Guardianship – Terms & Conditions

This document should be read in conjunction with the school's safeguarding policies, Keeping Children Safe in Education (KCSIE) 2026, Working Together to Safeguard Children, the National Minimum Standards for Boarding Schools, and relevant UK Visas and Immigration (UKVI) requirements.

In accordance with UK safeguarding and immigration requirements, parents who do not reside in the UK are required to appoint a suitable guardian to act on their behalf while their child is studying at Embley. This guardian's role is to ensure that the student receives appropriate care, support and accommodation at times when the school cannot assume full parental responsibility - such as during school holidays, periods of illness, emergency situations, suspensions or exclusion.

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

Embley is a member of AEGIS (Association for the Education and Guardianship of International Students) - a nationally recognised accreditation body for guardianship organisations. AEGIS provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding. Parents are strongly encouraged to only engage a guardianship organisation that has been accredited by AEGIS (www.aegisuk.net).

School Responsibilities
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.

While a student is enrolled at Embley and is under the school's care, the school is responsible for the student's welfare and safeguarding. There are periods when responsibility for the student's care must pass to parents, guardians or approved host families, including:

- school holidays and half term breaks,
- periods of illness where the school cannot provide appropriate care,
- emergency school closures,
- suspension or exclusion or
- other circumstances determined by the school.

The school reserves the right to decline or terminate any guardianship arrangement that it believes does not adequately safeguard or promote the welfare of the student.

Guardian Requirements
A suitable guardian must:

- Be over 25 years of age.
- Permanently reside in the UK and within 120 minutes' travel (by car) from the school.
- Not be a full-time student.
- Not live in accommodation provided by another educational institution.
- Provide safe, secure and appropriate accommodation.
- Be fluent in English and able to communicate effectively with the school.
- Act as the student's primary UK contact.
- Provide a stable family environment that promotes the student's welfare, privacy and wellbeing.

- Provide satisfactory proof of identity - a valid passport and proof of settled status if not a UK citizen.
- Comply with all safeguarding requirements requested by the school.

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



Guardian Responsibilities
An appointed guardian must:

- Be available as a 24/7 point of contact for the student, parents and school.
- Act in loco parentis where appropriate and when authorised by the parent.
- Provide pastoral and educational support to the student.
- Assist with travel, accommodation and welfare arrangements during school holidays.
- Attend school events and parent meetings where reasonably possible.
- Support the school in meeting its UKVI obligations.
- Ensure that the student is accommodated only in arrangements that meet the requirements of this policy.
- Notify the school immediately of any significant welfare, behavioural, medical or safeguarding concerns relating to the student.
- Immediately report any safeguarding concern, allegation, criminal matter or welfare concern affecting the student to the school's Designated Safeguarding Lead (DSL).
- Support the school's expectations regarding online safety and promote the safe and responsible use of technology when the student is in their care.
- Inform both the parents and the school at least seven days in advance if they are unable to fulfil their responsibilities so that alternative arrangements can be approved.
- Complete and return a Letter of Undertaking for every student.

Where authorised by the parent and permitted by law, the guardian may make emergency medical arrangements and provide consent for emergency treatment or routine healthcare decisions in the parent's absence.

Student Responsibilities
Students may not:

- Stay with full-time students, including university students.
- Stay in hotels, rented properties, short-term lets, private rentals or other accommodation arrangements unless accompanied by, or explicitly approved by, their appointed guardian and the school.
- Make independent accommodation arrangements without prior written approval from the school.

Any accommodation arrangement must prioritise the student's welfare and safeguarding.

Private Fostering
Parents, guardians and guardianship organisations must be aware of the legal requirements surrounding private fostering. A private fostering arrangement may arise where a child under the age of 16 (or under 18 if disabled) lives with someone who is not a parent, close relative or person with parental responsibility for 28 days or more.

Parents, guardians and host families must inform the school immediately if a private fostering arrangement may apply. The school has a duty to notify the relevant local authority of any known or suspected private fostering arrangement.

Guardianship Organisation Responsibilities
Guardianship agencies must:

- Complete and return a Letter of Undertaking for every student.
- Provide clear details of the student's guardian and any host family arrangements.
- Ensure host families are appropriately vetted and assessed.
- Provide confirmation of identity, address verification and safeguarding checks for host families.
- Confirm that all adults within the host family household who require checks under safeguarding requirements have completed suitable DBS checks.
- Confirm that accommodation arrangements are suitable, safe and regularly monitored.
- Notify the school of any change to host family arrangements at least 48 hours in advance wherever possible.
- Provide the names, addresses and contact details of any replacement host family before the student stays with them.
- Cooperate fully with any safeguarding enquiries made by the school.

The school reserves the right to request additional information or evidence regarding host family vetting and suitability at any time.

Parent Responsibilities
Parents are required to:

- Appoint a guardian who satisfies all requirements of these terms and conditions.
- Complete and sign all required parental consent documents.
- Provide accurate and up to date contact details.
- Notify the school immediately of any changes to guardianship arrangements.
- Submit written consent at least 72 hours before any proposed change of guardian and complete any new documentation requested by the school.
- Ensure that their child's guardian fully understands and accepts their responsibilities.
- Cooperate with the school in relation to safeguarding, welfare and UKVI requirements.
- Acknowledge that the school may reject or terminate guardianship arrangements that do not meet its safeguarding expectations.

Data Protection
Personal information provided by parents, guardians, host families and guardianship organisations will be processed in accordance with the school's Privacy Notice and applicable UK data protection legislation. Information may be shared with regulatory authorities, safeguarding agencies, local authorities or UKVI where required by law, safeguarding obligations or immigration regulations.

Declaration
By entering into a guardianship arrangement, parents, guardians, guardianship organisations and students agree to comply with the requirements of this policy.

The school reserves the right to approve, reject, review or terminate any guardianship arrangement where it considers that the arrangement does not adequately promote the welfare, safety or best interests of the student.

Failure to comply with this policy may result in the school requiring alternative guardianship arrangements to be put in place before the student can continue to attend or board at the school.

Document Information

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