



GUARDIANSHIP POLICY

Person responsible: Administration Manager, King's School, Canterbury International College
Reviewed: Policy dated April 2021. To be reviewed April 2022.

**The King's School, Canterbury
International College**

Guardianship Policy

Introduction: This policy sets out some general principles, but does not alter the parent/guardian terms and conditions, which form the basis of the Parent Contract with the International College.

1. At least one responsible person over the age of 25 permanently resident in the UK, and not on a student visa or visitor visa, must be appointed as guardian for students whose parents do not reside in the United Kingdom.
2. The guardian appointed should be:
 - An immediate family member or family friend that meets the College's guidelines, or
 - Accredited by The Association for the Education and Guardianship of International Students (AEGIS). A list of accredited guardians can be found on the AEGIS website: <https://aegisuk.net/parents-agents/>
AEGIS are always available to guide parents when making a decision regarding a guardian for their child: <https://aegisuk.net/contact-us/>
3. Where the guardian is an immediate family member or family friend, the following evidence must be provided:
 - Copy of the photo page of their passport
 - Evidence that they are permanently resident in the UK
4. Where the student has English as a Second Language and the parents may not speak English it is expected that the guardian will act as translator and be able to speak on their behalf, or it is the parents' responsibility to provide someone else who can undertake this role. On request, the College will undertake to provide translation of the core policies on its website in the main languages of ESL students attending the College.
5. Guardians appointed must be authorised by the appointing parents to discharge the following responsibilities:—
 - to be a 24 hour point of contact in place of the parents throughout the term;
 - to be the person with whom the College liaises on matters relating to the student;
 - in the event of a medical emergency or disciplinary situation, to be able to collect the student from the College within three hours of being notified by College staff
 - to be able to accommodate the student in an emergency or if the student is for any reason required to be away from College or unable to be at the College during term time;
 - to arrange (via the College if appropriate) travel to and from College at beginnings and ends of terms, at half terms and for exeats;
 - to arrange proper care and supervised accommodation for holidays and half term holidays if the student will not be with their parents;
 - to ensure the student does not stay at a hotel during holidays unless supervised by an adult who fits the same criteria as a guardian
 - to ensure that arrival and departure times comply with the College's published term dates and times;
 - to communicate travel arrangements to the College at least two weeks before the student leaves or returns to the College, giving exact travel and accommodation details;

- to make all decisions (including decisions relating to medical care and curriculum choices) in relation to the student that a parent could or should make, including the signing of consent forms as necessary;
- to give permission for other arrangements where the student will be away from the College, for example school trips or visits to friends;
- to give permission for the student to participate in activities for which extra charges may be payable, for example music lessons;
- to support the student in their academic progress, including attending parents' meetings;
- to communicate with the College regarding the student's welfare and wellbeing, including any medical matters that have occurred during their stay away from the College; and
- to appoint another responsible person to act temporarily as guardian during absences on holiday or in the event of the guardian being indisposed.

In the event of an emergency situation that prevents an international student from being able to travel as originally planned, the College will put in place appropriate provision and will work with parents / guardians in making alternative arrangements.

6. It is expected that all appointed guardians will provide comfortable and safe accommodation, including appropriate levels of privacy and access to bathroom facilities. Students should be well supervised and guardians should ensure that students receive safe and effective care that promotes the physical and emotional wellbeing of the student.

The guardian is expected to be sensitive to the challenges that an overseas student faces, especially when they first arrive and may suffer from homesickness.

Guardians are expected to behave sympathetically towards the student at all times; where an issue arises that cannot be resolved easily by the guardian, the College Principals should be contacted immediately. Where a guardianship agency is involved, the agency's regional co-ordinator should also be informed.

7. If in the College's reasonable discretion, the appointed guardian does not discharge his or her functions in the best interests of the student, the College may take such steps as may be reasonable to safeguard the student.