# Guardianship Policy

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**Agreed by:**

| Head of School | Director of Boarding | Chair of the Board of Directors |
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| Bryan Nixon | Matt Kiely | David King |
| 01 September 2026 | 01 September 2026 | 01 September 2026 |

## 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. TASIS England assumes responsibility for boarding students during all times they are resident at the school. The school does not outsource the care of international boarders to UK Educational Guardians or host families, nor do we require parents residing overseas to appoint UK Educational Guardians before their child arrives 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
- Advises on UKVI visa requirements via the Admissions Department
- Assists in collecting Biometric Residence Permits
- Arranges suitable transfers to and from airports
- Supervises academic and pastoral progress
- Liaises with senior leaders when arranging significant sanctions
- Responds in emergencies
- Communicates regularly with parents
- Maintains oversight of all leave arrangements in line with UKVI sponsor duties. This includes ensuring that leave requests comply with Immigration Rules and that appropriate documentation (e.g., Letters of Undertaking, parental consent, and travel details where required) is held on file
- Conducts regular welfare checks and maintains safeguarding standards
- Provides 24/7 emergency contact coverage during term time

## 3. Letters of Undertaking (LoU)

3.1. A Letter of Undertaking (LoU) is required by UKVI for nominated guardians, close relatives acting as carers, and private foster carers. It is not required when a student is staying with their parent/legal guardian, or for short stays with friends (see Section 5.2).

3.2. **Each LoU must confirm:**

- the accommodation is a private residence (not a commercial enterprise)
- the full name, address, and contact details of the host
- the nature of the relationship to the student's parents
- the agreement to care for the student
- the names of all other regular adult household members, and

- declarations of any criminal convictions

3.3. Where the arrangement involves a close relative or private foster carer and the student is not boarding, the LoU must also confirm financial sufficiency as required by UKVI.

3.4. All LoUs must be signed and dated by the host carer. LoUs must be retained by TASIS England in line with UKVI sponsor duties and school data protection and records retention policies.

## 4. Parents Who Appoint Their Own UK Guardians

4.1. TASIS England does not appoint or arrange educational guardians. Where a parent/carer chooses to appoint an educational guardian, the appointment is made independently by the parent/carer. TASIS England staff must not be appointed or act as educational or nominated guardians for boarders. Where a parent/carer appoints an educational guardian, the school requires:

- Name, address, date of birth, relationship to the family, and contact details (telephone and email)
- Copy of passport and proof of address
- Completion of the TASIS England Letter of Undertaking pro forma, available from our Admissions Department (see Section 3)
- Emergency contact details, including mobile phone and landline where available.

4.2. Where parents appoint an educational guardian, TASIS England takes appropriate steps to ensure that the arrangement promotes the student's welfare and physical and emotional wellbeing. These steps may include, but are not limited to, maintaining appropriate information about the arrangement, checking arrangements associated with leave from school, seeking the student's views through normal boarding and pastoral welfare arrangements, and following up any concerns or significant changes.

4.3. Any concern regarding an educational guardianship arrangement must be acted upon immediately and managed in accordance with the school's Safeguarding and Child Protection Policy. The Designated Safeguarding Lead will determine whether referral to Children's Social Care, the police or another relevant agency is required. Where an arrangement may constitute private fostering, the relevant local authority will be notified.

## 5. Close Relatives and Friends

5.1. **Close Relatives:** Where a Child Student visa holder stays with a close relative (uncle, aunt, sibling), the school must have a signed Letter of Undertaking from the host relative. Accommodation must be a private residence, not a hotel/hostel/short let. The host carer must be at least 18 years old. Where the host is under 25, the school may apply additional scrutiny.

5.2. **Friends:** Where a student stays with a friend for a weekend overnight, UKVI requires only parental consent. TASIS England policy requires written parental consent, host family details, confirmation of adult supervision (18+, and if under 25, TASIS England may apply additional scrutiny) at a private residence, and emergency contact details for the host family. This is a TASIS England safeguarding requirement; UKVI requires only parental consent. A Letter of Undertaking is not required for these



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arrangements, however UKVI's expectations is that staying with a friend for a weekend overnight will not be a regular occurrence

## 6. Nominated Guardians

6.1. Where parents appoint a Nominated Guardian (short-term, under 28 days, outside term time, or as an emergency contact), the school must retain a signed Letter of Undertaking (see Section 3) in line with UKVI requirements. TASIS England must also make reasonable endeavours to collect travel details (arrival, collection, accommodation) and retain records of these attempts. The Nominated Guardian must be at least 18 years old. Where a guardian is under 25, TASIS England may apply additional scrutiny.

## 7. Private Fostering

7.1. If a student under 16 years of age resides with someone who is not a close relative for 28 consecutive days or more, this may constitute private fostering. TASIS England must notify the local authority and the DSL must record the referral.

## 8. Accommodation Rules

8.1. Commercial accommodation (hotels, hostels, short-lets, Airbnbs) is permitted only when a student is staying with their parent/legal guardian.

8.2. Commercial accommodation is not permitted with relatives, friends, guardians, or hosts under any circumstances.

## 9. Record-Keeping

9.1. All Letters of Undertaking, parental consent forms, and travel records (where applicable) must be retained by TASIS England in line with UKVI sponsor duties and the school's Data Protection and Records Retention policies.



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