



THE  
KING'S SCHOOL  
CANTERBURY

# Guardianship Policy

Responsible Person: Senior Deputy Head

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All students whose parents live overseas are required to have an Educational Guardian whilst studying with us at The King's School, Canterbury, the International College and Junior King's School, hereafter referred to as 'the schools.' Guardianship provides another means of support for an international student in addition to their parents whilst they are in the UK and allows them to have another adult outside of the schools who they can turn to for assistance or advice, and who will provide accommodation when the schools is closed, and it may be impractical to travel home. The educational guardian has a clear pupil welfare role, bridging between parents, pupil, and the schools.

Please note that the choice of Educational Guardian is entirely the responsibility of the parent, and the schools accept no legal responsibility for any guardianship arrangements. The schools do however expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document. The schools advise that parents appoint guardians who live within a two-hour travel radius of the schools.

### **Aims and Scope**

The aims of the policy are to:

1. explain the schools' requirements and expectations relating to educational guardianship.
2. explain the limits of the schools' involvement in appointing educational guardians or arranging educational guardianship or homestay placements.
3. demonstrate the school's commitment to the safety and welfare of its students.
4. set out the steps taken by the schools to ensure that each educational guardianship arrangement promotes the welfare, physical wellbeing and emotional wellbeing of the student.
5. ensure the schools comply with its legal obligations as an independent school and Child Student Sponsor.

**Educational Guardian:** An individual or company appointed by parents (or a school) to take temporary responsibility for the care of their child while they live away from home to undertake study. An educational guardian is expected to exercise delegated parental responsibility by acting as a responsible and caring parent would, providing day-to-day advice and assistance as required.

1. The guardian appointed should be: A responsible person over the age of 25 who is permanently resident in the UK, and not on a student visa or visitor visa. This can be an immediate family member or family friend that meets the schools' guidelines.

All Guardians must provide the following evidence:

- 1.1. Copy of the photo page of their passport
  - 1.2. Evidence that they are permanently resident in the UK.
  - 1.3. Share code of immigration status
  - 1.4. Utility Bill for proof of address.
2. For all international students, the schools strongly recommend that a reputable guardianship organisation that is accredited by **AEGIS** (Association of Educational Guardians for International Students) or **BSA** Boarding Schools' Association is appointed.
    - 2.1. The BSA is the largest association of boarding schools in the world; their Certified Guardian Scheme is an assurance of professional quality and provides assurance to schools that they are dealing with educational guardians who have the highest

standards in the safeguarding of children, safer recruitment, and training of staff and host families, and careful liaison with parents and schools. [BSA Certified Guardian Scheme | Boarding School Training | The Boarding Schools' Association](#)

2.2. AEGIS is a national body for monitoring and regulating the welfare of international students and provides accreditation of Educational Guardianship Organisations in line with the National Minimum Standards for Boarding. A list of accredited guardians can be found on the **AEGIS** website:

<https://aegisuk.net/parents><https://aegisuk.net/parents-agents/>

The schools' successfully work with several guardianship companies, some of which are:

- **Education Guardianship:** [About Us | Education Guardianship](#)
  - **Bright World Guardianships:** [UK Boarding School and University Guardianship service | Bright World \(brightworldguardianships.com\)](#)
  - **Quest:** [Guardianship UK | Hosting Foreign Students | Quest Guardians](#)
  - **Guardian Angels:** <http://www.cambridge-guardian-angels.com/>
3. If parents do not appoint an AEGIS or BSA accredited Educational Guardianship Agency, it is their responsibility check that the Guardian is suitable and that adequate safeguarding measures have been taken. The Guardian will be acting on the parents' behalf and the guardianship arrangement will not fall within the schools' welfare responsibility for the pupil.
4. Under no circumstances should school staff be appointed as an educational guardian. (NMS (National Minimum Standards) 22,5)
5. Where the student has English as a Second Language and the parents may not speak English, it is expected that the guardian will act as translator and be able to speak on their behalf, or it is the parents' responsibility to provide someone else who can undertake this role.
6. Guardians appointed must be authorised by the parents to discharge the following responsibilities:
- 6.1. Provide a 24-hour point of contact for parents, pupil, schools (and host family if applicable).
  - 6.2. Act with delegated parental authority in the case of an emergency or crisis and in other matters agreed by parents.
  - 6.3. Provide pastoral and educational support.
  - 6.4. Liaise with the schools over holiday and exeat weekend arrangements, including informing the schools about the details of travel arrangements made for a student leaving the schools for an exeat weekend or a longer holiday period, in addition to making these arrangements where the parents have not already done so. The schools **must know** the exact details of the student's accommodation and methods of transportation, which should be appropriate depending on the age of the student.
  - 6.5. Maintain regular contact with the pupil's housemaster/house mistress/house matrons.
  - 6.6. Attend parents' meetings and school functions on behalf of the parents when possible.
  - 6.7. Provide accommodation and care in the event of a pupil having to leave the school temporarily during term time or for disciplinary reasons.

- 6.8. Make all decisions (including decisions relating to medical care and curriculum choices) in relation to the student that a parent could or should make, including the signing of consent forms, as necessary. To communicate with the schools regarding the student's welfare and wellbeing, including any medical matters that have occurred during their stay.
- 6.9. In the event of an infectious illness when it is not possible for pupils to remain at school and in the event of an illness or injury depending on the circumstances when the pupil will be absent from the school the guardian will be responsible for their care. Please note that when a child needs to be isolated for 48 hours or longer, and/or during times when there is a lot of illness within boarding, it is essential that a guardian steps in. Please check with the schools.
- 6.10. Give permission for other arrangements where the student will be away from school, for example trips or visits to friends if parents are not able to do so.
- 6.11. Ensure the student **does not stay at a hotel or Air B&B** during holidays unless supervised by an adult who fits the same criteria as guardian.
- 6.12. Guardians are responsible for tracking flights, ensuring that all their students are properly sorted in the event of a delay, and going to the airport to pick them up if necessary.
- 6.13. Support the pupil with any visa issues whilst in the UK. Including accompanying them to visa appointments if required.
- 6.14. Appoint another responsible person to act, temporarily, as Guardian during absences on holiday or in the event of the Guardian being indisposed. The schools must be updated immediately with all contact details if such a situation arises.
- 6.15. Respect the rights, religion, and customs of a child, and adhere to what is commonly regarded as best practice in the guardianship and hosting of international students.
- 6.16. Have permission to access the child's information and reports on My School Portal (MSP).

In the event of an emergency that prevents an international student from being able to travel as originally planned, the schools will work with parents/guardians in making alternative arrangements.

7. In accordance with the National Minimum Standards for Boarding 2022, Standard 22, it is expected that all appointed guardians will provide comfortable and safe accommodation, including appropriate levels of privacy and access to bathroom facilities. Students should be well supervised, and guardians should ensure that students receive safe and effective care that promotes the physical and emotional wellbeing of the student. The guardian is expected to be sensitive to the challenges that an overseas student faces, especially when they first arrive and may suffer from homesickness. Guardians are expected to always behave sympathetically towards the student; where an issue arises that cannot be resolved easily by the guardian, the school's pastoral staff should be contacted immediately. Where a guardianship agency is involved, the agency's regional co-ordinator should also be informed.
8. Parents of international students should note that the schools reserve the right to determine the acceptability of arrangements made for their child when they are residing out of the schools. Should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements and will be required to appoint an AEGIS or BSA accredited Educational Guardianship. The schools may take such steps to reasonable safeguard the student and if necessary be referred to any relevant agencies.

## **9. Duties to all students**

- 9.1. As an independent boarding school, the schools are subject to the National Minimum Standards for Boarding (NMSB).
- 9.2. As a result, the schools:
  - will ensure any concerns regarding an educational guardianship arrangement are acted upon immediately in accordance with the School's Safeguarding and Child Protection policy.
- 9.3. Will keep the following documents:
  - 9.3.1. A clarification of responsibilities of the Educational Guardian.
  - 9.3.2. Agreements with any Educational Guardian.
- 9.4. Reserves the right to:
  - 9.4.1. Conduct interviews with Educational Guardians in person or remotely
  - 9.4.2. Require confirmation of arrangements, including transport, for exets and half terms
  - 9.4.3. Seek feedback from students regarding their experience of staying with their Educational Guardian and or home stay provider.

## **10. Sponsorship Duties**

- 10.1. As a Child Student visa sponsor, the schools are required to ensure that there are suitable 'care arrangements in place for the students that it sponsors, which encompass travel, reception when they arrive in the UK and living arrangements while in the UK.
- 10.2. The School will not assign a Confirmation of Acceptance of Studies (CAS) until it is satisfied with the educational guardianship arrangements, including:
  - compliance with the requirements set out in this policy.
  - confirmation that the educational guardian meets all current UKVI requirements.

## **11. Private Foster Care Arrangements:**

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

- 11.1. Any Education Guardian who is not a close relative of the pupil (defined as: brother, sister, aunt, uncle, grandparent, or stepparent) and with whom a pupil will be staying for a continuous period of 28 days or more while they are a pupil at the schools (for example during a long vacation between terms) is considered by the state to be providing a Private Foster Care Arrangement. Anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals from the local authority of the borough in which they reside.
- 11.2. Failure to do so without reasonable cause is an offence under the Children's Act 2004. The schools must inform the local authority of any Private Foster Care Arrangement that has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the Local Authority. The schools will therefore require evidence of approvals from any Education Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement. Should such approval not be in place the schools will refer the arrangement to the local authority as required.

