



THE AMERICAN SCHOOL IN ENGLAND

Guardianship Policy

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

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1. Introduction

- 1.1. TASIS England recognises the immense responsibility and duty of care we have for all our students, we acknowledge and take seriously the extra duty of care we have for our boarding students, particularly international boarding students whose parents and families reside overseas and who may not be able to attend school quickly in the case of an emergency.
- 1.2. This policy clarifies that TASIS England assumes responsibility for our boarding students during all times they are resident at our school and does not outsource the care of our international boarders to UK Guardians or host families, nor do we ask parents who reside overseas to appoint UK Guardians for their child prior to their arrival into the UK or at our school as a boarder.

2. TASIS England Responsibilities

- 2.1. In addition to regular term-time boarding care responsibilities, TASIS England:
 - assists in administering healthcare for students at all times during their stay at TASIS England
 - assists in advising on UKVI Visa requirements via the Admissions Department
 - assists in collecting Biometric Residence Permits via the Boarding Office
 - assists in making suitable arrangements for the collection and transfer of students to and from airports via the Boarding Office
 - supervises academic and pastoral progress of boarding students in conjunction with the US / MS faculty and staff
 - liaises with the Head of Pastoral Care / Head of School when arranging significant sanctions, such as fixed-term exclusions
 - are available in case of emergencies
 - communicates regularly and effectively with parents.

3. Parents Who Appoint Their Own UK Guardians

- 3.1. TASIS England does not appoint UK Guardians nor are TASIS England staff members appointed as UK Guardians. The school sends out a form each year explaining our policy on Guardianship. We ask that families inform the school if they have appointed their own UK Guardian and, if so, we require the following information about the Guardian:
 - name
 - address
 - date of birth
 - relationship to the family
 - contact details (telephone and email)
 - copy of passport
 - proof of address
- 3.2. House Parents will make an introductory call to Guardians appointed by parents to confirm the above information. The ongoing suitability of Guardianship arrangements are monitored by the Director of Boarding, House Parents and House Mentors to ensure the wellbeing of boarders is promoted at all times.