



EPSOM

COLLEGE

The responsibility for choosing an appropriate Guardian rests *solely* with the parents of the pupil. The parents are responsible for satisfying themselves that the guardian is able and willing to fulfil the requirements outlined below.

Although the responsibility for carrying out any safeguarding checks rests solely with the pupil's parents, **the College must agree to the suitability of the Guardian**. The Guardian will only be deemed suitable if:

- He/she agrees to fulfil the requirements listed under **The Role and Responsibilities of the Educational Guardian**.
- He/she is capable of providing care for a child in a happy and secure home environment, as would a reasonable and responsible parent.
- He/she has read, understood and agreed to comply with this policy and has completed and signed the **Guardian Agreement Form**.

Parents must select reputable, UK-based educational guardianship companies which are either approved by the Association for the Education and Guardianship of International Students (AEGIS: www.aegis.net) or have been passed by the Boarding Schools Association Certified Guardian Scheme (BSA: www.boarding.org.uk).

AEGIS or BSA member guardianship organisations provide the best support for international students and are able to have multiple contingency plans in place to support students in the event of emergencies. Whilst Epsom College does not recommend specific agencies or guardianship companies, the following BSA/AEGIS approved companies have been shared by families with pupils currently at Epsom College and may be able to provide host families in the local area:

[Brightworld Guardianships Ltd](#)

[English Country Guardians](#)

[Pippa's Guardians](#)

[Quest Guardians](#)

[White House Educational Guardianships](#)

Alternatively, the guardian may be a nominated friend of the family or another family member resident in the UK who holds a British passport or who has UK Settled Status and who fulfils the criteria to hold the position of Guardian. *It is essential that the nominated friend or family member fully understands the level of commitment required before agreeing to the role.* Parents must ensure that the appointed Guardian receives a copy of this Guardian Policy and fully understands and agrees to the role they are being asked to undertake. A Guardian who is a nominated friend or family member must also ensure that:

- They have suitable contingency back-up.
- That the pupil is cared for adequately in a secure home environment.
- They provide a second person as a contact, verified by the parents, who are also resident in the UK.

Parents must arrange for their child's Guardian to meet with a member of the Admissions Department (either the Director of Admissions or the Admissions Registrar) before the beginning of their child's first term at the College either

remotely (e.g., via Zoom/Microsoft Teams) or in person. Guardians must agree to provide proof of residency in the UK and photographic ID at this meeting.

Guardianship arrangements will be monitored on a regular basis, using Pupil Feedback Forms following school holidays and Exeat weekends and through regular communication between a pupil's Guardian and Housemaster/Mistress or Tutor and the pupil's parents. Parents must keep the school informed of any changes to the Guardian, including all up-to-date contact details via the relevant member of College staff.

The Role and Responsibilities of the Educational Guardian

The Guardian will be responsible for the care and wellbeing of the pupil, as would a responsible and caring parent, whenever the pupil is residing in the UK outside term time and their parents are not available. This includes Exeat weekends, half term breaks, school holidays and in times of emergency, such as a pandemic or extreme weather event, when the school has to close.

A Guardian is required to take full responsibility for a pupil:

- During Exeat weekends, half term breaks and end of term holidays if travel home is not possible
- When travel arrangements mean there is a gap between the pupil arriving in or leaving the country and school opening or closing
- In the event of illness or injury
- If disciplinary measures result in the pupil being suspended or excluded from school
- If the College has to close due to unforeseen circumstances

During the times listed above, the Guardian will be responsible for looking after the pupil if medical issues require or if the pupil is involved in an accident. The Guardian will need to be available to provide care for the pupil and make decisions as appropriate at such times.

The College also requires the Guardian to:

- Be able to act with delegated responsibility in the case of emergency and in other matters pertaining to life at the College
- Be over the age of 25 and not in full-time education
- Live within 1.5 – 2 hours travelling time to the College and/or be able to provide a host family within 1.5 – 2 hours travelling time to the College.
- Be able to communicate with the College in proficient English (and with the parents in their native language if they do not speak English)
- Be permanently resident in the UK during published term times. If a Guardian is going to be away from their home or out of the country for more than 48 hours, the parents must inform the College of alternative guardian arrangements. They must give full contact details for the period of absence and name and address of a responsible person in the UK who have been fully authorised by the parents to act on their behalf
- Ensure that safe and adequate travel arrangements are made for the beginning and end of holidays and Exeats and to communicate these to the College in a timely manner
- Be contactable by phone and e-mail during term-time and be able to come to the College if required, sometimes at short notice
- Where reasonably possible, attend parent meetings if the parents are unable to attend
- Act on behalf of parents in the case of urgent medical treatment
- To be familiar with the College's rules, regulations and policies
- Offer suitable accommodation to the pupil whilst in their care and provide all meals. The Guardian/Host Family should ensure that the pupil has their own bedroom, a quiet place to study, and enjoy a reasonable level of privacy (e.g. a lockable bathroom door). The Guardian/Host Family must comply with the College rules and UK law at all times with regard to activities involving alcohol, drugs, relationships with others etc.

The following are *not* acceptable to the College:

- Pupils accommodated in hotels, bed and breakfast or other similar establishments without the direct supervision of the Guardian or other appointed adult
- A Guardian who is not resident in the UK during term time or who is not prepared to accept responsibility for the pupil when requested by the College
- A Guardian who is a university student and/or resident in student accommodation or halls of residence
- Supplying deliberately false or misleading information as to the whereabouts and/or travel arrangements of a Pupil
- An arrangement which does not provide the pupil with accommodation, food and supervision of a pupil at least of the standard experienced at the College
- An employee (or family member living at the same address) of the College acting as a Guardian or Host Family

Housemasters/mistresses will ask the pupils about their experience at a Guardian/Host Family and will flag any concerns immediately with the Designated Safeguarding Lead. Where concerns are raised, actions could include:

- Meeting with the pupil to discuss their concerns
- Speaking to the Guardian/Host Family, passing concerns to parents promptly
- Request a new Guardian is appointed
- Alerting the relevant responsibilities (AEGIS, BSA, LEA, Child Protection, Police)
- Alerting the UKVI