

## Guardianship – Terms & Conditions

In accordance with the Children Act (1989), the Protection of Children Act (1999), and the Care Standards Act (2000), parents who do not reside in the UK are required to appoint a guardian to act on their behalf while their child is studying in the UK. This guardian ensures the student receives appropriate care and support at times when the school cannot assume full parental responsibility - such as during illness, school holidays, or suspension/exclusion.

As a UK Visa & Immigration licence holder, Embley is obliged to inform UKVI of all guardian details for any students sponsored by the school under the Child Student or Student route.

Embley is a member of AEGIS – a national body for monitoring and regulating the welfare of international students. AEGIS provides accreditation of guardianship organisation in line with the National Minimum Standards for Boarding. We strongly recommend that parents only engage a guardianship organisation that has been accredited by AEGIS ([www.aegisuk.net](http://www.aegisuk.net)).

### School responsibility

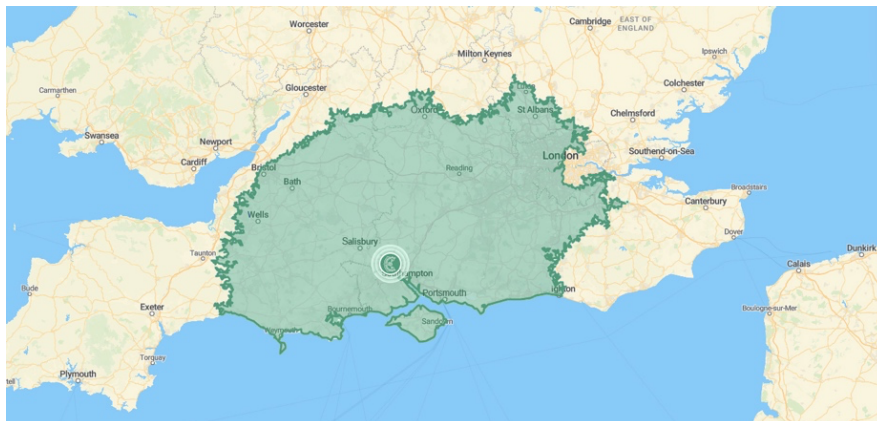
While a student is enrolled and attending school, the school holds legal responsibility for their welfare during term time and undertakes designated parental responsibilities. However, there are times when the school must be able to hand over these responsibilities - such as during holidays, illness, or disciplinary action - making the role of a guardian essential for maintaining continuous care and safeguarding.

### Guardian requirements

A suitable guardian must:

- Be over 25 years of age.
- Permanently reside in the UK, within 120 minutes' travel (by car) from the school.
- Not be a full-time student or live in accommodation provided by another educational institution.
- Provide safe, secure, and appropriate accommodation.
- Be fluent in English and act as a primary contact.
- Be able to offer a stable environment that ensures the student's privacy and comfort.
- Provide a valid passport and proof of settled status if not a UK citizen.

This map shows the geographical area reachable within 120 minutes that is considered acceptable for guardians:



## **Guardian responsibilities**

An appointed guardian is expected to:

- Be available as a 24/7 point of contact for the student, parents, and school.
- Act **in loco parentis** during emergencies and other agreed situations.
- Provide pastoral and educational support, and liaise with the school regarding travel and accommodation during holidays and weekends.
- Make medical arrangements and provide consent for treatment or school activities in the absence of a parent.
- Attend school events and parent meetings where possible.
- Support the school in complying with UK Visa & Immigration regulations.
- If a guardian is unable to fulfil their responsibilities at any time during the guardianship period, they must notify the parents and the school at least seven days in advance so that an alternative guardian can be appointed for that time.
- Complete and return a Letter of Undertaking for every student.

### **Students may not:**

- Stay with full-time students (including university students).
- Rent or stay in accommodation (including flats, hotels, or private rentals) without their appointed guardian.

## **Guardianship organisation responsibilities**

Guardianship agencies must:

- Complete and return a Letter of Undertaking for every student.
- Provide detailed information about host family vetting, including names, addresses, and confirmation that all members over 16 have completed DBS checks and are either a British citizen or have settled status in the UK.
- Notify the school at least 48 hours in advance of any changes to the appointed host family. The new host family must comply with the school's guardianship policy and names and the address of the host family will be required to complete a Letter of Undertaking.

## **Parent Responsibilities**

Parents are required to:

- Appoint a guardian who meets all outlined criteria.
- Submit a signed Parental Consent Form.
- Provide written consent at least 72 hours in advance for any changes in guardianship, using a new Parental Consent Form.

Acknowledge that the school may reject guardianship arrangements that do not meet safeguarding or policy standards.

## **Declaration**

By entering into a guardianship arrangement, all parties agree to comply with these terms. The school retains the right to decline or terminate any guardianship arrangement that fails to meet policy expectations.