Guardianship - Terms and Conditions

Following the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act (2000), Ashford School, in promoting and safeguarding the welfare of every student, requires parents who do not live in the United Kingdom to appoint a guardian to act on their behalf. The above legislation protects the rights of children and makes 'proper and appropriate care' a compulsory requirement.

During term time the School is legally responsible for each student's welfare and undertakes parentally designated responsibilities. However, there are times (half-term breaks, or when a child is suspended or excluded by the School, or when a child is ill) when the School must be able to hand over parental responsibilities to another adult - a properly appointed guardian.

- Guardians may be a family member or relative or family friend who is over 25 years of age and who is not a full time student, but is a permanently settled resident in the UK. If such a contact in the UK is unavailable, guardians can be provided by a reputable guardian organisation.
- Ashford School is a member of AEGIS - a national body for monitoring and regulating the welfare of international students. AEGIS provides accreditation of guardianship organisations 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.
- Any student who does not go home during the holiday is the responsibility of their guardian
- All students must have a UK based guardian, regardless of the student's age

An Appointed Guardian must:

- Be over 25 years of age.
- Be resident in the UK within 90 minutes travelling distance of the School and be available during term time.
- NOT be a full-time student living in accommodation provided by another educational institution.
- Be able to provide secure, safe accommodation for their ward. The guardian must be able to provide suitable accommodation for the pupil in order to provide appropriate comfort and privacy for the duration of their stay.
- Be English speaking and prepared to be a point of contact for the School.
- Be able to provide the School with a valid and current copy of their passport, along with evidence of their settled status in the UK if not a UK passport holder

An Appointed Guardian will:

- Be a 24 hour point of contact for parents, student and school (and host family if applicable)
- Act in loco parentis with delegated parental authority in the case of an emergency or crisis and in other matters agreed by parents.
- Provide both pastoral and educational support.
- Liaise with the School over holiday and weekend arrangements, including details of travel and accommodation.
- Make appropriate arrangements for medical care.
- Arrange appropriate transportation for the pupil when required.
- Appoint, with the approval of their ward's parents, another suitable adult to undertake the guardianship responsibilities should they be out of the country or are otherwise indisposed and inform the School of any such appointment. Written consent must be provided by the parents for the change at least 48 hours prior to a change
- Provide consent for medical treatment, visits and excursions in the (temporary) absence of a parent.
- Attend parents evenings and school functions to support their ward where possible, in place of the parents
- Support the School in meeting UK Visa and Immigration visa compliance

Please note: It is not acceptable for any Ashford School student to stay with another student in full time education (including university students). Ashford School students are not permitted to rent or stay in other accommodation (house, flat, hotel or other) for the holidays without their appointed guardian under any circumstances.

A Guardianship Organisation/Agency must:

- Complete and sign a Care Arrangements Form for each student in conjunction with parents and return it to the School
- If not a member of AEGIS (the Association for the Education and Guardianship of International Students), the agency must provide the School with information regarding their process of appointing host families, the name and address of the host family appointed for that student and confirmation that all host family members have settled status in the UK and that all host family members over the age of 16 years have been DBS checked by the agency
- Advise the School of any change in the appointed host family, along with their names and address at least 48 hours prior to a change. The new host family must comply with the School guardianship policy and names and address of the host family are required

A Parent will:

- Only appoint a guardian who meets all the criteria of the School's quardianship policy
- Give their written, signed consent for the guardian to take full responsibility for the care and safety of their child whilst in the UK in place of the parents themselves

- Complete, sign and return to the School a Care Arrangements Form and Parental Consent Letter
- Give their consent in writing for any change in guardianship arrangements by completing a new Care Arrangements Form with the new guardian at least 48 hours prior to a change. The new or temporary guardian must comply with the School guardianship policy, or the School may refuse the arrangement on the grounds of safeguarding

Ashford School retains the right to refuse a guardianship arrangement if the guardianship does not meet the above criteria, for example in terms of distance from the School. In the case where a guardian arrangement is refused, particularly in terms of safeguarding, the School may decide to appoint a suitable guardian themselves, in consultation with the parents, which may have an impact in terms of cost to the family. The School will keep a record of guardians and will notify the appropriate authorities if the welfare of the child is not being maintained.

DECLARATION:-

(For all signatories)
I confirm that I have read, fully understood and agree to the points contained within the Ashford School Guardianship Policy above.

(For Guardians and Agencies)
I understand that as an Ashford School guardian, or a representative of a guardianship agency, I am required to comply with this Policy and understand that Ashford School retains the right to terminate the guardianship arrangement at any time during the pupil's studies at Ashford School if the Policy is not followed appropriately.

Signed (all parents legally responsible for the student)

SIGNATURE	SIGNATURE
PRINT NAME	PRINT NAME

Signed (Guardian/Guardianship Agency Representative)

SIGNATURE
PRINT NAME

Last reviewed and updated May 2021