



TALBOT HEATH SCHOOL *"Honour Before Honours"*

TALBOT HEATH GUARDIANSHIP POLICY

Date adopted: December 2025

Date for next adoption: Autumn Term 2026

Reviewed by: FGB Committee

Talbot Heath School welcomes pupils from all over the world as they bring diversity and enrichment to our school. Talbot Heath School pastoral staff provide vital support to international pupils, aiding integration and helping them get the most out of their time in the UK. Educational guardians provide extra support to the pupils, ensuring their welfare in and out of school grounds. The educational guardian acts as the overseas parents' representative in the UK and is independent of the school.

Aims of the Guardianship Policy

- To ensure that Talbot Heath School meets its Student Visa responsibilities e.g. ensuring that suitable care arrangements are in place for our international boarders.
- To ensure that a reliable educational guardian is appointed.
- To explain to parents and educational guardians Talbot Heath School's expectations regarding educational guardianship, including the responsibilities expected of an educational guardian.
- To ensure that parents understand that Talbot Heath School has the right to reject the arrangements planned for a young person beyond the school's jurisdiction if they deem it unacceptable or inappropriate. The parents would then be expected to seek alternative arrangements deemed acceptable by the school. The school would be under no obligation to provide a place or continued place at the school if no arrangements deemed acceptable by the school can be put in place. Unsupervised hotels, B & B, hostel or rental accommodation are not considered acceptable by Talbot Heath School.
- To ensure parents and educational guardians understand the level and type of communication expected by the school.
- To provide the basis of a guardianship agreement for the educational guardian and one or both parents to sign (subject to custody arrangements).

1. Purpose of the Policy

This policy outlines the responsibilities of guardianship arrangements for international students under the age of 18 enrolled at [School Name] on a Child Student Visa. It ensures compliance with UKVI requirements and safeguards the wellbeing of all students in our care.

2. Scope

This policy applies to all international students under the age of 18 enrolled at [School Name] and holding a UK Child Student Visa, including both full-time boarders and those living with appointed guardians.

3. Definitions

- **Appointed Guardian:** A responsible UK-based adult who acts in loco parentis on behalf of the student's parents while the student is in the UK. Must be over 25, British or settled in the UK.

- UKVI: UK Visas and Immigration, the authority responsible for managing the UK visa system.
- Safeguarding: Measures to protect the health, wellbeing, and human rights of children, especially those at risk of abuse or neglect.
- Private Fostering: An arrangement where a student under 18 stays with a non-relative for more than 28 days.

4. UKVI Requirements for Guardianship

Talbot Heath ensures:

- All Child Student visa holders under 18 have an appointed guardian in the UK.
- Guardians must:
 - Be over 25 years old.
 - Be British citizens or hold settled status (e.g., ILR, EU Settled Status).
 - Reside permanently in the UK and not hold a temporary visa (e.g., tourist, student, work visa).
 - Have no criminal convictions or safeguarding concerns (applies to all household members).
 - Provide written confirmation of their responsibilities.
- Parents must provide all guardian details and documents before the CAS is issued and the student travels to the UK.
- The school keeps guardian contact details updated at all times.

Parent Visa Exemption: Where a student is accompanied full-time by a parent holding a valid "Parent of a Child Student" visa, no separate guardian is required. The school must receive evidence of the parent's visa status and UK residence.

5. Responsibilities of the Guardian

Appointed guardians must:

- Act in the student's best interests and provide emotional support.
- Be available 24/7 for emergencies.
- Provide safe, private, non-commercial accommodation during holidays or emergencies.
- Ensure adherence to immigration conditions and UK laws.
- Communicate regularly with the school and parents.
- Arrange and support travel and healthcare requirements as needed.

6. School's Role and Responsibilities

The school will:

- Monitor each student's welfare and academic progress.
- Maintain accurate guardian records including ID, proof of address, and immigration status.
- Train staff in safeguarding best practices.
- Liaise with guardians on welfare, medical, and logistical matters.

7. Safeguarding Protocols

- Guardians must be:
 - AEGIS or BSA accredited or
 - Subject to enhanced DBS checks or criminality declaration
- All adults regularly in contact with students at guardian households must be free from convictions or safeguarding risks.
- The school will conduct safeguarding audits and maintain a 24-hour emergency protocol.
- Staff will receive up-to-date safeguarding training.

8. Guardian Approval Process

Submission: Parents provide full details and documents for proposed guardian.

Interview: Guardian attends a meeting with school staff (in person or virtually).

Reference Check: Two references are taken for all non-agency guardians.

Decision: Once approved, the school informs all parties in writing. Any changes must be reported immediately.

9. Private Fostering

If a student under 18 stays with a non-relative guardian for 28+ days, this constitutes a private fostering arrangement. The guardian and parents must notify their local authority and provide the school with confirmation of registration.

Failure to comply may result in referral to local authorities under the Children Act 2004.

10. Review of Guardianship Arrangements

The school reviews all guardianship arrangements annually or when changes in student circumstances arise, to ensure UKVI and safeguarding compliance.

11. Compliance with UKVI and Local Laws

Talbot Heath School fully complies with UKVI's Child Student sponsor duties and local safeguarding laws. Information will be shared with relevant authorities when required to ensure child protection.

12. Policy Review and Updates

This policy is reviewed annually or when UKVI or safeguarding guidelines change. Updates will be shared with parents, students, guardians, and staff.