

Guardianship policy and form

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Introduction

An educational guardian is someone who has been appointed to care for a pupil in the UK whose parents reside overseas.

Educational guardians have delegated parental responsibility for a child when providing him/her with guardianship services and therefore have a duty to take reasonable care of him/her. Educational guardians should respect the rights, religion, and customs of a child, and adhere to what is commonly regarded as best practice in guardianship. The scope of the guardianship services, which may extend to the arrangement of accommodation through a host family, will be set out in a guardianship contract with the parents. It is expected that overnight accommodation is appropriate and consistent, and host family arrangements do not change on a regular basis except in an emergency. It is expected that educational guardians will take a personal interest in the progress and welfare of the pupil and are very welcome to attend as many School events, parents' evenings, concerts, and matches as possible.

Selection of guardians

The School does not appoint educational guardians on behalf of parents. It is the responsibility of parents to nominate and contract with a suitable educational guardian that meets the requirements set out in this policy. The School does, however, have an overarching responsibility to safeguard and promote the well-being of all of its pupils and therefore reserves the right to determine the acceptability of educational guardianship arrangements made for pupils. Should the arrangements prove unacceptable, parents and educational guardians will be advised and given a reasonable opportunity to change the arrangements.

Parents must select reputable, UK-based educational guardianship companies that are either approved by the Association for the Education and Guardianship of International Students (AEGIS: www.aegis.net) or have been passed by the Boarding Schools Association Certified Guardian Scheme (BSA: www.boarding.org.uk). AEGIS or BSA member guardianship organisations provide the best support for international students and are able to have multiple contingency plans in place to support students in the event of emergencies.

Some parents appoint a relative or close friend as an educational guardian. It is a requirement that all pupils at the School whose parents reside overseas have an educational guardian over the age of 25 years. The guardian must be either a British citizen, or hold Indefinite Leave to Remain (ILR) or EU Settled Status. The educational guardian must be resident in the UK and must live within 2 hours' travelling distance from the School either by car or by public transport.

This is to ensure that:

1. There is a 24 hour point of contact in the UK with delegated parental responsibility to whom the School may refer if problems arise or in the event of an emergency.
2. The pupils have a UK location where they can stay if they are not returning home during holiday periods or the Exeat Weekends when they have to leave the School premises.
3. There is an address where the pupil can stay for medical or disciplinary reasons in the event that they are unable to remain on the School premises.
4. There are arrangements made for the return of the pupil to the School no more than 2 hours prior to the published callover time.

The guardian must not be in full time education as well.

The role and responsibilities of the educational guardian

The Guardian will be responsible for the care and wellbeing of the pupil, as would a responsible and caring parent, whenever the pupil is residing in the UK outside term time and their parents are not available. This includes Exeat weekends, half term breaks, school holidays and in times of emergency, such as a pandemic or extreme weather event, when the school has to close.

A Guardian is required to take full responsibility for a pupil:

- During Exeat weekends, half term breaks and end of term holidays if travel home is not possible
- When travel arrangements mean there is a gap between the pupil arriving in or leaving the country and school opening or closing
- In the event of illness or injury
- If disciplinary measures result in the pupil being suspended or excluded from school
- If the School has to close due to unforeseen circumstances

During the times listed above, the Guardian will be responsible for looking after the pupil if medical issues require or if the pupil is involved in an accident. The Guardian will need to be available to provide care for the pupil and make decisions as appropriate at such times.

From May 29th 2025 any new UKVI Sponsored Students guardians must agree to provide proof of residency in the UK and photographic ID, unless they are an AEGIS or BSA accredited agency.

Guardianship arrangements will be monitored on a regular basis, using Pupil Feedback Forms following school holidays and Exeat weekends and through regular communication between a pupil's Guardian and Housemaster/Mistress or Tutor and the pupil's parents. Parents must keep the school informed of any changes to the Guardian, including all upto-date contact details via the relevant member of staff.

If, at any time, the nominated educational guardian does not meet the School's requirements the School will require the parents to appoint an AEGIS accredited Guardianship Organisation to make adequate educational guardianship arrangements.

If, at any time, the School considers the educational guardianship arrangements to be unsatisfactory then the School reserves the right to suspend the pupil until appropriate educational guardianship arrangements have been made.

Private fostering

Pupils who stay with persons in the UK who are not their parents or close relatives for 28 days or more (consecutively) during term-time or school holidays, may be subject to the law on private fostering. The school may be required to contact the relevant local authority to ensure appropriate safeguarding is in place. If you think a pupil may be staying with a Guardian (or another person) who is not a close relative for 28 days or more, please contact the School for specialist advice.

The school will ask the pupils about their experience at a Guardian/Host Family and will flag any concerns immediately with the Designated Safeguarding Lead. Where concerns are raised, actions could include:

- Meeting with the pupil to discuss their concerns
- Speaking to the Guardian/Host Family, passing concerns to parents promptly
- Request a new Guardian is appointed
- Alerting the relevant responsibilities (AEGIS, BSA, LEA, Child Protection, Police)
- Alerting the UKVI

Confirmation of guardianship arrangements and declaration form

Please return this section to Cranleigh School Admissions

Name of Student(s) Date of birth

I/we confirm that we have made guardianship arrangements that comply with all of the Cranleigh School Guardianship Policy. Specifically, guardianship arrangements are in place that:

1. Provide both educational and pastoral support for the Cranleigh pupil in their care
2. Provide a 24-hour point of contact in the UK with delegated parental responsibility to which the School may refer in the event of an emergency.
3. Provide an address where the pupil can stay if they are not returning home during holiday periods or the Exeat Weekends, and where the pupil can stay for medical or disciplinary reasons in the event that they are unable to remain on the School premises.
4. Pupils will not stay in hotels, hostels, B&Bs, Airbnbs, or university halls

I/we confirm that the appointed guardian/host family:

1. is over the age of 25 years
2. is either a British citizen, or holds Indefinite Leave to Remain (ILR) or EU Settled Status
3. is resident in the UK and lives within 2 hours' travelling distance from the School
4. is not in full-time education
5. all household members aged 16 or older have no criminal convictions, cautions, or safeguarding concerns
6. no one in the home is under current police investigation related to safeguarding
7. the School reserves the right to require DBS or equivalent checks for any household member aged 16 or older if concerns arise
8. if not an AEGIS-accredited agency, if the guardian does have any regular adults in the home, they are also free from a safeguarding risk
9. respects the rights, religion, and customs of the child, and adheres to what is commonly regarded as best practice in the guardianship and hosting of a pupil whose parents reside overseas. This includes having in place a proper agreement with the pupil's parents as to the guardian's responsibilities
10. will ensure that overnight accommodation is appropriate and consistent and that host-family arrangements do not change on a regular basis, except in an emergency. The pupil should stay at the same address each time they visit
11. will ensure that arrangements are made for the return of the pupils to the School after holidays and Exeat Weekends, no more than 2 hours prior to the published callover time

Parental confirmation (TO BE SIGNED BY THOSE ON THE ACCEPTANCE FORM)

I confirm that I have read and understood the School's Guardianship Policy and Form and undertake to comply fully with its requirements.

Name:

Relationship to pupil:

Signed:

Date:

Name:
 Relationship to pupil:
 Signed:
 Date:

Guardian contact information

Name of guardian/ approved agency	
Address	Contact telephone number Email address

Host family contact information (if different from above)

Name of host family	
Address	Contact telephone number Email address

Household composition - Individuals over age 10

List the full name of individuals aged 10 and over	Age of individual	Relationship to Guardian

Guardian Confirmation

I confirm that I have read and understood the School's Guardianship Policy and Form and undertake to comply fully with its requirements.

Name:
 Relationship to pupil:
 Signed:
 Date:

Name:
 Relationship to pupil:
 Signed:
 Date: