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The Dean Close Foundation Schools

Independent, Co-Educational, Day and Boarding Schools

Educational Guardianship Policy (W061)

Registered Charity No: 1086829

Date of Issue: May 2025
Review Date: May 2027
Owner: DCF Foundation Lead for International Pupils

DEAN CLOSE SCHOOLS
EDUCATIONAL GUARDIANSHIP POLICY

1. Introduction

Every pupil at a Dean Close school must have a parent, legal guardian and / or Educational Guardian resident in the UK at all times during term time; this includes pupils over the age of 18.

a) Parents of pupils who are Child/Student visa holders must appoint an appropriate Educational Guardian for their child while they are in the UK. Educational Guardians are appointed solely by the parents, not by the Foundation or the Schools. It is parents' responsibility to ensure that the Educational Guardian meets the criteria outlined in this policy.

b) If parents are normally resident and have permanent settled status in the UK, an Educational Guardian does not need to be appointed.

c) If both parents / legal guardians of day or boarding pupils are overseas for more than 48 hours the School must be informed and details of an emergency contact who can assume parental responsibility must be provided.

d) Parents / legal guardians of all boarding pupils must provide a secondary contact in the UK in case of emergency.

e) The Foundation can accept no responsibility for any detriment caused by the failings of an Education Guardian or Educational Guardianship company.

f) This policy is written with reference to:
- The National Minimum Standards for Boarding Schools 2015
- The Education (Independent School Standards) Regulations 2014
- Statement of Changes in Immigration Rules (12 March 2025)
- 2025 Spring Rules: Child Student Policy Changes – Safeguarding
- Student and Child/Student, version 10.0 (29th May 2025)

2. Definitions

1. **Parental Responsibility**: this means the legal rights, duties, powers, responsibilities and authority a parent has for a child. A person who has parental responsibility for a child has the right to make decisions about their care and upbringing. Important decisions in a child's life must be agreed with anyone else who has parental responsibility. Those with parental responsibility include:

    a. Birth mothers, fathers married to the mother at the time of birth, fathers registered on the birth certificate and some step-parents

b. A court order can give responsibility to a father not on the birth certificate, another relative or friend, a legally appointed guardian, adoptive parents, legally appointed foster carers and social care.

2. **Legal Guardian (UK):**
A Legal Guardian is an individual who has been granted legal responsibility for a child by a UK court. This role carries formal, legal authority to make decisions on behalf of the child in areas such as education, health, and welfare. A Legal Guardian acts in place of a parent and is recognised under UK law as having parental responsibility.

Legal guardianship is typically established through a court order—such as a Special Guardianship Order or a Child Arrangements Order—and remains in effect until the child turns 18 or the court order is varied. Unlike a Nominated Guardian, who is appointed by parents for temporary care arrangements, a Legal Guardian has enduring legal duties and decision-making rights under UK legislation.

3. **Loco Parentis**:
This is a person who is responsible for a child in the absence of a parent. Nominated guardians and the School act in *loco parentis.* However, this does not replace or supersede parental responsibility.

4. **International Pupils:**

In the Dean Close Foundation, International Pupils are defined as:

- Pupils on a UKVI Child/Student visa sponsored by the School

- Pupils whose parents or next of kin with parental responsibility have their permanent residence in another country. This may include:

    - Foreign nationals who hold have a different form of Indefinite Leave to Remain (ILR) or settled status in the UK (EU Settlement Scheme / Ukraine Scheme / BNO) whose parents / family / legal guardian(s) are resident or travel frequently abroad
    - British citizens whose parents live abroad

- Pupils who are British citizen who has parents overseas. This could include:
    - Military families
    - Diplomats
    - Families involved in international business

5. **Educational or Nominated Guardian:**

An Educational or Nominated Guardian is an adult or Educational Guardianship company appointed by a pupil's parents or legal guardians to act on their behalf in the UK when the pupil is not in school. The Educational or Nominated Guardian must have British citizenship or settled status in the UK and must be permanently resident in the UK. An

Educational or Nominated Guardian is not a legal guardian, and the term should not be used interchangeably with 'Legal Guardian'. Please note that a Nominated Guardian of a Child/Student visa holder may not be a foster carer or a parent.

The Foundation requires Educational or Nominated Guardians to be accredited by AEGIS or a member of the BSA Certified Guardians scheme and to agree to all criteria outlined in section 10 of this policy.

6. **Definition: Close Relative**

A close relative is a person aged 25 or over who is the pupil's:

- grandparent
- brother
- sister
- step-parent
- uncle (the brother or half-brother of the child's parent)
- aunt (the sister or half-sister of the child's parent)

3. Permitted Living Arrangements for Child/Student visa holders

All Child/Student visa holders aged 12 and above are full boarders in the Dean Close Foundation schools. However, Child/Student visa holders under the age of 12 may reside with their parent if they have a Parent of a Child/Student visa.

Full boarding pupils aged 12 and above with siblings who are younger than 12 may reside with their parent who holds permission as a Parent of a Child Student at times agreed with their Houseparent and with agreement of their Nominated Guardian / Guardianship Company when the School is closed.

4. Appropriate Care Arrangements: Appointing a Nominated Guardian

The safeguarding, safety and wellbeing of pupils is our utmost priority at the Dean Close Foundation. The Nominated Guardian, appointed by the parent(s), must be a British citizen or have settled status in the UK, and must agree to act as an emergency contact and ensure appropriate care arrangements are in place to promote the welfare and physical and mental wellbeing of the pupil. They are responsible for the pupil's welfare and care arrangements while they are in the UK, but not at school.

The School must agree to the suitability of the Nominated Guardian. Checks are made by the Admissions Team and the School's legal representatives in order to prevent visa applications being turned down by the Home Office caseworker. Parents/legal guardians need to be aware that Child/Student visa applications may be declined if the Educational Guardianship and care arrangements are not deemed suitable by UKVI case workers.

- Nominated Guardians of pupils who are Child/Student visa holders must also agree to fulfil the Foundation's requirements outlined in full in sections 4 and 5 of this policy.

- Nominated Guardians of non-Child/Student visa holders must agree to fulfil the Foundation's requirements outlined in sections 4 and 5a) 2-22 and 5b) of this policy.

Nominated Guardians of pupils who are Child/Student visa holders must:
(*Home Office – Student and Child/Student, version 10.0 29 May 2025)*

- Be a British citizen or have settled status in the UK
- Be appointed by the pupil's parents or legal guardians
- Meet the same criteria and checks as private foster carers in the UK:
    - Provide **a Letter of Undertaking (see appendices 3 and 4)**
    - Have not been convicted of a criminal offence in the UK or overseas (custodial sentence of 12 months or more, not a persistent offender and have not committed criminal offences which caused serious harm).

Educational Guardianship Form: Parents / legal guardians need to complete the '*Educational Guardianship Form*' (appendix 1), using the checklist '*Appointing an appropriate Nominated Guardian*' (appendix 2), and return this to the School Admissions Team.

Letter of Undertaking: the Nominated Guardian who has been appointed by the child student's parent must provide a '*Letter of Undertaking*' (appendix 3 and 4) which contains the following information. The Admissions Team will provide a template and this must be completed and returned to the School's Admissions Team. For Child/Student visa pupils this will accompany the CAS application to study at a Dean Close school:

i) The name, current address and contact details of the intended carer

ii) The address where the intended carer and the pupil will be living in the UK, if different from the intended carer's current address

iii) Confirmation that the accommodation offered to the pupil is a private address, and not operated as a commercial enterprise, such as a hotel or a youth hostel

iv) The nature of the relationship between the pupil's parent(s) or legal guardian(s) and the intended carer

v) Confirmation that the intended carer agrees to the care arrangements for the pupil

vi) A list of any other people that the intended carer supports or has offered to support

vii) Full details of the name, registered address and contact details of anyone regularly living with the Nominated Guardian or, by consent with the parents, the appointed host family.

viii) The intended Nominated Guardian's signature and date of the letter of undertaking.

a) The Nominated Guardian will also be required to provide documentation as proof of identity and UK immigration status as requested by the School's Admissions Team. If relevant, copies of these will be shared with The School's legal representatives to be submitted with the pupil's Child/Student visa application:

- One form of photographic ID (e.g. Passport, driving licence, national identity card)
- One proof of address (e.g. utility bill, mortgage or rental agreement)
- Evidence of their settled status in the UK (e.g. Passport and/or to provide the School with a share code for their online immigration status).

5. Appropriate care arrangements: Safeguarding and Wellbeing

a) The Foundation requires the Nominated Guardian to:

1. Hold AEGIS accreditation or be a member of the BSA Certified Guardians Scheme.

   Dean Close families have reported that AEGIS / BSA member guardianship organisations have provided the most effective support for international students in the past and are able to have multiple contingency plans in place to support pupils in the event of emergencies, such as extreme weather events or pandemic.

   Please note: for non-Child/Student visa applicants and in exceptional circumstances, a close family relative may be accepted as a pupil's Nominated Guardian. This person–/ these people must complete the Letter of Undertaking and complete appropriate safeguarding checks, including DBS checks and completion of a certificated online safeguarding course, under the BSA Family Guardians Scheme. This will be arranged by the School office staff and confirmation of completion will be recorded on ISAMS.

   While the Dean Close Foundation does not recommend specific agencies or guardianship companies, if families need guidance they are invited to choose a company from the links below or to contact the School's Admissions Team:

- Certified by BSA https://www.boarding.org.uk/bsa-initiatives/bsa-certified-guardian-scheme/
- Accredited by AEGIS https://aegisuk.net/guardianship-organisation/

2. Be over the age of 25 and not in full time education.
3. To uphold the ethos and values of the School and to be familiar with the School's rules, regulations and policies.
4. Be expected to respect and support the rights, religion, and customs of the pupil.

5. Live within two hours travelling time of the School in which the pupil is enrolled.
6. Nominated Guardians who live further away need to be discussed with and agreed with the relevant School before the pupil starts.
7. Be available not only to the pupil but also to the School as a proxy for the parents. To act with delegated parental authority in the case of an emergency and be ready to liaise with the School on behalf of the parents of the pupil in any matters relating to the pupil's welfare.
8. Be able to communicate with the School in proficient English (CEFR B2 minimum) and the parents in their native language if they do not speak English
9. Be permanently resident in the UK during published term dates. If a nominated guardian is going to be away from their home, or out of the country, for more than 48 hours, the parents must inform the School of alternative guardian arrangements before the guardian leaves their home. They must give full contact details for the period of their absence and name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf.
10. Be someone with whom the child feels happy and comfortable staying – very much like a family home, with an appropriate degree of care and supervision. Unsupervised hotel, B & B, Airbnb, hostel or student accommodation will not be considered acceptable.
11. Be able to offer or arrange suitable accommodation to the pupil whilst in their care and provide all meals.
12. Take full responsibility for the pupil in the event of:
    a. illness or injury
    b. disciplinary measures which result in the pupil being suspended or excluded from school.
    c. the School having to suddenly close due to unforeseen circumstances
13. Ensure that the pupil is in attendance at school from the first day of term right through to the last in all but exceptional circumstances. Failure to ensure this may result in a visa violation.
14. Ensure that safe, adequate travel and care arrangements are made for the beginning and end of holidays and Exeats, within published times, and to communicate these to the School in at least one week in advance.
15. In addition, the Nominated Guardian is responsible for ensuring that the pupil is collected at the appointed time at the end of a school term, and that they do not arrive back early. Pupils are the responsibility of their Nominated Guardian until the appointed time that the School re-opens, as published well in advance on the School website.

16. Where the pupil is studying at the School on a sponsored UKVI Child / Student Visa and the Nominated Guardian is facilitating appropriate travel arrangements to and from the UK, they must ensure the child, regardless of their age, has consent to walk unaccompanied to and from the arrival / departure gate at a station or airport and immediately contact both parents and the School in the event that the pupil does not reach them at the specified time, whether that be arrival at the airport or at their home.
17. Ensure that visa requirements are complied with and that the pupil has a valid passport
18. Ensure that the pupil is properly equipped with clothing and other necessities on entry to the School and at the beginning of each term
19. Be contactable by phone and email at all times during term and be able to come to the School if required (sometimes at short notice)
20. If possible, attend parent meetings to discuss academic progress with staff if the parent is unable to do so
21. Act for parents in granting permission for
    i. Overnight leave-out at weekends
    ii. Urgent medical treatment
22. Keep up to date with school events and activities so that the pupil can fully participate in the life of the School

b) Please note, the following are not acceptable to the Dean Close Foundation:

1) Pupils accommodated in hotels, bed and breakfast and other such establishments without the direct supervision of the guardian or other appointed adult about whom the School is notified.
2) A guardian who is not resident in the UK during term time or who is unprepared to take responsibility for the pupil when requested.
3) Being supplied with deliberately false or misleading information as to the whereabouts and/or travel arrangements of a pupil.
4) An arrangement which does not provide the pupil with accommodation, food and supervision at least of the standard experienced at school.
5) Any employee of the Dean Close Foundation acting as a Nominated Guardian or providing care arrangements for pupils at Dean Close Schools.

11. Oversight of Child/Student pupils' living and care arrangements

a) Parents of international pupils must arrange for their child's Nominated Guardian to meet with a member of the House team at or shortly after the beginning of their child's first term at the School, or at the time of moving to the School, either remotely on a platform such as Zoom / Microsoft Teams or in person. Nominated Guardians of the pupils must agree to provide proof of residency in the UK and photographic ID at this first meeting.

b) Nominated Guardianship arrangements will be monitored on a regular basis, using online Pupil Feedback Forms following school holidays and Exeat weekends and through regular communication between pupils' Nominated Guardians and Houseparents / House Tutors and the pupils' parents.

c) Parents / legal guardians must keep the School informed of any changes to the Nominated Guardian, including all up-to-date contact details via the relevant school Office Manager. Any new care arrangements must meet the criteria as outlined in section 4 and the Foundation reserves the right to request alternative arrangements and to notify UKVI if any pupil is in a living or care arrangement that does not meet these criteria or is not permitted.

d) Following a time when the School is closed pupils are invited to share their experience of the care arrangements while staying with their Nominated Guardian or host family on a Microsoft Form or with a member of School staff.

When a concern is raised, actions could include:

- Meeting with the pupil
- Speaking to the Nominated guardian / host family – passing concerns to parents promptly, with the aid of a translator as required
- To request a new guardianship arrangement from parents for the pupil
- Alerting relevant authorities: AEGIS / BSA / LEA / Child Protection / Police
- UKVI may need to be informed if this policy is not adhered to and the arrangements for a pupil's emergency contact or care violates visa requirements.

11. Travel Arrangements

The Foundation's responsibility for its pupils is normally limited to the times when the pupil attends the School during school term time. The term dates and times are published on the School website. For pupils on a UKVI Child/Student visa, the School's responsibility extends to the limit of UK airspace and a separate process is in place for pupils' travel arrangements to:

- obtain appropriate consent from parents / legal guardians / Nominated Guardians
- ensure appropriate safeguarding
- maintain records of details of pupils' travel and care arrangements

12. Private Foster Care Arrangements

a) If the Nominated Guardian appointed for the pupil is not a relative (defined as: grandparent, brother, sister, uncle or aunt) or legal guardian with parental responsibility, **and,** if the pupil would be staying with the Nominated Guardian, or nominated host family **for 28 successive days or more**, the pupil's parents are obliged to inform the School and the Local Educational Authority. This length of stay is considered by the state to be providing a Private Foster Care Arrangement and anyone providing a Private Foster Care Arrangement must inform and receive

in advance all necessary approvals from the local authority in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.

The School must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The School will therefore require evidence of approvals from any Nominated Guardian who will be providing accommodation for 28 successive days or more to any pupil in a Private Foster Care Arrangement.

The above applies to any pupil under the age of 16 (or under the age of 18 if disabled).

b) In the Dean Close Foundation, pupils who are Child/Student visa holders are not generally permitted to be Day pupils or Flexi / Weekly boarders, unless there are exceptional circumstances. In these cases, the same process as for Private Foster Care Arrangements will be followed for the Nominated Guardian and / or close relative that they are residing with and UKVI and the LEA must be notified.

12. Nominated Guardianship Agreement

a) All parents or legal guardians must complete a Dean Close Schools Guardianship Agreement form (Parents) in Appendix 1 of this policy. This, along with a checklist, will be provided by the relevant School Admissions team.

b) Once this form has been received, a copy of this policy will be sent to the appointed Nominated Guardian who will also be asked to complete the relevant Letter of Undertaking (appendix 3 and 4 of this policy) and to return this to the relevant Admissions Team.

c) These forms and accompanying identity documents (section 4a of this policy) will be kept on School records for all pupils and submitted with the CAS application to The School's legal representatives for pupils who are Child/Student visa applicants.

Appendix 1

DEAN CLOSE
SCHOOL
CHELTENHAM

Dean Close Foundation – Educational Guardianship Form

This Agreement Form must be completed and returned by those with parental responsibility for the pupil so that it may be submitted as part of the pupil's UKVI Child/Student visa application. Please read the *Educational Guardianship Guidelines* (page 3) and the *Frequently Asked Questions* on the accompanying letter before completing and signing this form. In order to meet UKVI regulations, it is the responsibility of the parent(s) or legal guardian(s) to appoint a Nominated Guardian who is compliant with these criteria. Signing this form acts as confirmation that parents have read, understood and agree with the full Dean Close Foundation Guardianship Policy.

Pastoral care of pupils is of the utmost importance at the Dean Close Foundation and we are grateful for your support in ensuring appropriate care arrangements that promote the safety, welfare and wellbeing for pupils at all times when they are not at School. Please select ONE of the following options:

1. A **Guardianship Company** to act as Nominated Guardian which is accredited by one of the following (please note: 'family friends' should also be accredited by one of the below):

- The AEGIS Guardianship Organisation Accreditation
- The BSA Certified Guardian Scheme

2. A **Close Family Relative** to act as Nominated Guardian and who will agree to safeguarding checks with the BSA Family Guardians Scheme.

The Nominated Guardian will then be contacted by the School to provide a 'Letter of Undertaking' to act as assurance that they will act as the emergency contact and provide appropriate care arrangements for the pupil. A separate copy must be completed for each child at the School. Please get in touch with the School Admissions team if you need any further guidance.

1. Pupil and Parent / Legal Guardian:

Name of pupil	
Date of birth	
Contact details: Parent 1	
Name	
Address	

Contact email address	
Contact phone number	
Contact details: Parent 2	
Name	
Address	
Contact email address	
Contact phone number	

2. Details of the Nominated Guardian:

Name	
Address	
Contact email address	
Contact phone number	
Please sign in the boxes below to confirm that the Nominated Guardian:	
Has UK settled status or is a British citizen	
Company - Holds official accreditation from AEGIS or the BSA Close Family Relative – Agrees to complete BSA Family Guardians Scheme safeguarding checks	
Is over the age of 25 and not in full time education	

Declaration of consent by Parents / Legal Guardians:

I / We have read and understood the Dean Close Foundation Guardianship Policy and agree to abide by all of its terms. I / We hereby confirm that I / we have appointed the person above as the Nominated Guardian for our child and that they will act as emergency contact and ensure appropriate and compliant care arrangements for our child as outlined in the terms of the Dean Close Foundation Guardianship Policy Guidelines. I / We agree to the pupil's date of birth and passport number being shared with this person / organization. In the event that these care arrangements do not meet the appropriate threshold I / We understand that this may jeopardise my child's place at school and that the relevant authorities (LEA or UKVI Border Force) may need to be informed.

I / We understand that the School must be notified immediately and a new Nominated Guardianship Agreement submitted if there are any changes to these Guardianship arrangements.

Signed (Parent / Legal Guardian 1)	
Signed (Parent / Legal Guardian 2)	
Date	

Appointing an appropriate Nominated Guardian for your child:

The School must agree to the suitability of the Nominated Guardian. Parents need to be aware that Child/Student visa applications may be declined if care arrangements are not deemed suitable by UKVI case workers. Please use the checklist below to guide your choice of Nominated Guardian for your child.

Parents / Legal Guardians should ensure that the Nominated Guardian:	
1. A) Guardianship company - holds current accreditation from AEGIS or the BSA: • The AEGIS Guardianship Organisation Accreditation • The BSA Certified Guardian Scheme Or B) Close Family Relative - agrees to complete the BSA Family Guardians Scheme	
2. Has British Citizenship or UK settled status	
3. Is over the age of 25 and is not in full time education / is not a university student	
4. Is resident at a suitable proximity to the School in the UK during term time (not more than 1-2 hours). Is not regularly in travel overseas and is able to provide details of an emergency back-up contact in the event that they are unavailable	
5. Is not an employee of the Dean Close Foundation	

6. Have not been convicted of a criminal offence in the UK or overseas	
7. Speaks English to at least CEFR B2 and will communicate regularly with the School	
8. Is able to take care of the pupil and provide appropriate care for a child in a happy, secure home environment (not operated as a commercial enterprise, such as a hotel or a youth hostel) as would a reasonable and responsible parent including: - During Exeat weekends and holidays if travel home is not possible - For arrivals and departures as part of the pupil's travel arrangements - In the event of illness or injury - If a pupil is suspended/ excluded from school due to disciplinary measures - If the school has to suddenly close due to unforeseen circumstances	
9. Will ensure that safe, adequate travel arrangements are made for the beginning and end of holidays and Exeats, within published times, and are sent to the school in a timely manner for the School's travel log	

Appendix 2

Appointing an appropriate Nominated Guardian for your child:

The safeguarding, safety and wellbeing of pupils is our utmost priority at the Dean Close Foundation. Therefore, pupils of any age, whose parents are resident outside the United Kingdom, must have a Nominated Guardian who will promote the welfare and physical and mental wellbeing of the pupil while they are in the UK, but not at school.

The School must agree to the suitability of the Nominated Guardian. Parents need to be aware that Child/Student visa applications may be declined if care arrangements are not deemed suitable by UKVI case workers. (Please see *Guidance for Sponsors: Safeguarding*, section 13. https://assets.publishing.service.gov.uk/media/6835950f214f7f554cf692da/Sponsorship_Duties.pdf)

Please use the checklist below to guide your choice of Nominated Guardian for your child.

Parents / Legal Guardians should ensure that the Nominated Guardian:	
1. Holds current accreditation from AEGIS or the BSA: • The AEGIS Guardianship Organisation Accreditation • The BSA Certified Guardian Scheme	
2. Has British Citizenship or UK settled status (they will be asked to provide proof of this as part of the CAS application process)	
3. Is over the age of 25 and is not in full time education / is not a university student	
4. Is resident at a suitable proximity to the School in the UK during term time (1-2 hours) Is not regularly in travel overseas and is able to provide details of an emergency back-up contact in the event that they are unavailable	

5. Is not an employee of the Dean Close Foundation	
6. Have not been convicted of a criminal offence in the UK or overseas	
7. Speaks English to at least CEFR B2 and will communicate regularly with the School	
8. Is able to take care of the pupil and provide appropriate care for a child in a happy, secure home environment (not operated as a commercial enterprise, such as a hotel or a youth hostel) as would a reasonable and responsible parent including: - During Exeat weekends and holidays if travel home is not possible - For arrivals and departures as part of the pupil's travel arrangements - In the event of illness or injury - If a pupil is suspended/ excluded from school due to disciplinary measures - If the School has to suddenly close due to unforeseen circumstances	
9. Will ensure that safe, adequate travel arrangements are made for the beginning and end of holidays and Exeats, within published times, and are sent to the School in a timely manner for the School's travel log	

Please do not hesitate to contact the Admissions Team if you have any questions

Appendix 3

Letter of Undertaking: Nominated Guardian for: *PUPIL NAME*

Pupil's Full Name: ***Given Name, Family Name***
Date of Birth: ***00/00/0000***
Nationality: ***Nationality*** **Passport number:** ***Number***

Sponsor: **Dean Close School, Shelburne Road, Cheltenham, GL51 6HE**

To whom it may concern,

I can confirm that I have been appointed as the nominated guardian for the above-named student and am not related to them. I will be responsible for arranging UKVI compliant care arrangements for the pupil and will act as the emergency contact for this pupil while they are in the UK. I can confirm that I am a British Citizen / settled in the UK and have not been convicted or committed of any criminal offence in the UK or overseas. I confirm that I agree to adhere to all terms as outlined in the School's Nominated Guardian Policy and Guidelines (as attached). I confirm that the student will be living as a full boarding student at the school during term time.

Details of the Guardianship organisation are as below:

Organisation name:	
Address:	
Phone Number and email address:	
I can confirm that the date the Guardianship organisation was established on INSERT DATE.	
I can confirm that NAME OF GUARDIANSHIP ORGANISATION HOLDS A CURRENT ACCREDITATION WITH: - THE AEGIS GUARDIANSHIP ORGANISATION ACCREDITATION SCHEME - THE BSA CERTIFIED GUARDIAN SCHEME (Please delete as appropriate and please provide current certificate / proof of accreditation) DATE OF ACCREDITATION:_____	

I can also confirm that all Guardians and host families that the organisation uses have a current enhanced Disclosure and Barring Check Certificate.

Date of Issue: May 2025
Review Date: May 2027
Owner: DCF Foundation Lead for International Pupils

Yours faithfully,

Signature: .....

Name in full: .....

Role .....

Date: .....

Address: .....

.....

Appendix 4

Letter of Undertaking: Nominated Guardian for: *PUPIL NAME*

Pupil's Full Name: ***Given Name, Family Name***
Date of Birth: ***00/00/0000***
Nationality: ***Nationality*** **Passport number:** ***Number***

Sponsor: **Dean Close School, Shelburne Road, Cheltenham, GL51 6HE**

To whom it may concern,

I can confirm that I am to be the Nominated Guardian of PUPIL. I can confirm that I will be PUPIL'S carer in the UK outside of term-time for less than 28 days and/or is the school's emergency contact in the UK. I can confirm that I am a British Citizen / settled in the UK and have not been convicted or committed any criminal offence in the UK or overseas. I confirm that I agree to adhere to all terms as outlined in the School's Nominated Guardian Policy and Guidelines (as attached).

My contact details are as below:

Full name:	
Address:	
National Insurance (NI) number	
Phone Number and email address:	

The nature of my relationship with the child's parents (or legal guardian) and myself is DESCRIPTION OF RELATIONSHIP. I can confirm that I agree to all care arrangements in place. I also confirm that the accommodation and the address I live at is a private residential property and not operated as a commercial enterprise.

Including myself, the occupants at the property are:

Name	Relationship to you

Details of other adults that regularly reside at the property whose primary home is elsewhere:

Name	Permanent UK address	Phone / Email

Other people I support or have offered support as an intended carer are:

Full Name

Yours faithfully,

Signature: .....

Name in full: .....

Date: .....

Address: .....

.....

.....