



THE AMERICAN SCHOOL IN ENGLAND

## Guardianship Policy

The current version of any policy, procedure, protocol or guideline is the version held on the TASIS website. It is the responsibility of all staff to ensure that they are following the current version.

### Document

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### Agreed by:

<b>Head of School</b>	<b>Chair of the Board</b>
Bryan Nixon	David King
February 2021	February 2021

## **1. Introduction**

TASIS England is committed to the safeguarding of all students and recognises the immense duty of care for our international boarders. Parents & families of boarders are often overseas and not able to attend school quickly in an emergency. TASIS England does not consider it best practice to outsource the care of our boarders to UK Guardians or host families. TASIS England therefore does not ask parents of our international boarders to appoint UK Guardians prior to arrival.

*TASIS England assumes responsibility for our boarders in every circumstance.*

## **2. TASIS England Guardianship Responsibilities**

In addition to regular term-time boarding care responsibilities, in its role as Guardian TASIS England will:

- Assist in administering emergency healthcare for students via our 24hr Health Centre.
- Assist in advising on UKVI Visa requirements via the Admissions Department.
- Assist in collecting Biometric Residence Permits via the Boarding Office.
- Assist in making suitable arrangements for the collection and transfer of students to and from airports via the Boarding Office.
- Supervise academic and pastoral progress of boarding students in conjunction with the US /MS faculty.

- Liaise with the Head of Pastoral Care / Head of School when arranging significant sanctions, such as fixed-term exclusions.
- Are available in case of any emergency.
- Communicate regularly and effectively with parents.

### **3. Parents who appoint their own Guardians**

The school sends out a form each year explaining our policy on Guardianship. We ask that families inform of if they have appointed their own guardian regardless and ask them to provide us with:

- Name
- Address
- Age
- Relationship to the family
- Contact details
- Copy of passport
- Proof of address

This information is followed up with an introductory call with a Houseparent.