



Guardianship Policy

Related Documents Include:

- Exeat Policy
- Safeguarding Policy

Monitoring and Review

- This policy will be subject to continuous monitoring, refinement and audit by the Principal or the Welfare Manager.
- The Principal or the Welfare Manager 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 **September 2027**
- **The attached forms with this policy are not for completion but examples.**

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 the student route sponsorship by the College. The College needs to know exactly where a student is at all times, including when the student is at the College and when they are not at 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 at 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 at the school. Examples include:

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

If the student is to stay in the UK during these periods, but not at the College, and is under 18, 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 18 years of age have a guardian appointed in the UK. 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 that can be used. (Please see **Appendix 3**).

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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 253 Wells Road, Malvern Wells, Worcestershire, WR14 4JF.

Member of ENGLISH UK, Accredited by the British Council for the teaching of English in the UK, DfES Reg. No. 8856026



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 maximum of 4 hours travel time from the College by either car or public transport.
- Should be over 25 years old and should not be in full-time education
- 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 exclusion from the College, as well as any other emergency in which the student is unable to stay at 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 be prepared 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, if requested by the College or Parents.
- Provide both pastoral and educational support where necessary.
- Have respect for the rights, religion and customs of the student.
- Liaise with the College and the parents about all holiday and Exeat arrangements where appropriate.
- 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 when the student is in the guardian's care.
- Follow, what is commonly regarded as, best practice in guardianship and (where appropriate) hosting of international students.

An Appointed Guardian or Guardianship Agency

A guardian appointed by the parent(s) for students under 18 years of age may be a nominated friend of the family or another family member, or may be employed by a professional Guardianship Agency 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 those people over the age of 16 staying in the same accommodation
- have a bedroom assigned to the student when they visit that is not shared with anyone else

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For parents who wish to use a Guardianship Agency 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.

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, **Appendix 2**: Guardian Agreement; **Appendix 6**: Letter of Undertaking) • 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 residing at 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 Welfare and the Principal (or the 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 Exeat Holiday Form (See **Appendix 5**: Summer Exeat Form).

All students of whatever age must have parental consent for their holiday arrangements.

- Parents/guardians must inform the College of the date and time of travel and send a copy of any travel tickets.
- 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 authority where the child is residing of the private fostering arrangement so that checks can be made. As the student's visa 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.

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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 insist that the student must either:

- Return to their home country during the holiday periods of Christmas, Easter and summer.

Or

- Temporary guardianship arrangements are put in place and paid for by the family.

The College reserves the right to appoint a temporary guardian for a student in certain circumstances such as suspension and it would be the parents' responsibility to cover the cost.

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Appendix 1 Example of Guardian Nomination (do not complete)

This form is to be 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

Name of Student			
Name of Guardian			
Number of Residents at Guardian Household Over the Age of 16			
Address of Guardian in UK Please attach proof of address e.g. utility bill/driving licence			
Home Tel no. of Guardian		Mobile	
Email of Guardian			
Relationship to Student Please note students under 16 can only stay with a direct relative, an accredited/approved educational guardian or registered foster carer.			
Guardian Passport Number & Country of Origin Please attach copy			
I authorize 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 exclusion from the College or in any other event in which the student is unable to stay at 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.			

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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.

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 4 hours travelling distance from the College by either car or public transport
- is over 25 years old
- is a friend of the family or another family member or a professional Guardianship Agency that I entrust the responsibility of

PARENT'S 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
- The College expects the guardian arrangements to satisfy the expectations detailed in the Abbey College in Malvern Guardianship Policy
- Please be aware that an Enhanced DBS is required for each resident in the guardian's household over the age of 16

Appendix 2 Example of Guardian Agreement (do not complete)

This form is to be 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

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



Guardian Passport Number & Country of Origin Please attach copy	
Others That Reside in the Household Over the Age of 16. Please name <u>all</u> other occupants that will have regular contact with the child over the age of 16. They will also need an enhanced DBS undertaken. Enter their email address and date of birth.	

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 exclusion from the College or in any other event in which the student is unable to stay at 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.
- I will ensure the student is safe and well.

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Guardian's Declaration:

(if individual guardian)

I confirm that I:

- undertake the above list of responsibilities
- accept full responsibility for the safety of the student while staying with me
- am not a full-time student living in accommodation provided by another educational institution
- am a UK resident and spend the majority of their time in the UK so fully available as a guardian
- reside within 4 hours travelling distance from the College by either car or public transport
- am over 25 years old and not in full-time education
- am either a friend of the family or another family member
- will have an enhanced DBS check for myself and any other family member over the age of 16 years living at the same address. This will be arranged either by myself or if by Abbey College at a cost of £60 per person

(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
- is a UK resident and resides within 4 hours travelling distance from the College by either car or public transport

Name in block capitals:	SIGNATURE:	DATE:
Parent:		
Guardian:		

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	

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.

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VERY IMPORTANT:

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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 北京晨桥 > [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](#)
- White House Guardians > [view](#)

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Appendix 4 Example of Exeat Form (do not complete)

Exeat Form				Date Received:	
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					
Email of Person responsible for student while on Exeat					
Address where Student will be staying					
Contact Telephone Numbers	1)		2)		
Transport must be pre-arranged to/from destination. Please give full travel arrangements:					
STUDENT UNDER THE AGE OF 16 can NOT usually travel alone.					
Parent/Guardian Signature (if necessary)				Date	
For College Use Only		<i>Form to be filed in Welfare Book in Students Services</i>			
Student free from sanctions? (eg detention)		Yes / No	Signed		
Student has Permission on consent form?		Yes / No	Signed		
Confirmation correspondence received & copy attached?		Yes/No/NA	Signed		
Correspondence email address checked against CLASS?		Yes/No/NA	Signed		
Exeat approved by Welfare		Yes / No	Signed		
Exeat Granted	Yes / No *	By (Name)		Signed	
				Date	

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



Appendix 5 Example of Summer Exeat Form_(do not complete)

				Date Received:	
This form must be completed by the parents or guardian for students aged under 18 years old.					
STUDENT DETAILS					
Name of Student				Age	
Departing Date			Time		
Returning Date			Time		
Boarding House			Room No		
Mobile Number (Student)					
EXEAT DETAILS – Summer plans please select one of the two options					
Going home – go to <u>section 1</u> YES/NO	Staying in the UK with guardian, family or friends If the student, whilst in the UK, then travels abroad the College MUST BE informed & flight details provided – go to <u>section 2</u> YES/NO				
Name of person responsible for student while on Exeat					
Relationship to Student					
Email address of person responsible for student while on Exeat					
Address where Student will be staying:					
Contact Telephone Numbers Parents	1)		2)		
Contact Telephone Numbers Guardian/Carer	1)		2)		
Transport must be pre-arranged to/from destination. Please give full travel arrangements:					
SECTION 1 – GOING HOME			STUDENT UNDER THE AGE OF 16 can NOT travel alone.		
Flight booked YES/NO			DEPARTURE AIRPORT:		
Terminal if known			DEPARTURE DATE & TIME:		
Name of airline:			Flight number:		
TRANSFER: The college provides a free transfer on the travel day which is Friday 23/6/23		TICK ONE BOX ☐ Free transfer required * ☐ Taxi required – to be booked by college			



between 10:00 – 17:00 to <u>LONDON</u> HEATHROW ONLY	☐ Taxi required – to be booked by student (over 16 only) ☐ Making own way to airport (students over 16 only)
SECTION 2 – STAYING IN THE UK	
Name of person student is staying with:	
Telephone number of person student staying with:	
Relationship to the student:	Guardian/Friend/relation/other (please select)
Address student staying at:	Full travel arrangements:

STORAGE (Only for students who are returning to Abbey College in September)

Flight booked YES/NO	DEPARTURE AIRPORT:
Terminal if known:	DEPARTURE DATE & TIME:
Name of airline:	Flight number:
TRANSFER: The college provides a free transfer on 10/9/23 between 10:00 – 17:00 to <u>LONDON HEATHROW ONLY</u>	TICK ONE BOX ☐ Free transfer required * ☐ Taxi required – to be booked by college ☐ Taxi required – to be booked by student (over 16 only) ☐ Making own way to airport (students over 16 only)
Is storage required?	YES/NO
Will you need storage boxes	YES/NO how many boxes?

PLANS FOR SEPTEMBER 2023

Is the student returning to Abbey College to continue their studies? **YES/NO. If YES PLEASE COMPLETE THE SECTION BELOW**

Please provide flight details of returning journey if available. (Travel date is: Sunday 10th September 2023)

The student has completed their studies at Abbey College. Please complete the form below if not returning in September 2023

A. Going to University. If yes, which, if known, or please list offers.



1. University Name, including country:	Conditional or unconditional offer (please select)
2. University Name, including country:	Conditional or unconditional offer (please select)
3. University Name, including country:	Conditional or unconditional offer (please select)
B. Going to another college, if so which college:	
C. Returning to home country to study/work: YES/NO	

Please return this form to registrar@abbeycollege.co.uk by Friday 26th May

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 has Permission on consent form.		Yes/ No	Signed		
Confirmation correspondence received & copy attached?		Yes/No	Signed		
Correspondence email address from guardian checked against CLASS?		Yes/No	Signed		
Summer Exeat approved by Principal		Yes/ No	Signed		
Summer Form checked	Yes / No *	By (Name)		Signed	
Flight ticket attached Outward bound	Yes / No	By (Name)		Signed	
Flight ticket attached Inward bound	Yes / No	By (Name)		Signed	
Taxi required (outward flight)	YES/ NO	By (Name)		Signed	
Taxi booked (Name of company)	YES/ NO	By (Name)		Signed	
Pick up day and time					

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Appendix 6 Example of Letter of Undertaking

[Address]

Date:

UK Visas and Immigration

To whom it may concern

Letter of Undertaking for **[Student's name]**

I, the undersigned, have agreed to receive **[student's name]**, DOB: **[date of birth]** at my home at the above address, with parental consent, for the duration of her studies in the UK.

My home is a private address and is not a commercial enterprise and does not operate as a hotel or youth hostel.

[Student's name] will be cared for by me, **[enter relationship e.g. aunt]** and I will take responsibility for all aspects of his/ her care, including meals and travel to and from school.

I confirm that I have a minimum of £570 per month to cover the costs of accommodating **[student's name]** during the full course of his / her studies.

I do not offer support to anyone else and I confirm that no other person is regularly living at the above address OR alongside myself please see below the details of those who regularly live with me;

Name :

Address :

Contact :

I confirm that I, **[and anyone regularly living with me]**, have **[has]** not been convicted of a criminal offence in the UK or overseas.

I am settled / a British Citizen and my passport number is **[passport number]**

Student: **[enter name]**

Date of Birth: **[date of birth]**

Attending: **[enter school and address]**

Course dates: **[course dates]**

Yours faithfully

[insert signature]

[insert name]

Telephone number: **[insert number]**

Email address: **[insert email address]**

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