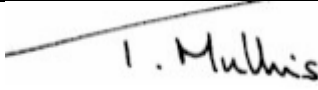




# GUARDIANSHIP POLICY AND AGREEMENT

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BEDSTONE COLLEGE

<b>Last Reviewed</b>	May 2023
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<b>Signed Off</b>	

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## Introduction

It is a condition of entry to Bedstone College that all students whose parents live overseas appoint a guardian to act on their behalf.

Bedstone College welcomes students from all over the world. Our international students are part of a diverse community of people who care for each other; they grow as individuals, celebrating diversity and many students make lifelong friends. Our academic and boarding staff provide vital support to all international students, supporting with their integration into school life and helping them to get most out of their time in the UK.

Under the Children Act 1989, and as an educational sponsor, we are required to safeguard and promote the welfare of all our students. During term time the school is legally responsible for a student's welfare and acts in loco parentis. However, there are times (e.g. half term holidays, weekends or when a student is excluded by the school etc.) when the school must be able to hand over these responsibilities to a properly appointed Educational Guardian.

We very much value the input and the support of our Educational Guardians. Educational guardians provide extra support to international students, ensuring their welfare in and out of school grounds. A guardian acts as the overseas parents' representative in the UK and is independent of the school. An educational guardian is another adult who students can turn to for assistance or advice, types of service they offer include; arranging homestay accommodation and airport transfers, attending parents' evenings and generally supporting the student during their stay in the UK.

In addition to our responsibilities as outlined in the School's Safeguarding and Child Protection Policy, the School has particular responsibility under UK Visa and Immigration (UKVI) regulations for international pupils on our Child Student Visa sponsorship, for whom we are responsible while they are living and studying in the UK. UKVI rules require that care arrangements are 'suitable' for pupils at all times when they are in the UK, and not just when they are in the care of the School.

If a 'Confirmation of Acceptance of Studies' (CAS) is required for a student prior to a visa application, we will only issue this document upon receipt of the completed and signed Guardian Agreement (enclosed with this policy), and that we are satisfied the information supplied is acceptable.

Additional legislation with which the School must comply regarding the safeguarding and promotion of the welfare of pupils includes:

1. [The Children Act 1989](#)
2. [The National Minimum Standards for Boarding Schools \(Sept 2022\)](#) which states that the School will take appropriate steps to ensure that the guardianship arrangement is 'promoting the welfare, physical wellbeing and emotional wellbeing of the boarder'.

### **Aims of the Guardianship Policy**

- To provide the parents of international students (and the guardians they appoint) with a clear explanation of the school's expectations relating to educational guardianship.
- To ensure the parents of international students understand the responsibilities of the guardian they appoint and that the school must be satisfied that the guardianship arrangement promotes the welfare, physical and emotional wellbeing of the boarder - National Minimum Standards for Boarding Schools 2022, Standard 22.
- To make parents aware that concerns about an educational guardianship arrangement will be acted upon immediately and referred to relevant agencies, as per National Minimum Standard (22.4).
- To ensure parents of international students are aware that the school reserves the right to reject the arrangements planned for their child when they are residing out of school, if deemed unacceptable or inappropriate by the school. The parents will have to make alternative arrangements; the school would be under no obligation to provide a place or continued place at the school if no arrangements

deemed acceptable by the school can be put in place. The school will also comply with its Safeguarding and Child Protection Policy in this regard. The policy is available to read on our website.

- To provide details on how communications between the school, international parents and guardians will operate.
- To provide parents with a separate Guardianship Agreement which will give the school full details of the appointed guardian and the responsibilities which parents have delegated to them. The agreement needs to be signed by both parents (subject to custody) and the appointed guardian. Parents must also inform the school immediately if there are any changes to any details relating to the guardian.

### **Educational Guardian Requirements**

- It is the primary responsibility of the parents living overseas to appoint a guardian for their child. It is important that the parents choose a responsible adult and one they feel confident will support their child in day-to-day circumstances, as well as in emergencies. If the student requires a visa under the Student Visa Route the intended guardian in the UK must also meet the requirements set by the Home Office. It is advisable that a contract is in place between the parent and guardian. The parents should also consider the support the guardian will provide to their child in the absence of the parents such as emotional, academic and, if applicable religious guidance.
- The guardian may be a close friend or family member, or alternatively a professional guardianship agency. The school does not recommend any one guardianship agency, but to comply with good safeguarding practice (National Minimum Standards (22.3), we recommend the guardianship agency to be a reputable organisation which is registered with either AEGIS (Association for the Education and Guardianship of International Students) - [www.aegisuk.net](http://www.aegisuk.net) or BSA (Boarding School Association Certified Guardian Scheme). Bedstone College is a member of AEGIS.
- The guardian must be over 25 years of age and should not be a full-time student themselves. This is to ensure that the student has appropriate accommodation with adequate space when they have to live with the guardian. The age limit is required to ensure emotional maturity and provision of a safe environment and that they are suitably mature enough to deal with the demanding nature of the role of an educational guardian.
- The guardian's responsibilities usually include caring for the student as would a responsible and caring parent by, for example, being in regular contact with the student and providing advice and support as necessary. The guardian will need to care for the student and take responsibility for the student if they are unwell, suspended or otherwise released from school. Responsibilities also include being authorised to make certain decisions concerning the student on the parents' behalf, for example decisions regarding emergency medical and dental treatment and matters of a disciplinary nature.
- The guardian must have a permanent place of residence in the UK and ideally should live no more than two hours travelling, either by car or public transport, from the school.
- The guardian must have a sufficient level of written and spoken English to ensure clear communication with the school and must be available 24 hours a day in case of emergency.
- The guardian must provide accurate contact details, including telephone/mobile number, email address and full address to the School's Admissions Office and keep the school informed of any changes immediately.
- In the event the guardian is out of the country, or unavailable for any period of time, they must notify the school. Full contact details for a responsible adult in the UK, who will be acting as a temporary guardian and fully authorised by parents to act on their behalf must be provided.
- Excellent communication is required of the educational guardian, keeping the school informed of all travel and accommodation arrangements, in writing, with at least one week's notice (email is preferred). The school can require a meeting or regular contact with the guardian e.g. email or telephone updates once a week.
- The guardian must provide safe and suitable homestay accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the school (including periods of long-term illness or where disciplinary measures require the student to reside away from the boarding house). Regardless of the student's age, the school does not consider unsupervised stays in a hotel, hostel, bed and breakfast accommodation, or rental accommodation.

Parental approval must be sought by the guardian for such an arrangement and the Headmaster must be in agreement in order to ensure they comply with requirements under the Student Sponsor Route.

- The guardian is expected to attend Parents' Evenings and other similar school events as the parents' representative wherever necessary. They are encouraged to maintain regular contact with the student and are welcome to visit the school by appointment if they wish to stay in contact with their student.
- The appointed guardian must be familiar with the school's rules, regulations and policies and they will be expected to support the school's values and ethos at all times.
- The guardian is expected to respect and support the rights, religion and customs of their student. As detailed in The National Minimum Standards for Boarding Schools (22.3), all guardianship arrangements must promote the welfare, physical wellbeing and emotional wellbeing of the student.
- An educational guardian must be prepared to support the renewal and validity of all legal documents e.g. if the student requires a visa under the Student Visa Route the intended carer in the UK must also meet the requirements set by the Home Office. It is advisable that a contract is in place between the parent and guardian.
- The guardian must ensure that all legal documents such as visas, passports etc. are kept up-to-date and to assist in the renewal of such documents when necessary. Passports and visas should be given to the Admissions Office for safe keeping during term time.
- The guardian must notify the school in writing immediately if they are ceasing to be the student's guardian and an alternative guardian has been appointed. All necessary details must be provided in order to facilitate continuous care. The school will need to be notified of any changes whilst the student is in the UK.
- If the school deems it necessary, they can require the guardian to undertake any form of safeguarding training either at their own cost or at the guardian's cost to ensure that they are aware of potential safeguarding risks.
- An educational guardian must be independent of the school. Under no circumstances can school staff be appointed as a guardian for boarders – as detailed in the National Minimum Standards for Boarding Schools (22.5).

### **Private Foster Care Arrangements**

Private foster care is an arrangement where a child under the age of 16 years (under 18, if disabled) goes to live with someone who is not a parent, close relative or guardian/person with parental responsibility for 28 days or more. In these circumstances the school has a legal duty to inform the local authority of any private foster care arrangements at least six weeks before the start of an arrangement or in an emergency, within 48 hours. Failure to notify the local authority of a private fostering arrangement is an offence, and could risk a fine.

Where the school is sponsoring the student under Student Route, the local authority will need to be informed of the name of the foster carer and the address where the foster carer and the student will live as soon as they become aware that the child has arrived in the UK or as soon as they become aware of the change if the child is already in the UK. In some cases, this may require the school to submit further evidence for the new care arrangement on behalf of the child to the Home Office.

Failing to notify the local authority could also lead to revocation of the School's Student Sponsor Licence. The school will therefore ask the guardian to provide evidence of approvals from the local authority for any student in a private foster care arrangement and should retain these confirmations on the students' records – [www.privatefostering.org.uk](http://www.privatefostering.org.uk)

### **Visa Requirements**

Where international students need to apply for a student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number will not be issued until the school is satisfied that appropriate guardian arrangements are in place and that it meets the Home Office requirements. Evidence of guardianship arrangements will need to be submitted with a students' visa application.

## **Boarders' - General Information**

### **Beginning and End of Term Arrangements**

The arrangements for arrival at school in the Autumn term are sent out in the Summer. Students must arrive as closely as possible to their allotted time. Please advise the Transport Department as far in advance as possible if transport is needed from the airport.

All overseas students are expected to stay at school until the end of term. **Permission to leave college earlier will be given only in exceptional circumstances. Tickets should not be booked before obtaining permission from the Headmaster.**

### **Coach Service**

At the beginning and end of each term Bedstone operates a minibus service to and from both Heathrow Airport and Birmingham Airport. This service is charged for at cost. A copy of the timetable should be obtained from the transport office before booking flights.

If you wish to reserve a place on the minibus then the Transport Manager must know your son or daughter's flight details at least three weeks before the beginning of the relevant holiday or half term. If you are unable to arrange flights to coincide with the College's transport times then we can arrange for a local taxi company to provide the transport. You will appreciate that we can only provide this service if, once again, we have the information at least three weeks before the beginning of the relevant holiday or half term. All requests for transport should go to the Transport Manager ([Parvinder.singh@bedstone.org](mailto:Parvinder.singh@bedstone.org))

Bedstone is approximately 2 hours from Birmingham Airport and 3½ hours from Heathrow Airport. It is therefore important that **no** student takes a flight that lands after **18.00 hrs** at Birmingham or **17.00 hrs** at Heathrow simply because, after clearing customs, their arrival back at College will disturb all the other children in the dormitory who should be sound asleep! For the same reason, we ask that **no** student leaves a boarding house before **06:00 hrs** on the day of their departure.

### **For all boarders returning to school**

In the event of major disruption caused by unusual circumstances, such as severe weather, terrorist action, strike action, any national or international emergency, or indeed a school emergency, the safe and sensible option may be to place students with their guardian or host family before they return to school.

Even if students' flights arrive before 18:00 hrs, it is in the student's own interests to inform their guardians/host family of their travel plans and kindly ask them if, *in extremis*, they can be available to help.

Please keep Houseparents informed about any delays, as soon as possible, via phone or text message to the House Duty phone. As soon as students are able to switch on their mobile phone, they should do so for their own safety and so that house staff can communicate any important messages/alerts.

### **Boarders leaving school for home/other commitments**

#### **Morning**

Students who wish to leave in the early morning before **06:00 hrs must stay with their guardian or host family** overnight (just as a UK boarder would be required to stay with their own parent(s)). The rules that apply to their boarding House apply to all boarders, regardless of nationality. Students planning to leave before **09:00 hrs** must also check first with their houseparent before booking ticket(s).

#### **Evening**

Students who wish to leave late in the evening, **after 22:00 hrs must stay with their guardian or host family** for the evening (just as a UK boarder would be required to stay with their own parent(s)). The rules that apply to their boarding House apply to all boarders, regardless of nationality. Students planning to leave after **21:00 hrs** must also check first with their houseparent before booking ticket(s).

### **Half Term/Holiday Procedures**

The School closes at half terms and holidays. The dates of when the College is closed are available on our website [www.bedstone.org](http://www.bedstone.org). It is not possible for students to spend these times at the College. Students' rooms must be cleared during half terms and holidays as often the rooms are used by visitors to the college; there is only a small area of storage space available.

### **Bedstone College Guardianship Agreement**

The attached Guardianship Agreement should be completed both by the parents and by the guardian, and returned to the Admissions Office as soon as possible.

Any change of guardian must be communicated to the school in writing.

### **Houseparents Contact Numbers:-**

**Bedstone Houseparents**      Mr Parvinder & Mrs Kim Singh  
Tel:                                01547 530303 (ext 210)  
Email:                            [Bedstone.house@bedstone.org](mailto:Bedstone.house@bedstone.org)  
House Mobile:                07814 604426  
Payphone:                      01547 530303 (ext 211)

**Rutter Houseparents**        Mr Oliver & Mrs Eleanor Downing  
Tel:                                01547 530303 (ext 247)  
Email:                            [rutter@bedstone.org](mailto:rutter@bedstone.org)  
Payphone:                      01547 530303 (ext 240)

**Wilson Houseparents**        Ms Sasha Armitage-Pryce  
Tel:                                01547 530303 (ext 212)  
Email:                            [wilson@bedstone.org](mailto:wilson@bedstone.org)  
Payphone:                      01547 530303 (ext 214)



## GUARDIANSHIP AGREEMENT – INTERNATIONAL STUDENTS

All students whose parents live overseas must appoint a Guardian who is based in the UK for their child. This Guardian Agreement must be completed, signed and returned to Bedstone College before your child arrives in the UK.

Where international students need to apply for a student visa in order to study in the UK, the required CAS (Confirmation of Acceptance to Study) number will not be issued until the School is satisfied that appropriate Guardian arrangements are in place and a copy of the completed and signed guardian agreement has been received by the school. Please let the Admissions team know as soon as possible if your child will need a visa, so that this can be discussed and appropriate arrangements made where possible.

Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Students) an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international students. For further details and the list of AEGIS accredited guardians, please see their website [www.aegisuk.net](http://www.aegisuk.net)

**PLEASE COMPLETE AND RETURN THIS SIGNED GUARDIAN AGREEMENT BEFORE YOUR CHILD JOINS BEDSTONE, EITHER VIA EMAIL TO [admissions@bedstone.org](mailto:admissions@bedstone.org) OR BY POST TO: ADMISSIONS, BEDSTONE COLLEGE, BUCKNELL, SHROPSHIRE SY7 0BG.**

<b>Student's Full Name (as it appears in their passport and birth certificate)</b>		<b>Boarding House &amp; Year of Entry:</b>
<b>Title: (Mr/Mrs/Ms/Miss) etc.</b>		
<b>Full Name of Guardian and Title: e.g. Mr/Mrs/Miss/Ms</b>		
<b>If the Guardian is AEGIS Accredited, please can you confirm what level of guardianship services they will be providing for your child</b>		
<b>Guardian's address (UK)</b>		
<b>Guardian's contact details</b>	<b>Home telephone:</b> ..... <b>Mobile number:</b> ..... <b>Work telephone number:</b> ..... <b>Email:</b> ..... <b>Relationship to the Child:</b> .....	



## Declaration

1. I/We confirm that I am/we are the Parent(s) of the above-mentioned Child and that I/we have parental responsibility for our Child in accordance with the Children Act 1989.
2. We hereby acknowledge that we are required as a condition of our Child's place at the School to appoint an Education Guardian.
3. I/We acknowledge that by completing this form and returning it to the School I am/we are confirming the details of the Education Guardian I/we have appointed for our Child whilst he/she is a student at the School and that should any of the guardianship arrangements change, I/we will notify the School in writing immediately.
4. I/We have appointed the Educational Guardian named below to act on my/our behalf in all matters concerning the safety and welfare of the above named Child whilst they are attending the School.
5. I/We have authorised the Educational Guardian to attend the School premises in case of emergency and if deemed necessary by the School provided that the Educational Guardian informs the parent(s) of what has happened immediately.
6. I/We have authorised the Educational Guardian to make all necessary travel arrangements including collecting the Child from the appropriate airport or railway station and delivering them to the School and collecting the Child from the School and delivering them to the appropriate airport or railway station at the beginning and end of term and all other holidays periods.
7. I/We acknowledge that the School has taken no part in the selection or appointment of the Educational Guardian named on this form and that I/we have satisfied myself/ourselves that the Educational Guardian is suitable to be responsible for our Child's welfare in the manner described.
8. I/We have read the Bedstone College Guardianship Policy and agree to the appointment of the above-mentioned Guardian.
9. I/We recognise that in certain circumstances, the School may need to share specific pupil information with the Guardian (such as pupil records, reports, examination results, correspondence with parents etc.
10. I/We confirm by signing this Guardianship Agreement as part of the Bedstone College Guardianship Policy, that I/we confirm that I/we have read the document and has agreed with the Parent(s) to comply with the requirements set out in the Guardianship Policy.

SIGNATURES	
Parent (1) .....	Date .....
Parent (2) .....	Date .....
Guardian .....	Date .....