Educational Guardianship Policy



Ellesmere College

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1. **Policy Statement**

1.1. Our pastoral system is very strong and we set great store by ensuring that effective arrangements are made with regard to educational guardianship. The Boarding School Association puts it thus:

1.1.1. 'For many from abroad, their guardian is the parents' representative in this country, essential in times of crisis or need for support and advice, available not only to the pupil but also to the school as a proxy for the parents who cannot be contacted for whatever reason. For others, their guardian is the person with whom they stay during school holidays and leave weekends when it is not practicable to return home. The educational guardian has a clear pupil welfare role, bridging between parents, pupil and school.'

1.2. An educational guardian is not a child's legal guardian in the sense of 'parent or guardian'. An education guardian is someone who has been appointed to care for an international pupil in the UK and who has been delegated temporary parental responsibility by the parents residing overseas.

2. **Policy Aims**

2.1. To provide the parents of international pupils with a clear explanation of the College's expectations relating to education guardianship.

2.2. To make clear whose responsibility it is to appoint an appropriate educational guardian.

2.3. To provide guidance to parents on what can be expected from an educational guardian.

3. **Legislation and College Requirements**

3.1. Following the Children Act 1989, the Protection of Children Act 1999 and the Care Standards Act 2000, the school **require that parents who do not live in the UK appoint an educational guardian** to act on their behalf, subject to the following:

3.1.1. The College requires all child/student visa sponsored pupils to have an educational guardian, if parents are not resident in the UK.

3.1.2. This applies to all pupils even after they reach the age of 18.

4. **Appointment of an Educational Guardian**

4.1. This is the responsibility of the parents.

4.1.1. Parents are responsible for assessing whether the educational guardian is suitable and that adequate safeguarding measures have been taken.

4.1.2. The educational guardian will be acting on the parents' behalf and the guardianship arrangement will not fall within the College's welfare responsibility for the pupil, although they must meet the requirements set out in Section 5.

4.1.3. Although the choice of educational guardian is entirely the responsibility of the parents and the College accepts no legal responsibility for any guardianship arrangements, the College does expect the guardianship arrangements to be satisfactory and meet the expectations outlined in this policy and any additional requirements set out by UKVI.

4.2. The educational guardian may be a nominated friend of the family, or another family member to whom the parent is happy to delegate the role, but whoever it is does need to be aware and fully accepting of the requirements that we have of guardians on behalf of pupils (Section 5).

4.3. In line with the National Minimum Standards for Boarding Schools 2022, under no circumstances should school staff be appointed as educational guardians for boarders.

4.4. The College would expect that you appoint a reputable Guardianship Organisation that is accredited by AEGIS (the Association of Educational Guardians for International Students). Ellesmere College is a member of AEGIS. AEGIS is a national body for monitoring and regulating the welfare of international students and provides accreditation of Guardianship Organisations in line with the National Minimum Standards for Boarding. Contact details for AEGIS are as follows:

AEGIS
The Wheelhouse
Bond's Mill Estate
Bristol Road
Stonehouse
Gloucestershire GL10 3RF

Telephone: 01453 821293

Email: info@aegisuk.net

Website: www.aegisuk.net

4.5. Individual guardians/agencies should adhere to what is commonly regarded as best practice in guardianship. This includes having in place a proper agreement with the pupil's parents as to what the guardian's responsibilities are.

5. Guardianship Requirements

5.1. In general terms an 'individual guardian' or 'Agency' will be expected to meet the following expectations, which also apply to family and friends:

5.1.1. Have residential status in the UK. E.g. *"The guardian must hold British citizenship or permanent residence (e.g. ILR or EU Settled Status). Guardians residing in the UK on temporary visas (e.g. tourist, student, skilled worker) are not permitted under UKVI Child Student sponsor rules."*

5.1.2. Be over 25 years of age.

5.1.3. Reside in the UK **at all times**. This is to ensure that each student has a guardian who is able to fulfil the requirements.

5.1.4. They should be English speaking.

5.1.5. The guardian should reside within easy travelling distance from the College, either by car or public transport.

5.1.6. They should act with delegated parental authority in the case of an emergency or crisis and in other matters agreed by parents.

5.1.7. Provide a 24 hour point of contact for parents, pupils, school (and host family if applicable).

5.1.8. All individuals acting as educational guardians, as well as any adults residing in or regularly present at the address(es) where the pupil will stay, must not have any criminal convictions, be subject to any current or pending criminal proceedings, or pose any known safeguarding risk or concern in the UK or abroad. This requirement applies equally to employees, contractors, host family members, and any other individuals involved in the care or supervision of the student.

5.1.9. If guardians are going to be away from their UK home, for however short a time, they must notify the appropriate Housemaster or Housemistress. They must give full contact details for the period of absence and the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.

5.1.10. To update the College of any change to the guardian's contact details.

5.2. From a pastoral point of view, an individual guardian or Agency will be expected to meet the following expectations:

5.2.1. Provide pastoral and educational support.

5.2.2. To communicate with Housemaster/Housemistress on a regular basis regarding the welfare of the pupil.

5.2.3. Make appropriate arrangements for any medical treatment whilst the student is under their care.

5.2.4. Liaise with the College over holiday and exeat weekend arrangements, including informing the College about the details of travel arrangements made for a student leaving the College for an exeat weekend or a longer holiday period. The College must know the exact details of the student's accommodation and methods of transportation.

5.2.5. A guardian must provide safe and suitable accommodation and appropriate care and supervision to the student during periods when they cannot be accommodated at the School (including periods of long-term illness and disciplinary measures); regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or university halls of residence to provide an adequate level of accommodation or care.

5.2.6. Be willing to accommodate the pupil at short notice if they have to leave the College for any reason.

5.2.7. Guardians should also respect the rights, religion and customs of the child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of international students. This includes having in place a proper agreement with the student's parents as to what the guardian's responsibilities are.

5.3. If, at any time, the nominated guardian does not meet the College's requirements the College will require the parents to appoint an AEGIS accredited guardianship organisation to make adequate guardianship arrangements.

5.4. If, at any time, the College considers the guardianship arrangements to be unsatisfactory then the College reserves the right to exclude the pupil until appropriate guardianship arrangements have been made.

6. Guardianship Agreement

6.1. Parents should note that in signing the Terms and Conditions they are agreeing to providing an education guardian if they are resident outside of the UK, but with respect to Section 3.1 of this policy (see Ellesmere College's Terms and Conditions 6.15).

6.2. Details of the education guardian should be given in the acceptance form, which is also legally binding.

7. Monitoring and Review

7.1. This policy will be reviewed every 3 years or following the issue of any new guidance from the Department of Education or ISI.

7.2. The review will be carried out by the Deputy Head Pastoral and recommendation sent to the Head for authorisation.

Authorised by	The Head
Date	June 2025

Reviewed by	DHP
Date	June 2025