Guardianship Policy

Brooke House College

2025/26 version

1. Introduction

Brooke House College (The College) recognises the many and significant advantages of international boarding pupils and the tremendous value they bring to the College and the local community. The College truly values the diversity and range of cultures these pupils bring to the College.

Whilst at the College, pupils benefit from an extremely strong and caring pastoral provision:-

“Boarding is at the heart of the school. The houses are well maintained with pupils given opportunities to make decisions. This enhances the development of the pupils’ self-esteem and self-confidence.” ISI January 2025

Enhancing the safeguarding, care and welfare provision is the role of the ‘Guardian’, which this policy seeks to document.

2. Aims

This policy will explain, in addition to the College’s responsibility under DfE and ISI and UKVI regulations, what the College’s expectations and the duties & responsibilities of guardians and will be.

2.1 Definitions

Legal Guardian
An individual appointed to care for a child when the child’s parents are unable to do so. A legal guardian is often a court-appointed individual.

Nominated Guardian
A nominated guardian is an individual or company appointed by parents to support their child's welfare and education while studying in the UK, particularly when the parents live abroad. They act as a point of contact and support for the student, especially during school holidays, emergencies, or when the student is not under the direct supervision of the school. This role is distinct from a legal guardian.

Nominated Guardian
A nominated guardian is an individual aged 25 or over who is appointed by the child student's parent, legal guardian, or school to care for the child in the UK outside of term time for less than 28 days, or who acts as the school's emergency contact. This person is not the child's parent with immigration permission as a Parent of a Child Student, nor is it a private foster carer or close relative.

For the purposes of this policy, Guardian will refer to the 'Nominated Guardian'.

2.2 This policy should be read in conjunction with other College colleges and other statutory guidance and relevant legal documentation:-

2.2.1

- Keeping Children Safe in Education (KCSIE) 2025;
- Working together to safeguard children (2023);
- The Home Office – Student and Child Student guidance v 11.0;
- The National Minimum Standards for Boarding 2022; and
- College Child Protection & Safeguarding policy.

3. Expectations

- It is the overseas parents' responsibility 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 child requires a visa under the Student Visa Route the guardian must also meet the requirements set by the Home Office;
- The guardian must be independent of the College;
- The College reserves the right to reject any guardian who does not meet all appropriate standards and guidance in operation at the time of nomination of the guardian;
- The guardianship arrangement must promote the welfare, and physical and emotional wellbeing of the child;
- The guardian should have UK residency and ideally live within a reasonable travel distance from the school/college;
- For ease of communication with the College, the guardian should either have English as their first language or be fluent in English;
- The guardian must provide their full contact details to the College and agree to keep the College informed of any changes immediately. In the event that the guardian is out of the country, or unavailable for any period of time, an alternative UK contact must be arranged and details communicated to the College;
- The guardian must be contactable 24 hours a day in the event of an emergency;
- The guardian is expected to attend parents' evenings and is welcome to visit the College by appointment in order to stay in contact with their student;
- The guardian is expected to uphold the ethos and values of the College at all times;
- The guardian must be prepared to support the renewal and validity of all legal documents (e.g. passport, visa) so that they are valid;
- Where the student arrives in the UK into the guardian's care and departs from the UK out of the guardians care, The College must be informed of all the travel arrangements because UKVI require the College to record:-

• details of the person collecting the student;
• where the student will be staying if they are not proceeding directly to school; and
• report to the relevant authority if the child does not enrol at school.

- In the event that there is a change in guardian an alternative must be appointed, and the College informed in writing immediately; and
- The College will need to be satisfied about the care arrangements by the guardian for the student prior to issuing a confirmation of acceptance for studies (CAS).

4. Requirements

Under Home Office guidance, Child Students must show that they have suitable arrangements in place for their care and reception within the UK.

The College will be subject to Home Office/UKVI oversight, educational inspections (including boarding provision) and other possible oversight by local authorities during term time. Outside of term time, the pupil may return home to their parents overseas, stay with friends from the college (exeats and half-term breaks), attend residential trips or stay with the guardian/close relative/foster carer

If, outside of term time, the student will be living with a close relative, private foster carer, or nominated guardian, (who is a resident British citizen or who is settled in the UK), the student must provide written confirmation from the guardian confirming the care arrangement.

The written confirmation of the care arrangements does not have to be in a specific format, but must include all of the below information:
• the name, current address and contact details of the guardian;
• the address where the guardian and the student will be living in the UK, if different from the guardian's current address;
• confirmation that the accommodation offered to the student is a private address, and not operated as a commercial enterprise, such as a hotel or a youth hostel;
• the nature of the relationship between the student's parent(s) or legal guardian(s) and the guardian;
• confirmation that the guardian agrees to the care arrangements for the student;
• a list of any other people that the guardian supports or has offered to support;
• where the student will be cared for by the guardian, details of the name, registered address and contact details of anyone regularly living with the guardian;
• the guardian confirms they have not been convicted of a criminal offence in the UK or overseas for which they have received a custodial sentence of 12 months or more and
• the guardian's signature and date of the letter of undertaking.

For the purposes of the definition of a close relative, the College lists these people to be:-

• grandparent ;
• brother;
• sister;
• step-parent;
• uncle (the brother or half-brother of the child's parent); and
• aunt (the sister or half-sister of the child's parent).

The College will not accept a nominated guardian who:-

- has been convicted of a criminal offence in the UK or overseas for which they have received a custodial sentence of 12 months or more;
- is a persistent offender who shows a particular disregard for the law;
- has committed a criminal offence, or offences, which caused serious harm; and
- has been convicted of a criminal offence in the UK or overseas for which they have received a non-custodial sentence, or received an out-of-court disposal that is recorded on their criminal record.

These requirements would also lead to the Home Office not granting a visa.

5. Information Sharing between School and Guardians

UK Government guidance emphasises that information sharing is essential for the effective safeguarding of students, and that 'the Data Protection Act 2018 (including GDPR) do not prevent, or limit, the sharing of information for the purposes of keeping children and young people safe' (Information Sharing, Advice for practitioners providing safeguarding services to children, young people, parents or carers, July 2018). The school may share personal or sensitive information about a student with the guardian, where this is deemed to be vital for the health, welfare and/or safeguarding of the child in question. Keeping the guardian updated about any changes to a student's circumstances helps to ensure appropriate arrangements are made.

6. College responsibilities

The College will:

- Maintain a register of guardians with verified contact details;
- Ensure that staff know who the appointed guardian is for each under-18 student;
- Notify UKVI of guardianship arrangements when required. As a Child Student visa sponsor, the College is required to ensure that there are suitable 'care

arrangements' in place for the students that it sponsors, which encompass travel, reception when they arrive in the UK and living arrangements while in the UK. The College will not assign a Confirmation of Acceptance of Studies (CAS) until it is satisfied with the guardianship arrangements, including:

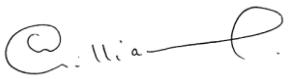
- compliance with the requirements set out in this policy; and
- confirmation that the nominated guardian meets all current UKVI requirements. The College reserves the right to request sight of written evidence to ensure it can meet its responsibilities as a sponsor and to provide assurance that the student's application for a visa will not be refused, prior to the assignment of a CAS.

- Conduct periodic checks on guardianship arrangements, particularly where concerns arise.
- Provide guidance and support to families regarding suitable guardianship arrangements.

7. Emergency Arrangements

In the event of a breakdown in guardianship or emergency where no guardian is available, the College will:

- Act in loco parentis until safe arrangements are made;
- Inform the DSL, Head of Boarding, and parents; and
- Contact local safeguarding partners if required.

Authorised by	resolution of the Board of Directors
Signed  On behalf of the Board of Directors	
Date	August 2025

Schedule of Updates

Date document updated	Document updated by	Summary update/comments	Location of saved file
July 2025	MCO/NOS	Amended in accordance with May 2025 UKVI new guidance	

Schedule of Review

Date of document review	Reviewed by	Scheduled date of next review
July 2025	NOS	August 2026

Appendix 1

Guardianship Form

This form must be completed to inform the College of the appointed guardian.

Child's details	
Full name	
Date of Birth	
Parent (s)/Legal Guardian details	
Parent 1 full name	
Parent 2 full names	
Address	
Parent 1 mobile number	
Parents 1 email address	
Parent 2 mobile number	
Parents 2 email address	

General Declarations

1. I/We confirm that I/we are the parent(s)/legal guardian of the above-named child and have parental responsibility for the child in accordance with the Children Act 1989.
2. I/We acknowledge that it is a requirement of the College that a UK-based guardian is appointed.
3. I/We confirm the details of the appointed guardian below and will notify the College in writing immediately if the arrangements change.
4. I/We acknowledge that the College has taken no part in the selection of the guardian and that I/we are satisfied that they are suitable to care for the child.
5. I/We confirm the guardian is either:
   an accredited member of AEGIS,
   a certified guardian under the BSA Certified Guardians Scheme,
   or a family member/close family friend who meets the College's criteria.

6. I/We are satisfied with the insurance arrangements in place while the child is in the guardian's care.
7. I/We understand the College is not liable (unless negligent) for any injury, loss, or damage arising from this appointment.

Appointment of Nominated Guardian

I/We appoint the guardian named below to act on our behalf in all matters concerning the safety and welfare of our child while enrolled at Brooke House College.

I/We confirm we have made arrangements to cover any costs related to this appointment.

Authorisation

I/We authorise the guardian to agree to the College guardianship policy including all points listed in parts 3 (expectations) and 4 (requirements)

Nominated Guardian's Details:

Nominated Guardian	
Full Name	
Date of Birth	
Address	
Telephone number	
Mobile number	
e-mail address	
Relationship to the child	

Agreement by the guardian

I confirm that I accept this appointment as guardian of the above-named child.

I accept personal responsibility for the child's welfare as outlined and will not delegate this role without prior written consent from the parent(s).

I agree to notify the parent(s) (and the College, if applicable) immediately in case of emergency.

I confirm I am either:

- an accredited member of AEGIS,
- a certified guardian under the BSA Certified Guardians Scheme,
- or meet the College's criteria for a family member/close family friend.
- I will inform the parent(s) and the College immediately if I can no longer continue in this role.

Signatures	
Parent 1	Date
Parent 2	Date
Guardian	Date

Appendix 2

Letter of Undertaking Template

[Date]

To Brooke House College,

This letter serves as my formal undertaking as the Nominated Guardian for [please insert child's full name] (the child), a student applying for a Child Student visa to study at Brooke House College, Market Harborough. I can confirm that I am a close family member / friend of the child. Please tell us the nature of the relationship between yourself and the child's parent/legal guardian _____.

I, [Guardian's Full Name], residing at [Guardian's Full Address], contact number [Guardian's Contact Number], and email address [Guardian's Email Address], hereby confirm that I will fulfill the following responsibilities:

1. I will ensure that the has suitable accommodation and care arrangements in the UK when not resident at Brooke House College during term time as an international boarding student,
2. I will maintain regular communication with the child and the school to monitor their well-being and academic progress.
3. I will promptly address any welfare or safeguarding concerns that may arise regarding the child.
4. I will comply with all relevant UK immigration rules and regulations regarding the guardianship of a Child Student.
5. I will provide any necessary support and assistance to the child during their stay in the UK.
6. I confirm that I or anyone else living in the household do not have any relevant criminal convictions that would make me unsuitable to act as a guardian for a Child Student.
7. Please provide the details (name and contact details) of anyone regularly living in your home:
8. I can confirm that the accommodation offered to the child is a private address and not operating for any commercial purposes.
9. I can confirm that the number of other people I care for is _____.
10. I confirm that I have at least £570 income per month to look after the child, if required.

I understand that Brooke House College, Market Harborough will require me to be:

1. Available during term time to accommodate the child if required, examples might include illness or external suspension.
2. Available to support and take over hospital visits if and when required.

3. Available to attend parent meetings for the child in the parents' absence.
4. Available to attend the College for pastoral, academic or safeguarding matters in the parents' absence.
5. Contactable via the phone for any emergencies.
6. Communicate with the College any holiday during time that you take.
7. Communicate with the College anytime you leave the country and would be unavailable to be a Guardian.

I understand that this undertaking is a serious commitment and that failure to fulfil these responsibilities may have implications for the child's visa status.

Sincerely,

[Guardian's Signature]
[Guardian's Typed Full Name