixth Form, whose immediate parents live abroad must have a UK based guardian.
- It is also the case that on some occasions UK based families may require additional support to supervise their child at times when the School is closed or, for reasons of geography, to have external pastoral support for their child closer to School.
- During term time the School is legally responsible for safeguarding and promoting each Pupil's welfare. However, there are times (e.g. half term holidays, exeat weekends or when a Pupil is excluded by the School etc.) when the School must be able to hand over these responsibilities to a properly appointed guardian.
- This policy is intended to supplement the Guardianship Policy where for pastoral reasons it is deemed by the School and by the family that an additional guardian arrangement, usually with a willing Repton family whose child is friends with the pupil concerned, would offer advantages to the extant guardianship arrangement.
- Such an arrangement as described above is IN ADDITION TO a guardianship arrangement with AEGIS, the BSA or with a blood relative, pursuant to our policy, and not instead of that arrangement.
- The School does not accept responsibility for such an arrangement, though it does reserve the right to reject suggested arrangements if it is evident that there is not a strong pastoral case for the family seeking such a placement.
- It is understood that the School will never seek to 'place' a pupil with another existing Repton family. Arrangements such as those described in this policy are for families to agree mutually, and for Repton to accept, rather than endorse.

2 Terminology

- School or We or Us means Repton or Repton Prep as now or in the future constituted (and any successor). The School is constituted as a charitable company limited by guarantee.
- Parents or You means any person with parental responsibility.
- Pupil means the pupil of Repton or Repton Prep named in the parent contract signed by the Parent(s).

3 Requirements

- The emergency guardian should be a permanent resident in the UK, be a responsible, trusted "safe" adult well known to the School, be over the age of 25, able to converse fully in English and be capable of exercising proper and adequate supervision.
- The emergency guardian must be within 2 hours travelling distance (by car or public transport) from Repton Prep and within 3 hours travelling distance (by car or public transport) from Repton, but will usually be much more local than that (which would form part of the pastoral consideration made by the School in allowing the arrangement).
- It is not necessary for an emergency guardian to submit proof of age and residency in the manner that the permanent guardian might if the emergency guardian is a current Repton parent. If they are not, it is unlikely that the arrangement would be acceptable to the School in any event.
- It is a school policy that Pupils do NOT live in rented, or any accommodation, during UK holiday, or at other times during term time when not at school, without their responsible adult guardian or Parent being present for the whole duration of the stay. As such, should the emergency guardian offer to take their ward on a holiday with their family and not be at their home address, they would need to assure the School and the parents of the child that there would not be periods of unsupervised stay.
- Pupils without a prior approved guardian will NOT be allowed to establish an emergency arrangement except in exceptional circumstances, and the more usual route would be paid emergency guardianship via an AEGIS or BSA accredited agency.
- Members of staff at Repton/Repton Prep are not permitted to act as an emergency guardian to a pupil enrolled at Repton/Repton Prep.

4 Emergency Guardians' role

Emergency Guardians are required to agree to all the following, just as full guardians do:

- To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents
- To be able to attend School and/or to pick up their charge at short notice as required by the School.
- To arrange transport to and from the School at the beginning and end of each term and at the end of each holiday break, to exercise safe, proper and adequate supervision of the Pupil and to communicate all such travel details in writing to the House Parents/Head of Boarding. Arrangements for departures and arrivals should be agreed with the House Parents/Head of Boarding and be at reasonable times, which would normally be considered as between the hours of 8 am and 10pm.
- To ensure that the Pupil in their charge is resident with the guardian during exeats and half-term holidays, unless they are going home.
- To take full responsibility for the safety and moral, ethical and physical wellbeing of the Pupil in holidays during any absence from the School, for example for illness or

disciplinary matters. In the unusual event of the school having to close due to an epidemic or a pandemic the guardian will be responsible for collecting and caring for the pupil.

- To be responsible for the transport and safe storage of all belongings at the end of each academic year.
- To be familiar with the School's rules, regulations and policies.
- To be English speaking and provide a point of contact at all times.
- To immediately inform the School of any issues concerning the Pupil, including any break in their guardianship for any reason, or if the guardian is discharged or a Pupil does not properly and fully comply with the requirements of this policy

5 Passwords and Visas

Careful note should be taken of any conditions which are attached to a Pupil's passport at immigration and visas must be kept up to date. It is the responsibility of the Parents to ensure that Pupil's passports and visas are kept up to date. Passports should be given to the Admissions Office for safe keeping during term time.

6 Guardians' Absence

- Any guardian who has plans to be away from their UK home for however short a period of time must notify the appropriate Houseparent. Contact details for that period of absence must be given and the name and address of a responsible person in the UK, fully authorised by the Parents, to act on their behalf.
- Should there be any availability issues with an emergency guardian and School requires the Pupil to be off site for any of the above stated reasons in section 3 Repton reserves the right to ask a suitable guardianship agency to arrange short-term billeting. The cost of this will be passed on to Parents.

The Emergency Guardianship Agreement below should be completed both by the Parents and the Guardian and returned as soon as possible to the Admissions Office.

Any change of guardian must be communicated to the School in writing.

J Wilton February 2024

Emergency Guardianship Agreement

Please return your completed agreement to admissions@repton.org.uk

Nature of the relationship between Emergency Guardian and the Pupil/Their parents:

Reasons for seeking an emergency guardianship arrangement.....

Pupil Name:
Full Name of Emergency Guardian:
Guardian's Full UK Address:
Telephone Number: Home Mobile
E-mail address:

Age of Emergency Guardian:
Emergency Guardian Occupation:

I confirm, as Emergency Guardian of the pupil named above, that I am prepared to act with delegated parental authority to the pupil in cases of illness or disciplinary matters, to provide a home for the pupil for half-term, exeats and holidays when the pupil is unable to go home, to deal with arrival at or departure from airports if necessary.

Signature of Guardian: Date:

Name of Parent(s):

I/we confirm that I/we have asked the person named above to act with delegated parental authority for my/our child. We understand that if the Guardian is unavailable, we will notify the School of who the replacement adult will be. If a Guardian or replacement is not available, we understand that the School may charge us for the pupil to be supervised.

Signature(s) of

Parent(s):/.....

Date: