



KING'S BRUTON

GUARDIAN POLICY

This is a combined policy that applies to King's School, Bruton and Hazlegrove Preparatory School.

Purpose of this Policy

International pupils bring diversity and enrichment to the School. School staff provide vital support to international pupils, aiding integration and helping pupils get the most out of their time in the UK. Educational guardians provide extra support to pupils, ensuring their welfare in and out of School. An educational guardian acts as the overseas parents' representative in the UK and is independent of the School. The types of services they offer include; arranging homestay accommodation and airport transfers, attending parents' evenings and generally supporting the pupil during their stay in the UK.

The National Minimum Standards for Boarding Schools require that the School must be satisfied that the guardianship arrangement promotes the welfare, physical and emotional wellbeing of the boarding pupil. This policy sets out the expectations and requirements for guardianship arrangements for pupils at the School who do not reside with a parent or legal guardian while studying at the School. It ensures that pupils have a suitable adult available to act on behalf of their parents.

Under the child student sponsorship guidance of UKVI, a Confirmation of Acceptance to Study (CAS) will not be issued until the School is satisfied with the guardianship arrangements and that confirmation has been obtained that the educational guardian meets the Home Office requirements.

Scope

The Parent Contract requires parents to nominate a 'responsible adult' for the School to contact in their absence. Where the School notifies parents that this is a requirement (for example for parents who live overseas), it is a condition of their child's joining and remaining at the School that they complete and submit to the School a parental absence form for their child. This form will nominate a responsible adult (or 'educational guardian') for their child who, amongst other things, can be contacted if the School is not able to contact parents and who can look after the child in their absence.

This policy therefore applies to:

- All pupils whose parents live overseas or in the UK but are not readily available.
- All guardians appointed by parents of these pupils.
- Staff involved in the oversight or coordination of guardianship arrangements.

Legal and Regulatory Framework

This policy is informed by:

- The Children Act 1989
- Keeping Children Safe in Education (KCSIE)
- National Minimum Standards for Boarding Schools (2022)
- UK Visas and Immigration (UKVI) guidance on child student visa sponsorship
- ISI Regulatory Requirements

Definition of a Guardian

A guardian is a responsible adult (usually over 25¹), normally resident in the UK, appointed by a parent to act in loco parentis when the parent is not available. Guardians should not be full-time students or residing in temporary or unsuitable accommodation.

Guardians may be:

- Appointed through a reputable accredited guardianship organisation, such as those accredited by AEGIS Certified Guardians.
- A close family friend or relative approved by the School.

Responsibilities and Requirements of a Guardian

Guardians must:

- Provide a safe and suitable home for the pupil during exeats, holidays, or emergencies. The School needs to be aware of the arrangements in order to ensure that they comply with requirements under the Student Sponsor Route.
- Have UK residency and ideally live within a reasonable travel distance from the School (by car or public transport).
- Provide their full contact details to the School and agree to keep the School informed of any changes immediately. In the event that the guardian is out of the country, or unavailable for any

¹ The guardian must have the emotional maturity to provide a safe environment to ensure the welfare of the pupil.

period of time, an alternative UK contact must be arranged and details communicated to the School.

- Be available in the UK during term time and known school holidays.
- Be available to make decisions in an emergency, including medical treatment and travel.
- Maintain clear lines of communication with the school and pupil.
- Communicate effectively in English with the School and the pupil's parents.
- Ensure appropriate supervision and pastoral care outside term time.
- Assist with travel arrangements as needed.
- Notify the School of any change of address or contact details.
- An educational guardian must be prepared to support the renewal and validity of all legal documents (e.g. passport, visa) so that they are valid.

Appointment and Approval Process

Parents are responsible for:

- Appointing a guardian prior to the pupil's arrival at the School and completing the School's Educational Guardian Form.
- Providing full contact details of the guardian using the School's Educational Guardian Form.
- Ensuring the guardian understands and accepts their responsibilities.
- In the event that there is a change in educational guardian and an alternative appointed, the School must be informed in writing immediately.

The School will:

- Verify guardian arrangements before or upon pupil enrolment.
- Reserve the right to refuse a proposed guardian if the arrangement appears unsuitable.
- Keep a record of guardian contact details and ensure they are updated regularly.

Emergency Arrangements

In the event of:

- Illness, disciplinary exclusion, or suspension, the school may require the guardian to collect the pupil immediately.
- Inability to reach the parent, the guardian must act in the pupil's best interests.
- A serious safeguarding concern, the School's safeguarding procedures will take precedence.

School's Role and Limitations

The School:

- Does not arrange guardianship services for parents.

- Does not act as a guardian.
- May refer parents to accredited organisations for guidance.
- Will need to be satisfied about the care arrangements prior to issuing a certificate of Sponsorship (CAS). Evidence will need to be submitted with the visa application. The School will need to be notified of any changes whilst the pupil is in the UK.

Private Foster Care Arrangements

Private foster care occurs where someone, other than a close relative, provides care and accommodation for a child under the age of 16 for 28 consecutive days or more. The local authority should be told about the arrangement at least 6 weeks before the start or in an emergency, within 48 hours. Failure to notify of a private fostering arrangement is an offence, and could risk a fine.

Where the School is sponsoring the child under Student Route, the local authority must be informed of the name of the foster carer and the address where the foster carer and the pupil will live as soon as they become aware that the child has arrived in the UK or as soon as they become aware of the change, if the child is already in the UK. In some cases, this may require the School to submit further evidence for the new care arrangement on behalf of the child to the Home Office. The School should be aware that failing to notify the local authority could also lead to revocation of the Student Sponsor licence. The School will therefore ask the educational guardian to provide evidence of approvals from the local authority for any pupil in a private foster care arrangement and should retain these confirmations on the students' files.

Information Sharing between School and Guardians.

The School may share personal or sensitive information about a pupil with the nominated guardian. Any such sharing of data will be in accordance with the School's Privacy Notice.

Review and Monitoring

The School will:

- Review this policy annually or in response to changes in legislation or best practice.
- Monitor the effectiveness of guardianship arrangements through feedback from pupils and parents, and via communication logs.

Contact

For further information or to update guardian arrangements, please contact:

Admissions or Registrar

Foundation DSL

The Education Guardian Agreement can be found here: [School's Educational Guardian Form.](#)

Educational Guardian Agreement

For details of how we use your data, please refer to our privacy notice on our website.

This agreement forms part of the admissions documentation for parents who spend a significant amount of time out of the country, or for those who are entirely resident outside the UK. All overseas pupils at the School, or pupils whose parents spend significant periods of time overseas, must have an educational guardian for the whole time that they are enrolled at the School. This agreement must be completed to the School's satisfaction by those with parental responsibility, and individual guardians or the guardianship agency and returned to the Registrar before a pupil starts their education at the School.

A guardian **must be** appointed by parents before the pupil arrives in the United Kingdom.

The choice of guardian is entirely the responsibility of the parent and the School accepts no legal responsibility for any guardianship arrangements.

The School does however expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document.

In cases where there is no family friend or relative to adopt the role of guardian, the School requires a reputable guardianship organisation to be appointed – for example AEGIS. The School is a member of AEGIS which is a national body for monitoring and regulating the welfare of international pupils and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted.

Contact details for AEGIS are as follows:

The Wheelhouse,
Bond's Mill Estate,
Bristol Road Stonehouse,
Gloucestershire.
GL10 3RF.
01453 821293

info@aegisuk.net