



Fettes College

Guardianship Policy 2025/26

Guardian Information

The Scottish Council for Independent Schools published guidelines on guardianship and we have developed our policy in the light of this carefully researched document. All Fettes students (irrespective of age) whose parents are abroad or inaccessible are required to have a guardian in the UK. We believe the guardian role to be of fundamental importance in guiding and supporting a student throughout their time at Fettes. Our policy statement is printed below. Please read this very carefully as it is essential that a guardian can fulfil these requirements.

We are aware that some parents do not have friends or relatives in the UK who can act as guardians. Whilst the School is unable to recommend a particular Guardian, a list of accredited Guardians can be found on either the Boarding Schools' Association (BSA) website: <https://www.boarding.org.uk/bsa-initiatives/bsa-certified-guardian-scheme/> or via the Association for the Education and Guardianship of International Students (AEGIS) <https://aegisuk.net/>

We would recommend that parents consider agencies based in or close to Scotland in the first instance.

Fettes Guardianship Policy

All parents who live abroad or who are relatively inaccessible whilst their child is at school are required to name a UK guardian for their child. This is irrespective of the age of the child. The guardian's role is to support the child and to deputise for the parents when they are unavailable. A guardian can be a relative or friend above the age of 25 or a guardian appointed and monitored by a reputable guardianship agency. Parents should satisfy themselves that the agency they use is run a professional manner. Legislation requires that all Guardians living in Scotland who are looking after children under the age of 16, and gaining financially from this arrangement, must be registered as Child Minders with SCSWIS (Social Care and Social Work Improvement Scotland).

A guardian should be willing and able to:

- keep in contact with the child
- provide a place for the child to stay during Recommended Leave weekends and Half-term holidays
- by special arrangement, provide a base for longer holidays
- be available for consultation by the School and provide support for the child(ren) in emergencies
- if possible visit the child(ren) if they are ill
- have the child(ren) to stay if an emergency or illness makes this necessary - therefore they should live close enough to the school that they can come and collect the student(s) within 24 hours of an emergency arising
- be readily available by telephone
- keep in good contact with the child's parents
- keep in good contact with the School
- attend school activities such as parents' meetings, matches, concerts and plays when possible
- take the child(ren) to buy school uniform if necessary
- liaise with the School and with parents to ensure that transport is provided between school and airport at holiday times if required

Guardians receive all documentation from the School, including all safeguarding information. Houseparents will communicate relevant wellbeing concerns to guardians and will monitor the relationship between student and guardian and take appropriate action when/if required.

The School will monitor the success of the guardianship relationship and intervene if it appears that there are difficulties in the relationship. The Deputy Head (Pastoral) liaises regularly with any guardian agencies and will follow up on any concerns from the students following Recommended Leave weekends or Half Terms.

In an emergency the School will always make every effort to contact parents by telephone or e-mail. If it proves impossible to reach a parent, the School will contact the guardian for advice on action to be taken.

Parents are required to complete a Guardian Form of Delegation and return it to the School. The School must be promptly notified of any change of guardian or guardian contact information. The School does not find guardians for parents. Parents can designate a nominated adult (above the age of 25) or host family to act as guardian during any holiday period.

Please do not hesitate to contact the Admissions Department if you have any queries regarding the appointment of a Guardian.

**ACTION: The Guardian Delegation Form should be completed and returned
if a guardian is appointed (download section)**