

# **Guardianship Policy**

**Lancing College**



Lancing College

## 1 Aims and Scope

The purpose of this policy is to:

- Set out the school's expectations relating to Educational Guardianship.
- Define the responsibilities of parents and guardians in supporting the welfare of international students.
- Demonstrate the school's commitment to safeguarding and promoting the physical, emotional, and educational wellbeing of pupils.
- Clarify the limits of the school's involvement in creating or managing guardianship arrangements.
- Ensure the school complies with legislation including the *Children Act 1989*, the *Protection of Children Act 1999*, and the *Care Standards Act 2000*.
- Reference to UKVI.

## Requirement for an Educational Guardian

- 2 All students whose parents live overseas **must** have an Educational Guardian while studying at the school, irrespective of age. Any UK-based parents who are overseas for any period of time must nominate a guardian during the period that they are away.
- 3 While the school undertakes parentally delegated responsibilities during term time, there are occasions - such as Exeat weekends, Half Term breaks, suspensions, medical absences, or emergencies - when pupils cannot remain on campus. In these instances, a suitable guardian must be available to assume care immediately.
- 4 The choice of guardian lies entirely with parents; however, the school assesses the suitability of any guardianship arrangements [see *Failure to Maintain Suitable Guardianship Arrangements*]

## Definition of an Educational Guardian

- 5 An Educational Guardian is an adult appointed by parents to exercise delegated parental authority on their behalf while the pupil resides in the UK. They act as a responsible and caring parent would, providing guidance, support, accommodation, and emergency care.

## AEGIS or BSA Accredited Guardians

- 6 Lancing College 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 Boarding NMS and guidance from the NCSC (National Care Standards Commission). Whilst Lancing College is not in a position to recommend specific guardianship organisations, many of these are used by current families at the College and it strongly encourages all parents to appoint a guardian or guardianship organisation accredited by AEGIS or certified under the Boarding Schools' Association (BSA) Guardianship Scheme. These standards ensure:

- high quality safeguarding practice
- safer recruitment
- rigorous staff and host family checks
- professional oversight of guardianship arrangements.

- 7 Where parents do not use an AEGIS or BSA accredited guardian, they must ensure the guardian is fully suitable and meets safeguarding expectations of the school (see below), especially as regards overseas students with the need to meet UKVI requirements.
- 8 If an appointed guardian is deemed unsatisfactory, parents will be required to appoint an AEGIS accredited organisation (see below *Failure to Maintain Suitable Guardianship Arrangements*).

### Eligibility Requirements for Guardians

- 9 Guardians must meet the following criteria:
  - May be a family member or relative or family friend who is over 25 years of age. If such a contact in the UK is unavailable, guardians can be provided by a reputable guardianship organisation.
  - Must be permanently resident in the UK and not a fulltime student.
  - Must not be in the UK on a visitor or student visa where this restricts acting in *loco parentis*.
  - Guardians must not be accommodated in student accommodation.
  - Should live close enough to the school (i.e. within *two hours*) to act in *loco parentis*.
  - Must be able to meet the *Responsibilities of an Education Guardian* as detailed below.
  - Additionally, guardians of sponsored overseas students must be able to:
    - Undergo enhanced safeguarding checks including DBS checks.
    - Provide documentation to the school as follows:
      - Photographic ID (passport)
      - Proof of UK residency
      - Proof of address (e.g., utility bill)
      - Immigration status evidence where relevant
      - A Letter of Undertaking for each sponsored student in their care [See Appendices]

### Responsibilities of Parents

- 10 Parents must:
  - Appoint a suitable guardian before their child begins at the school.
  - Ensure guardian details are accurate, complete, and kept up to date.
  - Notify the school immediately of any changes in guardianship.
  - Provide the school with full travel details for every period their child leaves campus.
  - Ensure that where English is not spoken fluently by parents, the guardian can act as translator or representative as required.

### Responsibilities of an Educational Guardian

- 11 Care & Contact
  - Act as a 24hour point of contact for parents, pupil, and the school.
  - Provide suitable accommodation during Exeats and holidays.
  - Provide pastoral care and assistance during emergencies, illness, or disciplinary exclusions.

12 Liaison & Support

- Liaise regularly with Housemasters/Housemistresses and pastoral staff.
- Attend parents' evenings or school meetings when possible.
- Provide pastoral and educational support to the pupil.

13 Travel & Logistics

- In liaison with parents, ensure the school receives full details of travel arrangements before a pupil leaves (by completing the relevant electronic forms).
- Ensure pupils do not stay in hotels or Airbnb unsupervised.
- Track flights and arrange safe collection where necessary.

14 Medical & Welfare

- Make decisions about medical care when parents are unreachable.
- Care for pupils who cannot remain in school due to illness.

15 Safeguarding & Conduct

- Provide safe, clean, and appropriate accommodation that meets NMS standards.
- Respect the child's rights, religion, and culture.
- Accommodate a maximum of three students in total at any one time, in line with AEGIS standards, unless there is a specific agreement between the parent, guardian and the school to vary from that.

**Responsibility of School for Monitoring and Oversight**

16 The school will follow this protocol to review the suitability of guardianship arrangements:

- a) Request and store in a central database the travel and accommodation arrangements for boarders for each period of leave (exeats and holidays).
- b) Analyse the central database of arrangements for each period of leave to check suitability.
- c) Survey students after each exeat or holiday stay with a guardian to gauge their experience of the stay.
- d) Follow up with students, guardians and parents any unsuitable arrangements that come to light, and possibly require a change of guardianship – see *Failure to Maintain Acceptable Guardianship Arrangements*.

**Responsibilities of the School Regarding Sponsorship Duties (UKVI)**

17 The school, as a Child Student Visa sponsor, must ensure suitable care arrangements are in place for all sponsored pupils, including their travel, arrival in the UK, and out-of-school accommodation.

18 Only the following Permitted Living Arrangements are acceptable for Lancing College pupils:

- a) **Full boarding at an independent residential school**, and during school breaks living with a British citizen or settled person who is a:

- i. Nominated guardian (under 28 days)
    - ii. Close relative
  - b) **Flexiboarding** and during school breaks living with a British citizen or settled person who is a:
    - i. Nominated guardian (under 28 days)
    - ii. Close relative
  - c) **Living fulltime with a close relative** who is a British citizen or settled in the UK.
  - d) **Living with a parent or legal guardian** who holds a *Parent of a Child Student* visa.
- 19 In alignment with the Children Act 1989, Lancing College's definition of a 'close relative' is:
- **Grandparent**
  - **Brother** or **sister** (including **halfsiblings**, per upcoming UKVI update)
  - **Uncle** or **aunt** (whether by blood, marriage, or civil partnership)
  - **Step-parent**
- 20 All guardians of sponsored students must submit to an enhanced DBS check.
- 21 The school will store copies of the following pertaining to guardians:
- Photographic ID (passport)
  - Proof of UK residency
  - Proof of address (e.g., utility bill)
  - Immigration status evidence where relevant
  - *Letter of Undertaking (see Appendices)*
- 22 A *letter of undertaking* proforma will be supplied by the school to all sponsored students' guardians and parents and this must be completed and returned, as above. [See Appendices]
- 23 A student's studies will not commence until guardianship arrangements meet UKVI and school requirements detailed in this policy.

### Private Fostering

- 24 If a guardian is not a close relative and will care for a pupil under 16 (or under 18 if disabled) for 28 days or more, this becomes a Private Fostering Arrangement and must be reported to the local authority by both the parents/guardian and the school.
- 25 Failure to do so is an offence under the *Children Act 2004*.

### Failure to Maintain Suitable Guardianship Arrangements

- 26 If at any time a guardian does not meet the expectations of this policy:
- The school will notify parents of their concern.
  - Parents must appoint a new guardian promptly.
  - If parents fail to do so, they will be required to appoint an AEGIS accredited guardianship organisation.

- The school may take safeguarding steps, including referral to relevant agencies, where it has reason to believe a student’s wellbeing is at risk.

**Allocation of Responsibilities**

27 Summary of allocation of staff responsibilities:

<b>Responsibility / action</b>	<b>Who</b>	<b>When</b>
Send guardianship form to parents and add data to MIS	Admissions	Prior to commencement
Send Letter of Undertaking proforma to parents and guardians.	Admissions	Prior to commencement
Request and store details of guardian documentation	Travel co-ordinator	Commencement of studies
Request and update boarders’ travel and accommodation arrangements in central database	Travel co-ordinator	Prior to each period away
Check guardianship details on central database, and liaise with students, guardians and parents to ensure full picture	HMMs	Prior to each period away
Survey students electronically and analyse central database for unsuitable arrangements	AH Pastoral	After each period away
Follow up communications with guardian / parents regarding unsuitable arrangements	AH Pastoral	As necessary
Overall responsibility for guardianship arrangements	Senior DH	Ongoing

Author:	Assistant Head, Pastoral	February 2026
Next Scheduled Review:		February 2027

### Letter of Undertaking – Guardianship Company

To whom it may concern,

**Student’s Full Name:** [as shown on passport]

**Date of Birth:**

**Nationality:**

**Passport number:**

**Sponsor:** Lancing College, Lancing, West Sussex BN15 0RW

I can confirm that I have been appointed as the nominated guardian for the above-named student and am not related to them.

I confirm that the student will be living as a full boarding student at the school during term time.

Details of the Guardianship organisation:

**Organisation name:**

**Address:**

**Phone Number:**

**Email address:**

I can confirm that the date the guardianship organisation was established on [INSERT DATE]

I can also confirm that all guardians that the organisation uses have a current enhanced Disclosure and Barring Check Certificate.

Yours faithfully,

Signature: .....

Name in full: .....

Date: .....

Address: .....

.....

.....

**Letter of Undertaking – Nominated Guardian**

To whom it may concern,

**Student’s Full Name:** [as shown on passport]

**Date of Birth:**

**Nationality:**

**Passport number:**

**Sponsor:** Lancing College, Lancing, West Sussex BN15 0RW

I can confirm that I am to be the nominated guardian of **STUDENT**.

I can confirm that I will be **STUDENT’s** carer in the UK outside of term-time for less than 28 days **and/or** is the school’s emergency contact in the UK. I can confirm that I am **a British Citizen / settled in the UK** and have not been convicted or committed any criminal offence in the UK or overseas.

My contact details are as below:

**Full name:**

**Address:**

**Phone Number and email address:**

The nature of my relationship with the child’s parents (or legal guardian) and myself is **DESCRIPTION OF RELATIONSHIP**. I can confirm that I agree to all care arrangements in place.

I also confirm that the accommodation and the address I live at is a private residential property and not operated as a commercial enterprise.

Including myself, the occupants at the property are:

Name	Relationship to you

Details of other adults that regularly reside at the property whose primary home is elsewhere:

Name	Permanent UK address	Phone / Email

Other people I support or have offered support as an intended carer are:

Full Name

**GUARDIANSHIP POLICY**

Yours faithfully,

Signature: .....

Name in full: .....

Date: .....

Address: .....

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