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**1. Introduction**

Windlesham House School (“the School”) has a strong boarding ethos and values the diversity of its community.

The School is committed to safeguarding and promoting the welfare of pupils in line with Keeping Children Safe in Education (KCSIE) 2025 and UKVI guidance.

During term time the School is responsible for a pupil’s welfare and acts in loco parentis. However, there are times when the School must be able to hand over these parental responsibilities to an appointed Educational Guardian (a “Guardian”).

This policy applies to pupils whose parents are based overseas or who expect to spend a significant part of the academic year outside the United Kingdom.

It is a condition of admission that these pupils have a UK-based guardian who:

- resides permanently in the United Kingdom,
- lives within two hours of the School, and
- has been approved by the School before enrolment or the issue of a CAS (for visa-sponsored pupils).

The appointed guardianship must remain in place until the pupil leaves the School.

## **2. Appointment of Guardian**

The responsibility for selecting a suitable Guardian rests with the pupil's parents. Parents must satisfy themselves that the Guardian is able and willing to fulfil the requirements outlined in Section 3. Before enrolment (or re-enrolment), the School must verify that appropriate guardianship arrangements are in place and that all required checks have been completed.

Where the Guardian is a relative or close family friend, the School will require confirmation of the Guardian's identity and address and may, at its discretion and in line with safeguarding requirements, request additional checks where appropriate.

Where the Guardian is not a relative or close family friend, or is appointed through an agency, the following checks must be completed by the agency, and the School must verify that these checks have been satisfactorily completed before accepting the arrangement:

- an enhanced DBS check (with children's barred list),
- verification of identity and address, and
- two satisfactory references.

Any agency used must be AEGIS-accredited (Association for the Education and Guardianship of International Students). Further information is available at [www.aegisuk.net](http://www.aegisuk.net). Only AEGIS-accredited agencies meet current safeguarding and best-practice expectations for the appointment and ongoing monitoring of Guardians.

Ideally, a Guardian should be a relative or family friend who is well known to the child and with whom the child feels comfortable. Where families do not have a suitable contact in the UK, parents are expected to appoint a Guardian through a reputable and AEGIS-accredited organisation.

Once a Guardian has been appointed, the Guardian Details Form (Annex A) must be completed and signed by both parents and the Guardian before enrolment or a pupil's return.

For VISA-sponsored pupils, no CAS (Confirmation of Acceptance for Studies) will be issued until the School is fully satisfied that the guardianship arrangements meet UKVI requirements and the School's safeguarding standards.

## **3. Roles and Responsibilities of a Guardian**

Guardians act in loco parentis when pupils are not in School. They are responsible for the pupil's care, welfare, supervision and accommodation and must comply with UK law and all School policies. Guardians must maintain regular communication with the School and notify the School if they will be absent for more than 48 hours, providing full details of an approved alternative guardian.

### **a. General Responsibilities**

- To be responsible for the care and wellbeing of the pupil, as would a responsible and caring parent, and to provide a 24-hour point of contact throughout the School year.
- To be ready to accommodate and take responsibility for the pupil at short notice in case of emergency, crisis or where the School requires the pupil to leave temporarily.
- To act with delegated parental authority (in loco parentis) in emergencies, including authorising medical treatment if parents cannot be contacted.

- To provide safe, suitable accommodation and appropriate supervision whenever the pupil is not accommodated at School, liaising with the Boarding team.

Situations when the Guardian may need to accommodate the pupil include, but are not limited to:

- Exeat Weekends, half-term breaks and longer holidays
- Gaps between travel dates and term dates
- When the pupil is ill or injured and must recuperate away from School
- When the pupil must isolate or quarantine to protect the School community
- When the pupil is required to leave School for disciplinary or welfare reasons
- Any other occasion when the pupil is released from the School

#### b. Guardian Eligibility and Conduct

The Guardian must

- Be over the age of 25 and not in full time education
- Live within two hours' travelling distance from the School. (exceptions must be agreed in advance)
- Reside permanently in the UK during term time
- If absent from home or abroad for more than 48 hours, parents must inform the School of an alternative guardian authorised to act on their behalf.
- Communicate effectively in English (and where relevant, with parents in their native language)
- Be contactable by phone and email at all times during term and be able to attend School when required, including at short notice. If possible, attend parents' meetings on behalf of the pupil's parents when they cannot do so
- Be familiar with and comply with the School's rules and regulations and ensure that the pupil does likewise at all times.
- Ensure the pupil complies with UK law, including rules relating to alcohol, drugs, relationships and other legal obligations.

#### c. Practical Responsibilities

The Guardian is also responsible for ensuring that:

- The pupil attends School from the first to the last day of each term, unless agreed otherwise in exceptional circumstances.
- Safe and appropriate travel arrangements are made for holidays and Exeats within published times and that these are communicated to the School in advance.
- The School is notified at least one week in advance of where and with whom the pupil will stay during holidays and Exeat weekends.
- The pupil's passport, visa, and immigration status remain valid and compliant with UK regulations.
- The pupil is properly equipped with clothing and other necessities at the start of each term.
- Accommodation provided (including homestays) is safe, comfortable, and family-oriented, ensuring that the pupil:
  - has their own room and a quiet place to study,
  - is included in family life and not isolated,
  - has privacy (e.g. locks on bathroom doors), and
  - receives regular meals and appropriate care.

#### **4. Monitoring and Oversight**

Boarding staff must speak with pupils after each stay with their Guardian to gather feedback about their experience. Staff must record pupils' responses and immediately report any concerns to the Designated Safeguarding Lead (DSL)/ Deputy Head Pastoral.

When a concern is raised, actions may include:

- Meeting with the pupil to explore concerns further
- Speaking directly with the Guardian and informing parents
- Requesting that parents appoint a new Guardian if the existing arrangements are deemed unsuitable.
- Alerting relevant authorities including Children's Services, AEGIS, the Boarding Schools' Association (BSA), the Local Authority (LEA) or the Police where appropriate.
- In exceptional circumstances, informing UK Visas and Immigration (UKVI) service, particularly where failure to comply with this policy may constitute a breach of visa conditions.

The School will review all guardianship arrangements annually to ensure that they continue to meet safeguarding, welfare, and compliance requirements. Where concerns persist, the School reserves the right to require a change of Guardian or to contact relevant statutory or regulatory bodies.

#### **5. Change of Guardian or Contact Details**

Parents must notify the School immediately of any change in guardian or contact details (including telephone, mobile, email address and full postal address) to ensure continuity of care.

The appointment of a new Guardian will be subject to the same verification standards set out in Section 2 (Appointment and Approval of Guardians). No new Guardianship arrangement will be approved until these requirements have been verified by the School.

Guardians must confirm in writing each academic year that their contact details remain current and they continue to meet eligibility requirements.

#### **6. Unsuitable Arrangements**

If, at any point during a pupil's time at Windlesham House, the School has concerns about the suitability of a Guardian or guardianship arrangement, the parents will be informed immediately. The School may request that parents appoint a new Guardian or revise the existing arrangements.

If the School continues to have concerns and these are not satisfactorily resolved, the pupils' place at the School may be reviewed and in serious cases, withdrawal may be required. For visa-sponsored pupils, failure to maintain acceptable guardianship arrangements may result in withdrawal of sponsorship by the School.

The following arrangements are not acceptable:

- Guardians who are not resident in the UK during term time or who are unable or unwilling to take responsibility for the pupil when requested.
- Guardians who lack enhanced DBS clearance (where required under Section 2) or who fail to meet the School's safeguarding and welfare standards.
- Pupils staying in hotels, bed and breakfast accommodation or other temporary

establishments without the direct supervision of the approved Guardian or another adult formally approved by the School.

- Unvetted or informal homestay arrangements that have not been approved by the School.
- Provision of false or misleading information regarding a pupil's whereabouts or travel arrangements.
- Any arrangement that fails to provide safe accommodation, adequate supervision or appropriate welfare, or does not meet the standard of care experienced at school.
- Any arrangement that breaches UK law or visa requirements, or which may compromise a pupil's safeguarding, welfare, or immigration compliance.
- Any employee of the School acting as a Guardian (under the National Minimum Standards for Boarding Schools, no member of staff may act as a Guardian unless they are a close family member).

The School reserves the right to decline permission for any leave or travel arrangements if it is not fully satisfied with the proposed guardianship or accommodation arrangements.

## **7. Emergency Provision**

If the appointed Guardian cannot be contacted or fulfil their duties, the School reserves the right to appoint a temporary emergency Guardian and notify parents immediately. Associated costs may be charged to parents.

## **8. Private Fostering and Legal Compliance**

Where a pupil stays with a non-relative for 28 consecutive days or more, the School will notify the relevant local authority in accordance with the Children Act 1989. This ensures that appropriate safeguarding oversight and UKVI compliance requirements are met.

## **9. Data Sharing and Consent**

Parents' consent to the sharing of relevant pupil information with the appointed Guardian (including academic records, reports and welfare updates) to facilitate effective care and communication in accordance with UK data protection legislation and KCSIE guidance.

## **10. Guardian Familiarisation and Engagement**

Guardians are encouraged to visit the School and meet boarding staff, particularly during induction events and review meetings. This helps strengthen the pupil's support network and ensures a shared understanding of School expectations and safeguarding duties.

## **11. Record-Keeping and Review**

The policy is reviewed annually or following regulatory updates. Records of Guardian vetting, correspondence and pupil feedback will be securely stored in accordance with data protection regulations.

## **APPENDIX 1 – Parent Confirmation of Educational Guardianship**

This form must be completed by the parent(s) or legal guardian(s) of the pupil. It forms part of the School's safeguarding arrangements and, where applicable, UK Visas and Immigration (UKVI) Student Route compliance. Completion of this form does **not** confirm approval of a guardian. Guardianship arrangements are subject to verification and approval by the School.

### **Section 1**

#### **Pupil's Details**

- 1.Pupil's full name
- 2.Date of birth
- 3.Nationality
- 4.Is your child sponsored under the UK Student Route (Student visa)?

### **Section 2**

#### **Guardian Details**

- 5.Full name of proposed Educational Guardian
- 6.Relationship to pupil (e.g. relative, family friend or guardianship agency)
- 7.Proposed guardian's address?
- 8.Proposed guardian's primary contact number
- 9.Proposed guardian's contact email

### **Section 3**

#### **Guardian Eligibility (Parent Confirmation)**

##### **10.Guardian eligibility confirmation**

- To the best of my/our knowledge, the proposed Educational Guardian is over the age of 25, is not in full-time education, is a UK resident or has permanent right to remain status. They live in the UK during term time no more than 2 hours travel from the School.
- To the best of my/our knowledge, there is nothing in the proposed Educational Guardian's background that would make them unsuitable to care for a child.
- I/We understand that the School may carry out its own checks and may decline or require a change of educational guardian if the proposed arrangement does not meet safeguarding or suitability requirements.

### **Section 4**

#### **Parental Appointment and Authority**

##### **11.Please confirm the following:**

- I/We formally appoint the above-named as Educational Guardian for my/our child, subject to approval by the School
- I/We authorise the proposed Educational Guardian, once approved by the School, to act in loco parentis whenever my/our child is not in School
- I/We authorise the proposed Educational Guardian, once approved, to consent to emergency medical, dental or hospital treatment where I/we cannot be contacted
- I/We authorise the proposed Educational Guardian, once approved, to supervise accommodation, travel and care arrangements

##### **12.Continuous Care and Supervision**

- I/We confirm that suitable care arrangements will be in place for my/our child at all times while they are in the UK, including during exeats, holidays, travel days, illness or emergencies

- I/We understand that my/our child must not be left without appropriate supervision at any time while in the UK

#### 13.UKVI & Visa Compliance

- I/We understand that, where applicable, my/our child is sponsored under the UK Student Route and that suitable care arrangements, including an approved UK-based Educational Guardian, are a condition of their visa
- I/We understand that failure to put suitable guardianship arrangements in place may result in withdrawal of visa sponsorship or delay to CAS issuance
- Not applicable - my/our child is not on a child student visa

#### 14.Approval, Responsibility and Changes

- I/We understand that guardianship arrangements are subject to verification and approval by the School
- I/We understand that until an Educational Guardian has been approved and has completed the required declaration, I/we remain fully responsible for my/our child's care arrangements in the UK
- I/We undertake to notify the School immediately, in writing, of any change to the proposed guardian or guardianship arrangements

#### 15.Safeguarding and Information Sharing

- I/We confirm that I/we have read and accepted the School's Guardianship Policy and the Duties of an Educational Guardian
- I/We consent to the School sharing relevant academic, welfare, safeguarding and travel information with the Educational Guardian once approved, where necessary to ensure my/our child's safety and wellbeing

#### 16.Accuracy and Declaration

- I/We confirm that the information provided is accurate and complete and that providing false or misleading information may affect my/our child's place at the School and/or visa sponsorship

### **Section 5**

#### **Signatures**

17.Parent / Legal Guardian full name

18.Second Parent / Legal Guardian full name

19.Date

## **APPENDIX 2 - Educational Guardianship Declaration**

This form must be completed by the appointed Educational Guardian. It forms part of the School's safeguarding and UK Visas and Immigration (UKVI) compliance requirements. Submission of this form constitutes a legally binding declaration.

### **Section 1**

#### **Pupil's Details**

- 1.Pupil's full name
- 2.Is the pupil a UK Student visa holder?

### **Section 2**

#### **Educational Guardian Details**

- 3.Guardian's full name
- 4.Relationship to child or name of the Guardian Agency
- 5.Please confirm if you are AEGIS registered
- 6.Home address - for individual guardians this will be where pupil will normally stay; for agencies this is the office address or local contact
- 7.Approximate travel time to School
  - Within 1 hour
  - 1–2 hours
  - More than 2 hours (requires approval by the school)
- 8.Educational guardian's primary contact number
- 9.Guardian's secondary / emergency contact number
- 10.Guardian's contact email
- 11.If you as the nominated educational guardian regularly look after other children or have anyone regularly living at your address, please give their names and dates of birth here. This is to comply with UKVI regulations. (Educational guardian agencies need not provide this but it will be required for home stays).

### **Section 3**

#### **Educational Guardian Declarations**

12. I confirm that:
  - I have been appointed by the pupil's parent(s) as their child's Educational Guardian and I agree to act in loco parentis whenever the pupil is not in School.
  - I have read, understood and agree to comply fully with the School's Guardianship Policy and all relevant safeguarding and welfare policies.
  - I am over the age of 25, not in full-time education and a UK citizen or have permanent leave to remain. I live in the UK during term time.
  - I live within 2 hours' travelling distance of the School (or have written approval from the School for an exception).
  - I confirm that I will be available as a 24-hour emergency contact during term time and will respond promptly to the School if contacted.
  - I understand that, where applicable, the pupil is sponsored under the UK Student Route and that maintaining suitable care arrangements at all times is a condition of their visa. I understand that failure to meet my responsibilities may result in withdrawal of visa sponsorship.
- 13.Safeguarding and Suitability
  - I confirm that I have no criminal convictions, cautions or ongoing investigations that

would make me unsuitable to act as a guardian for a child.

- I understand that the School may require verification of my identity, address, references and (where applicable) enhanced DBS clearance.
- I agree to inform the School immediately of any change in circumstances that may affect my suitability to act as a guardian.

#### 14. Responsibilities and Authority

- I confirm that I am authorised by the pupil's parent(s) to act in loco parentis when the pupil is not in School, including consenting to emergency medical, dental or hospital treatment where parents cannot be contacted, supervising and approving accommodation and travel arrangements, liaising with the School on safeguarding, welfare and compliance matters, and taking responsibility for the pupil in emergency situations.
- I confirm that I am willing and able to accommodate and take responsibility for the pupil at short notice when required, including during exeats, half-term breaks, illness, emergencies, travel delays, disciplinary or welfare-related absences from School.
- I confirm that any accommodation I provide or arrange for the pupil will be safe, supervised and suitable, and will not include hotels, hostels, bed and breakfast accommodation or unsupervised arrangements unless expressly approved in writing by the School.
- I confirm that, when the pupil is in my care, they will have appropriate sleeping accommodation, access to bathroom facilities with privacy, regular meals and appropriate care, and will be included in family life and appropriately supervised.

#### 15. Travel and Absence Arrangements

- I understand that I am responsible for ensuring appropriate supervision and accommodation for the pupil on arrival into and departure from the UK, and during any gaps between travel dates and School term dates.
- I will ensure that safe and appropriate travel arrangements are made and communicated to the School in advance.
- If I am unavailable, away from my home, or outside the UK for more than 48 hours, I will notify the School in advance and will not transfer responsibility to another adult unless they have been approved in writing by the School.

#### 16. Communication and Data Sharing

- I agree to maintain regular communication with the School and to attend meetings (in person or online) when reasonably requested.
- I consent to the School sharing relevant academic, welfare and safeguarding information with me where necessary to enable me to fulfil my role as guardian.

#### 17. Accuracy and Compliance

I confirm that all information provided in this form is accurate and complete. I understand that providing false or misleading information may result in termination of the guardianship arrangement and may affect the pupil's place at the School and/or visa sponsorship.

### Section 4

### Signatures

18. Guardian's Signature

19. Date

### **APPENDIX 3 – Pupil Feedback after stays with Guardian**

We want to make sure you have a safe and positive experience with your guardian or host family during Exeat weekends and holidays. Please take a few minutes to complete this questionnaire honestly — your feedback helps us make sure every pupil is well cared for while away from school.

If you are unhappy about your stay, please speak to your tutor or a member of the Boarding Team.

1. Pupil name:
2. Name of guardian or home stay:
3. Was your travel plan as expected? E.g. by school taxi / by bus or train / collection by host/guardian / driver? and did this work well? (If no, please add details):
4. Did you have your own room? If not, who did you share a room with?
5. How many other children were staying there?
6. Did you have access to bathroom facilities with a lock?
7. Did you have a quiet place to study?
8. How much did the person / family you were staying with involve you in activities? (please select)  
Not at all  
Sometimes  
All the time
9. Did the family provide food and meals? (please select)  
Yes - for most and/or all meals  
No - I always ate on my own  
Sometimes - e.g. I joined them for main meals  
I prepared most or all my own meals  
I ordered takeaway
10. Please rate your stay with your guardian (You can choose more than one option)  
Excellent  
Good  
Satisfactory  
Unsatisfactory  
Poor  
I would like to change my host family or guardian next time

11. Please choose the phrases which best describe your stay. You can choose more than one option and add details in the Comments section.

- Fun - I really enjoyed it
- Plenty of time for quiet study
- I had a lot of time to myself
- Really busy with the family / guardian
- Lonely
- Stressful (please tell us why in the comments section)
- Happy
- Relaxing
- Unhappy (please tell us why in the comments section)
- I liked the person I stayed with and would like to stay with them again
- I did not like the person I stayed with and would not like to stay with them again.

Comments:

12. Write a sentence or two to describe your weekend.

13. Any further comments or questions?

14. Do you have any concerns about your guardian, homestay, or the accommodation that you would like the School to know about?

## APPENDIX 4 -Annual Guardianship Review

**Pupil Name:**

**Year Group:**

**Guardian Name:**

**Date of Annual Review:**

**Reviewer(s):**

### Section A – Guardian Confirmation

Requirement	Evidence Provided	Meets Standard?	Notes
Written confirmation of contact details	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Confirmation guardian meets eligibility (over 25, UK resident, within 2 hours, available)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Confirmed willingness to act in loco parentis	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Confirmation of ability to host during exects/holidays	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No	

### Section B – Safeguarding Verification

Safeguarding Element	Evidence	Meets Standard?	Notes
Identity verified	File checked	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Address verified	File checked	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Enhanced DBS (if applicable)	Issue date:	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
References (if applicable)	On file	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Homestay suitability checked (if relevant)	Documentation on file	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Any safeguarding concerns recorded during year	<input type="checkbox"/> None / <input type="checkbox"/> Yes (attach details)	<input type="checkbox"/> Yes / <input type="checkbox"/> No	

### Section C – Pupil Feedback (From Appendix 2 Forms)

Review Point	Findings	Meets Standard?	Notes
Number of stays reviewed	____ stays	—	—
Themes identified	<input type="checkbox"/> Positive <input type="checkbox"/> Mixed <input type="checkbox"/> Concerning	—	
Accommodation safe and appropriate	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Pupil included in family life	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Meals and care appropriate	<input type="checkbox"/> Yes / <input type="checkbox"/> No	<input type="checkbox"/> Yes / <input type="checkbox"/> No	
Pupil expresses concerns	<input type="checkbox"/> None / <input type="checkbox"/> Yes	<input type="checkbox"/> Yes / <input type="checkbox"/> No	

## Section D – Assessment of Ongoing Suitability

Criteria	Meets Standard?	Evidence	Notes
Safe, appropriate accommodation	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
Appropriate supervision	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
Correct travel arrangements	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
Good communication with school	<input type="checkbox"/> Yes / <input type="checkbox"/> No		
Compliance with UK law and school rules	<input type="checkbox"/> Yes / <input type="checkbox"/> No		

## Section E – Actions Required

Issue Identified	Action Needed	Responsible Person	Deadline	Completed?

## Section F – Final Outcome

- Guardianship arrangement **approved** for next academic year
- **Approved with actions** (see section E)
- **Not approved** – new guardian required

**Reviewer Signature:**

**Reviewer Name:**

**Date:**