



## Guardianship Policy

### Related documents include:

- Exeat Policy
- Safeguarding Policy

### Legal Status:

### Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal
- The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
- The next official date for review is **January 2019**

## Introduction

When students have been issued a Confirmation of Acceptance (CAS) by Abbey College in Malvern, the College is responsible for the student at all times for the entire period of the duration of Tier 4 sponsorship by the College. The College needs to know exactly where a student is at all times, including when the student is in the College and when they are not in the College, whether they are in the UK or not. **It is the parents' responsibility to make sure the College has all necessary information to fulfil this obligation.**

When the student is in the College, for example during term time, the College is responsible for the student's welfare and acts as a guardian/parent to safeguard the student. However, there will be times during the period of sponsorship when the student will not be boarding in the school. Examples include:

- Exeat weekends
- Half-term breaks
- Holidays
- Suspensions off-site (if not with College home stay)
- Exclusions

If the student is to stay in the UK during these periods, but not in the College, and is under 16, the College will need to pass over the responsibilities to a correctly appointed guardian. This will be to an authorised Educational Guardianship Agency or to a Guardian appointed by the parent(s); in both cases they must be approved by the College.

Abbey College in Malvern requires that all overseas students under 16 years of age have a guardian appointed in the UK. We also recommend that all under 18s have one but it is not compulsory. If parents do not have any suitable adults living in the UK near enough to the College that can act as a guardian, there are many reputable agencies. (Please see **Appendix 3**).

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## The Role of an Educational Guardianship Agency or Appointed Guardian

The 'Guardian', (whether individually appointed or an agency), will be expected to meet the following requirements:

- Provide 24 hour point of contact for the parents, the student and the College
- Be a UK resident and spend the majority of their time in the UK so fully available as a guardian
- Reside within a reasonable travelling distance from the College by either car or public transport
- Be over 23 years old
- Act with delegated parental authority in the case of emergencies or crisis and in other matters agreed by the parents
- Be prepared to accommodate the student immediately in the event of suspension or expulsion from the College
- In the event of a health issue happening while the student is under their care, make appropriate arrangements for any necessary medical treatment
- To collect the student from and deliver to airports/the College at the start of term, half terms and end of term or make suitable alternative arrangements
- Provide both pastoral and educational support
- Have respect for the rights, religion and customs of the student
- Liaise with the College and the parents about all holiday and Exeat arrangements
- Inform the College in writing about all details of travel and accommodation arrangements - transportation and accompanying person (if relevant) and exact address/contact number. This must be made prior to the student leaving the College for overnight stays, weekends away, half-term trips, holidays or any other reason for spending time away from the College.
- Communicate with the College on a regular basis about the progress and welfare of the student
- Follow, what is commonly regarded as, best practice in guardianship and (where appropriate) hosting of international students

## A Guardianship Agency

Where parents or other close family are not resident in the UK within a reasonable travelling limit, the parent(s) can choose to delegate responsibility to an educational Guardianship Agency or, for 16 or 17 year olds only, to a trusted friend.

It is recommended that parents choose a reputable agency that is accredited by AEGIS (the Association of Educational Guardians for International Students). Please see **Appendix 3** for website details and a list of accredited agencies that serve the Malvern area.

## An Appointed Guardian

A guardian appointed by the parent(s) for students under 16 years of age must be:

- a close member of the family - defined as mother, father, uncle or aunt, (meaning the brother or sister of the mother or father), grandparents, brother or sister

A guardian appointed by the parent(s) for students 16 or 17 years of age must be:

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- a close member of the family - defined as mother, father, uncle or aunt, (meaning the brother or sister of the mother or father), grandparents, brother or sister or
- a nominated other family member (e.g. cousin) or close friend of the family to whom the parent is happy to entrust the responsibility, as long as the entrusted person is fully aware of what it means to accept the responsibility, what they must do as a guardian, and is willing to sign documents to acknowledge this.

An Appointed Guardian must:

- have a clear agreement with the parent(s) about the expected responsibilities
- be willing to comply with all conditions of being a guardian
- supply relevant identification of all over 18 people staying in the same accommodation (if student stays with the guardian)

## Responsibilities of the Parent in Appointing a Guardian

The parent must:

- Appoint a suitable guardian
- Supply the College with written evidence of the responsibilities they have delegated to the appointed guardian (See **Appendix 1**: Guardian Nomination and **Appendix 2**: Guardian Agreement)
- undertake to ensure the College is at all times provided with full details and contact information (including a contact telephone number) for all periods that the student is not resident in the College

Please note:

- The choice of the guardian is entirely the responsibility of the parent(s)
- The College has no legal responsibility for any guardian arrangements
- The College expects the guardian arrangements to satisfy the expectations detailed in this Policy

## Necessary Documents to Complete

All students of whatever age need a completed Exeat Form approved by the Principal (or cover manager) before being allowed to leave for weekend exeats. (See **Appendix 4**: Exeat Form).

All students of whatever age need to provide a completed Holiday Form (See **Appendix 5**: Holiday Form)

Tier 4 Visa students under 18yrs of age **cannot make holiday arrangements without parental consent.**

- Parents must inform the College of the date and time of travel and flight number
- Parents/guardians must ensure that suitable travel arrangements are in place for any exeat

## Private Fostering

- During the holidays if the student is under 16 years old (or under 18 years old if disabled) and stays on a full-time basis with adults, who are not his/her parents or a close relative, for a period of more than 28 days this is classed as private fostering. A close relative is defined as a brother, sister, aunt or uncle, (meaning the brother or sister of the mother or father), grandparent, mother or father.
- The college cannot make private fostering arrangements for students. If parents choose to make such an arrangement they have a duty to notify the Local Children's services offices in the UK local

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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX  
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authority where the child is residing of the private fostering arrangement so that checks can be made. As the student's Tier 4 sponsor the college will notify the Local Children's services offices in the UK local authority where the child resides of any private fostering arrangements made for our students.

## What if No Guardian?

If the parent(s) do not supply a suitable guardian at the College's request, the College reserves the right to exclude the student until the parent(s) organise a guardianship arrangement that is approved by the College.

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## Appendix 1

### Guardian Nomination

This form is to completed by parents to confirm the identity of the person they have appointed as guardian. The form should be sent to the Registrar before the student starts in the College.

Please complete in BLOCK CAPITALS

<b>Name of Student</b>			
<b>Name of Guardian</b>			
<b>Address of Guardian in UK</b> Please attach proof of address e.g. utility bill/driving licence			
<b>Home Tel no. of Guardian</b>		<b>Mobile</b>	
<b>Email of Guardian</b>			
<b>Relationship to Student</b> Please note students under 16 can only stay with a direct relative, an accredited/approved educational guardian or registered foster carer.			
<b>Guardian Passport Number &amp; Country of Origin</b>			

I authorise the person named above to be the guardian for my son/daughter and to undertake the following responsibilities during the entire period he/she is attending Abbey College in Malvern, including holidays:

- Provide 24 hour point of contact for the parents, the student and the College
- Act with delegated parental authority in the case of emergencies or crisis and in other matters agreed by the parents
- Be prepared to accommodate the student immediately in the event of suspension or expulsion from the College
- In the event of a health issue happening while the student is under their care, make appropriate arrangements for any necessary medical treatment
- To collect the student from and deliver to airports/the College at the start of term, half terms and end of term or make suitable alternative arrangements
- Provide both pastoral and educational support
- Have respect for the rights, religion and customs of the student
- Liaise with the College and the parents about all holiday and Exeat arrangements
- Inform the College in writing about all details of travel and accommodation arrangements - transportation and accompanying person (if relevant) and exact address/contact number. This must be made prior to the student leaving the College for overnight stays, weekends away, half-term trips, holidays or any other reason for spending time away from the College.
- Communicate with the College on a regular basis about the progress and welfare of the student
- Follow, what is commonly regarded as, best practice in guardianship and (where appropriate) hosting of international students

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## Parent's Declaration:

I declare that:

- I have completed this form accurately to the best of my knowledge
- I will update the College if any of this information changes throughout the year
- I accept full responsibility for the safety of my child while staying with the aforementioned person
- I have checked the suitability of the nominated person

I confirm that the nominated person:

- is a UK resident and spend the majority of their time in the UK so fully available as a guardian
- resides within reasonable travelling distance from the College by either car or public transport
- is over 23 years old
- is a direct relative; defined as a brother, sister, aunt, uncle, grandparent, mother and father where uncle and aunt is defined as the brother or sister of the mother or father (under 16s only).

NAME:	SIGNATURE:	DATE:

**Note: Abbey College does not recommend that any student stay with anyone who is not a direct relative unless all members of the household have a current DBS check.**

**Note: The College reserves the right to refuse any visit during term time if we have any doubts concerning the safety of the student.**

## VERY IMPORTANT:

- **The choice of the guardian is entirely the responsibility of the parent(s)**
- **The College has no legal responsibility for any guardian arrangements**
- **The College expects the guardian arrangements to satisfy the expectations detailed in the Abbey College in Malvern Guardianship Policy**

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## Appendix 2

### Guardian Agreement

This form is to completed by the individual guardian or by the guardianship agency.  
The form should be sent to the Registrar before the student starts in the College.

Please complete in BLOCK CAPITALS

<b>Name of Student</b>			
<b>Name of Guardian</b>			
<b>Address of Guardian in UK</b> Please attach proof of address e.g. utility bill/driving licence			
<b>Home Tel no. of Guardian</b>		<b>Mobile</b>	
<b>Email of Guardian</b>			
<b>Occupation and full work address</b>			
<b>Work Tel no. of Guardian</b>			
<b>Relationship to Student</b> Please note students under 16 can only stay with a direct relative, an accredited/approved educational guardian or registered foster carer.			
<b>Guardian Passport Number &amp; Visa number</b> Please attach copy of passport and visa if applicable			

I agree to being the individual guardian/agency for the above mentioned students and to undertake the following responsibilities during the entire period he/she is attending Abbey College in Malvern, including holidays:

- Provide 24 hour point of contact for the parents, the student and the College
- Act with delegated parental authority in the case of emergencies or crisis and in other matters agreed by the parents
- Be prepared to accommodate the student immediately in the event of suspension or expulsion from the College
- In the event of a health issue happening while the student is under their care, make appropriate arrangements for any necessary medical treatment
- To collect the student from and deliver to airports/the College at the start of term, half terms and end of term or make suitable alternative arrangements

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- Provide both pastoral and educational support
- Have respect for the rights, religion and customs of the student
- Liaise with the College and the parents about all holiday and Exeat arrangements
- Inform the College in writing about all details of travel and accommodation arrangements - transportation and accompanying person (if relevant) and exact address/contact number. This must be made prior to the student leaving the College for overnight stays, weekends away, half-term trips, holidays or any other reason for spending time away from the College.
- Communicate with the College on a regular basis about the progress and welfare of the student
- Follow, what is commonly regarded as, best practice in guardianship and (where appropriate) hosting of international students

## Guardian's Declaration:

*(if individual guardian)*

I confirm that I:

- I undertake the above list of responsibilities
- I accept full responsibility for the safety of the student while staying with me
- I am not a full-time student living in accommodation provided by another educational institution
- I am a UK resident and spend the majority of my time in the UK so am fully available as a guardian
- I reside within reasonable travelling distance from the College by either car or public transport
- I am over 23 years old
- I am a direct relative; defined as a brother, sister, aunt, uncle, grandparent, mother and father where uncle and aunt is defined as the brother or sister of the mother or father. (For under 16s only)

*(if a guardianship agency)*

I confirm that:

- the above named agency will undertake the above list of responsibilities
- the agency will provide the above named student with a guardian that:
  - is over 23 years old
  - is a UK resident and resides within reasonable travelling distance from the College by either car or public transport
- the agency will not use as guardian a student living in accommodation provided by another educational institution

NAME:	SIGNATURE:	DATE:

For College Use Only	Form to be filed in Welfare Book in Students Services		
Copies of guardian ID attached and on class	Yes /No	Signed	
Proof of address attached	Yes /No	Signed	
Visa attached	Yes /No	Signed	
Information checked on class	Yes /No	Signed	

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**Note: Abbey College does not recommend that any student stay with anyone who is not a direct relative unless all members of the household have a current DBS check.**

**Note: The College reserves the right to refuse any visit during term time if we have any doubts concerning the safety of the student.**

## VERY IMPORTANT:

- The choice of the guardian is entirely the responsibility of the parent(s)
- The College has no legal responsibility for any guardian arrangements
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## Appendix 3

### AEGIS accredited Educational Guardianship Agencies

The Association of Educational Guardians for International Students (AEGIS) is a national body for monitoring and regulating the welfare of international students. It provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted.

#### AEGIS contact details

Website: <http://www.aegisuk.net/>

#### Accredited agencies for the Malvern area

- Abacus Guardians > [view](#)
- Academic Families Ltd > [view](#)
- Academic Guardians UK Ltd > [view](#)
- Acorn Education Services > [view](#)
- Alpha Plus Guardian Services > [view](#)
- Aquae Sulis Guardians Ltd > [view](#)
- Bright World Guardianships Ltd > [view](#)
- British Guardianship Ltd > [view](#)
- Carfax Educational Guardians > [view](#)
- Castle Guardians Ltd > [view](#)
- Clarendon International Education > [view](#)
- College Guardians > [view](#)
- Cotswold Guardians > [view](#)
- English Guardian (UK Study Centre Ltd) > [view](#)
- Guardians Etc > [view](#)
- Guardians UK > [view](#)
- HEGS - Heart of England Guardianship Services Ltd - a registered company > [view](#)
- Heritage Educational Planning > [view](#)
- Icon Education > [view](#)
- Intense Educational Ltd > [view](#)
- James-Lee Consultancy Ltd > [view](#)
- Living Learning English > [view](#)
- Mission Links UK Educational Consultants > [view](#)
- Overseas Personal Development Services 北京晟桥 > [view](#)
- Oxford Guardians > [view](#)
- Parents Abroad > [view](#)
- Pippa's Guardians > [view](#)
- PJ's Guardianship Child > [view](#)
- Quest Guardians Ltd > [view](#)
- Students International Limited > [view](#)
- Study Links > [view](#)
- Sutherland Education Ltd > [view](#)
- UK China Student Union (UCSU Guardians) > [view](#)
- UK Guardians > [view](#)

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## Appendix 4

### Exeat Form

This form is to be completed by parents/guardians/agents to give permission for a student to leave the College. If at any time during the EXEAT **ANY** of the details on this form change, we must be informed immediately.

#### STUDENT DETAILS

Name of Student		DOB		Age	
Departing Date			Time		
Returning Date			Time		
Boarding House			Room No		
Mobile Number (Student)					

#### EXEAT DETAILS

Reason for Exeat					
Name of Person responsible for student while on Exeat					
Relationship to Student					
Contact Telephone Number					
Emergency Telephone Number (Mobile)					
Email address					
Address where Student will be staying					

**STUDENT UNDER THE AGE OF 16** can **NOT** travel alone.  
Transport **must** be pre-arranged to/from destination.

Please give full travel arrangements					
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Parent/Guardian Signature (if necessary)		Date	
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#### For College Use Only

*Form to be filed in Welfare Book in Students Services*

Student not in detention/suspended/etc.?	Yes / No *	Signed	
Student has Permission? **	Yes / No *	Signed	
Written confirmation received & copy attached?	Yes / No *	Signed	
Checked against CLASS contact details?	Yes / No *	Signed	
Exeat approved by Welfare	Yes / No *	Signed	

Exeat Granted	Yes / No *	By (Name)		Signed	
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\* Delete as appropriate (if not relevant, delete both Yes and No)

\*\* Check Parent Questionnaire in Student's file/Exeat List

Date

The College reserves the right to refuse any EXEAT during term time if we have any doubts concerning the safety of the student.

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## Appendix 5

### Example Holiday Form (Summer 2017)

Student Name: (in full)		Age	
Date of last exam			
Expected date of departure			

#### Summer Plans

This form must be returned by parents/guardians/representatives by **12<sup>th</sup> May 2017**  
**Students under the age of 18 cannot complete their own forms.**

<b>Where will the student stay?</b>	<input type="checkbox"/> Going home (Go to <b>section 1</b> below)  <input type="checkbox"/> Staying in UK with direct family member* (Go to <b>section 2</b> below)  <input type="checkbox"/> Summer Course at Abbey College (Go to <b>section 3</b> below)  <input type="checkbox"/> Other ..... (students over 16 only)
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#### SECTION 1a – DEPARTURE FLIGHT

**THE TICKET MUST BE COPIED AND ATTACHED**

Departure Date:		Airport:		Terminal: (if known)	
Time:		Flight number:		Flying to:	

<b>TRANSFER:</b> The College provides a free transfer on 23/06/17 between 10:00 – 17:00 to <u>LONDON HEATHROW ONLY</u>	<input type="checkbox"/> Free transfer required **  <input type="checkbox"/> Taxi required  <input type="checkbox"/> Making own way to airport (students over 16 only)
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**\*\* Please note that restrictions apply to flight departure and arrival times for use of the free transfer.**

**\*A direct family member is: brother, sister, parent, step-parent, grandparent, uncle (the brother or half-brother of your parent), aunt (the sister or half-sister of your parent).**

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## SECTION 1b RETURN FLIGHT – TRAVEL DAY IS 11/09/2017

**THE TICKET MUST BE COPIED AND ATTACHED**

IF RETURN DETAILS ARE NOT KNOWN YOU MUST CONTACT THE COLLEGE BY **20/8/17** OR **WE WILL NOT BE ABLE TO GUARANTEE** A PLACE ON THE FREE TRANSFER ON 11<sup>th</sup> September 2017.

Email: [welfare@abbeycollege.co.uk](mailto:welfare@abbeycollege.co.uk)

Arrival Date:		Airport:		Terminal: (if known)	
Time :		Flight number:		Flying to:	

<b>TRANSFER:</b>  The College provides a free transfer on 11/09/17 between 10:00 – 17:00 from <u>LONDON HEATHROW ONLY</u>	<input type="checkbox"/> Free transfer required **  <input type="checkbox"/> Taxi required  <input type="checkbox"/> Making own way to airport ( <b>students over 16 only</b> )
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**\*\*Please note that restrictions apply to flight departure and arrival times for use of the free transfer.**

## SECTION 2 – STAYING IN UK

Name of person student is staying with		Relationship to student:	Family member (please state) ..... AEGIS Registered Guardian ..... Other (over 18 only) .....
Telephone number:		Address:	
Full travel arrangements	<b><u>Students under the age of 16 cannot travel alone without special permission from the Principal.</u></b>		

## SECTION 3 – SUMMER COURSE AT ABBHEY COLLEGE

Have you already booked the course?	<input type="checkbox"/> Yes  <input type="checkbox"/> No  <b>If no please speak to Miss Beth, Short Course Registrar, by <u>29/05/17</u> to book your place.</b>  <b>Please note you will not be accommodated in your current room.</b>
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## SECTION 4 - STORAGE

**Personal belongings cannot be left in students' rooms.**

Is storage required?*	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will you need boxes?	<input type="checkbox"/> Yes How many ..... <input type="checkbox"/> No
If you are not returning to college when will the boxes be picked up?	Date boxes will be collected .....		
	Name of company/person collecting .....		

**The College accepts no responsibility for possessions put into storage.**

## SECTION 5 – PLANS FOR SEPTEMBER 2017

5 a) What are your plans for September 2017?	<input type="checkbox"/> Returning to The Abbey College to continue studies. <input type="checkbox"/> Going to a UK University. (See 5b) <input type="checkbox"/> Going to another college in the UK, if so which college _____ <input type="checkbox"/> Staying in home country to study/work <input type="checkbox"/> Other _____ TBC with Debbie _____
5b) Going to a UK University:	1. <b>University Name</b> ..... (Conditional or Unconditional Offer?)  2. <b>University Name</b> ..... (Conditional or Unconditional Offer?)  3. <b>University Name</b> ..... (Conditional or Unconditional Offer?)

I confirm that the details on the form are correct. If any of the above changes between now and leaving, I will contact college immediately with the new details. I understand that if I fail to provide this information on time students may be reported to the immigration authorities and any current or future visas may be affected.  
 Please also accept this form as my letter of consent for the student to travel or for any other plans stated on this form.

PARENT/AGENT/GUARDIAN SIGNATURE: .....

CHECKED BY (STAFF SIGNATURE) ..... DATE.....

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