



CHELtenham COLLEGE



CHELtenham PREP SCHOOL

Guardianship Policy

Reviewer: Mary Plint

Approver: Anna Cutts, James Hayden

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Next Review: January 2027

'Cheltenham College' refers to Cheltenham College Senior School *and* Cheltenham College Preparatory School (including Cheltenham College Pre-Prep and Nursery School)

'College' refers to Cheltenham College Senior School

'Cheltenham Prep' refers to Cheltenham College Preparatory School

'Nursery and Pre-Prep' refers to Cheltenham College Nursery School and Pre-Prep

1. Who Needs a Guardian?

It is a requirement that all pupils living outside the UK should have a guardian in this country who will act in loco parentis for them and support their welfare. A guardian is also required for pupils whose parents are members of the armed services and are therefore likely to be absent for periods of the school year.

The guardian should live in the vicinity of Cheltenham so they can reach Cheltenham College within a reasonable time should an emergency arise. We recommend this must be within two hours' drive. Close proximity to Cheltenham is essential for international pupils' guardians so they can offer extra support.

The choice of a guardian is the responsibility of the parent: the school can accept no legal responsibility for any guardianship arrangements. Guardianship arrangements must meet the expectations outlined in this policy. A member of school staff or their spouse cannot act as a guardian. The guardian needs to be aware of and accept the requirements of this policy and both the parent and the guardian must show that they have accepted our terms laid out in this policy by signing and returning the letters that Admissions will send to them, including the Parent Letter of Consent to Travel Reception and Care Arrangements and the Guardian Letter of Undertaking. A new letter needs to be signed by each different homestay provider within a guardianship organisation and parents need to sign a new letter of consent for each care arrangement. Guardianship arrangements must fully meet the National Minimum Standards for Boarding and the UKVI requirements, including that the guardian must be a British Citizen or be settled in the UK and must be living in private accommodation. They cannot be a student living in shared university accommodation. A guardian must be over 25 years of age.

Guardianship organisations must be AEGIS accredited (Association for the Education and Guardianship of International Students), to ensure the high standards of safeguarding and care, including enhanced DBS checks for all homestay providers within a guardianship organisation. The only exception to an AEGIS-accredited guardian would be in instances where parents submit a clear case in writing to the Head of Compliance for consideration (headofcompliance@cheltenhamcollege.org) and this is agreed.

Upon receipt of the completed Parent Letter of Consent to Travel, Reception, Care Arrangements and Financial Responsibility and the completed Guardian Letter of Undertaking sent to parents by the Admissions team, the school will be able to issue a Confirmation of Acceptance for Studies (CAS) at Cheltenham College where this is needed, to enable parents to apply for a visa. Documents required for

the visa application include the Parent Letter of Consent to Travel, Reception, Care Arrangements and Financial Responsibility and the Guardian Letter of Undertaking. The Parent Letter of Consent to Travel, Reception, Care Arrangements and Financial Responsibility **must be signed in ink**; electronic signatures are not permitted.

The school monitors the suitability of guardianship arrangements and contacts parents and/or guardians should any issues arise. In line with statutory guidance Keeping Children Safe In Education (KCSIE), monitoring processes with pupils are in place to ensure that guardian arrangements are meeting the necessary standards and supporting welfare. A random sample of pupils may be contacted during a leave-out (exeat weekends, half-term breaks and holidays) and some may be visited. A survey is sent out following different leave-outs asking about the stay, if there were any issues and whether the pupil would like to speak to a member of staff. If, in an exceptional circumstance, the guardianship arrangement is not promoting a pupil's welfare or physical or emotional wellbeing then Cheltenham College will liaise with parents and ask them to make alternative arrangements.

Any plans to change guardian must be communicated to Cheltenham College in writing so new forms can be issued and held on record for inspection by UKVI.

2. The Guardian's Role

- To act with delegated parental authority in the case of an emergency and in other matters agreed by the parents.
- To ensure safe transport to and from Cheltenham College for all leave-outs and to communicate all such travel details in writing to the Housemaster, Housemistress or Houseparent via iGTM. For all leave-outs, Cheltenham College Transport to and from a Guardian's home and/or airports must be used where a Guardian is not personally providing transport.
- To ensure that the child in their charge is resident with the guardian or a host family arranged by the guardianship organisation during exeats and half-term holidays unless the child is going home. 'Bed and Breakfast' accommodation does **not** fulfil this requirement.
- The guardian is responsible for ensuring that arrangements provide suitable levels of accommodation and supervision. Guardians who care for more than one pupil from the same or other schools must ensure suitable safeguarding measures such as age-appropriate arrangements.
- To provide safe care during any absence from Cheltenham College, for example illness, significant mental health issues or disciplinary matters. In the unusual event of the school having to close due to an epidemic or pandemic the guardian will be responsible for collecting and caring for the pupil.
- To attend Parents' / Guardians' Meetings to follow the pupil's progress.
- To be responsible for the transport and safe storage of all belongings at the end of each academic year.
- To be familiar with relevant school rules, regulations and policies.
- To be English speaking and provide a point of contact at all times.
- To be able to attend Cheltenham College and / or pick up their charge at short notice as necessitated by the school (up to a maximum of 4 hours from request to pick up).

Guardians are always welcome at Cheltenham College and are encouraged to take as much interest in their charge as they feel able to.

3. Passports, Visas and Travel

Careful note should be taken of any conditions which are attached to a pupil's passport at immigration and visas must be kept up to date. Students living outside the UK should consult the Home Office UK Visas and Immigration website www.gov.uk to find out whether a student visa is required and, if so, how

to apply for one in the country of residence. Guardians and parents are responsible for telling the Housemaster, Housemistress or Houseparent if flights require Unaccompanied Minor service via iGTM.

Overseas trips:

It is the guardian's responsibility that they organise and apply for any visa required for a pupil to attend an overseas trip being offered by the school.

We advise that passports should be given to the Housemaster, Housemistress or Houseparent for safe keeping.

On their first arrival in the UK, visa holders must use the staffed immigration entry booths at the airport to have their entry date to the UK stamped in their passport. Every time thereafter that a visa holder travels home for holidays, they are required to retain and provide evidence of departure and arrival travel to the school. It is simplest if they have their passport stamped upon each entry at an immigration booth. Should an eGate be used, alternative evidence includes items such as an e-ticket printout or boarding pass. Matrons will collect evidence of travel and hold it on record. Arrangements for all leave-outs must be requested in advance from Housemasters / Housemistresses via Orah at College or via the Prep systems. Further information will be provided. Any pupil returning to the UK before the start of term must stay with their Guardian upon return, confirming arrangements via Orah or Prep systems.

4. Guardian's absence

4.1 If any guardian is going to be away from their UK home or unable to accommodate a pupil for however short a time, they must make suitable alternative arrangements for that period and communicate these to parents. The guardian must notify the Housemaster, Housemistress or Houseparent of the arrangements and provide the name, address and telephone number of the person who is hosting / providing the homestay.

4.2 Where the school has, in an exceptional circumstance, approved the use of a non-AEGIS accredited guardian and they or a replacement guardian arranged by the parents are not available at a time when Cheltenham College requires the pupil to be off site for any of the above stated reasons, Cheltenham College reserves the right to ask an AEGIS accredited guardianship organisation to arrange short-term billeting. The cost of this will be passed on to parents.

5. AEGIS accredited Guardians

All AEGIS accredited guardians and guardianship organisations uphold rigorous standards. Whilst Cheltenham College cannot be responsible for guardianship arrangements, parents are welcome to discuss with our Admissions teams. Information about AEGIS accredited organisations can be found [here](#).

The following details may be useful, but do not constitute any endorsement by Cheltenham College.

AEGIS accredited organisation	Details
Pippa's Guardians	Web: www.pippasguardians.co.uk Email: ben@pippasguardians.co.uk
White House Guardians	Web: https://whitehouseguardians.co.uk/ Email: wyevalley@localguardians.co.uk

Brightworld Guardians	Web: www.brightworld.co.uk Email: ana@brightworld.co.uk
Quest	Web: www.questguardians.co.uk Email: office@questguardians.co.uk
Alphaplus Guardian Services	Web: https://alphaplusguardians.co.uk/ Email: office@alphaplusguardians.co.uk
Cherry Education Consultancy	Web: https://www.ukcec.com Telephone: 01865 862240
Academic Guardians UK	Web: https://academic-guardians.co.uk/ Telephone: +44 (0) 203 515 8880