
Ipswich School Guardianship Policy

Policy Title: Guardianship Policy for International Students

Date: April 2026

Reviewed by: Laura Trainer

Next Review Date: April 2027

1. Purpose of the Policy

This policy outlines the responsibilities of guardianship arrangements for international students enrolled at Ipswich School and who are on a Child Student or Student Visa. The policy is designed to ensure compliance with UKVI requirements and safeguard the wellbeing of all students in our care.

2. Scope

This policy applies to all international students enrolled at Ipswich School and are on a Child Student or Student Visa, including both full-time boarders and those who live with appointed guardians. UKVI regularly monitor all boarding schools to make sure the correct procedures of Guardianship are being followed in order to ensure that overseas pupils are properly supported. Our aim is to make sure we carry out these duties attentively to safeguard pupils in our care at all times, and part of our record keeping obligations, as required by the UK Visa and Immigration regulations, is to ensure that we know the whereabouts of all our boarding students at all times.

3. Definitions

- **Appointed Guardian:** A responsible adult appointed by the student's parents, who is based in the UK and either British or has settled status in the UK. The guardian is a point of contact for the student, acting in loco parentis when the parents are not in the UK.
 - **Independent School:** A school that operates independently of the state system and provides education for students in the UK.
 - **UKVI:** UK Visas and Immigration, which regulates visa policies, including Child Student and Student Visas.
 - **Safeguarding:** The duty of care ensuring that children and young people are safe from harm, neglect, and abuse while in the care of the school or their appointed guardians.
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4. UKVI Requirements for Guardianship

As part of our compliance with UKVI regulations, Ipswich School ensures that:

- All international students have a suitable guardian living in the UK. This guardian must be over the age of 25 and have a clean safeguarding and criminal record (including in the UK and overseas).
 - Guardians must be approved by the school and meet the following criteria:
 - Be a resident of the UK.
 - Be a responsible adult who has adequate experience and ability to provide care and support.
 - Provide written confirmation to the school of their willingness and ability to act as a guardian.
 - Be British or have settled status in the UK.
 - Have no criminal record in the UK and abroad (Also applicable to anyone who regularly lives with the appointed guardian).
 - Parents must provide details of the appointed guardian to the school and UKVI before the student's arrival in the UK.
 - The guardian's contact information is kept up to date with the school at all times.
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5. Responsibilities of the Guardian

Guardians are responsible for:

- Acting in the best interest of the student, providing emotional support, and ensuring the student's welfare.
- Being available to the student in case of emergencies, including medical or personal matters.
- Providing appropriate accommodation or supervision when the school is not in session, such as during holidays or half-terms, if applicable.
- Ensuring that the student adheres to UK immigration regulations, including maintaining their student visa status and attending school regularly.
- Communicating regularly with the school regarding the student's academic progress, health, and welfare.
- Ensuring that the student understands and adheres to UK laws, especially those concerning safety and welfare.

- Helping the student arrange travel both in the UK (taxi, train or bus) and back home (flight booking and transfers).
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6. School's Role and Responsibilities

Ipswich School is committed to:

- Ensuring the student's welfare by regularly monitoring the student's progress, wellbeing, and conduct while at school.
 - Providing training for staff on safeguarding and ensuring the school environment is safe and supportive.
 - Ensuring that parents are provided with regular updates on their child's progress, including information about their academic, emotional, and social development.
 - Keeping an up-to-date record of each student's guardian, including contact details, identity documents, proof of address, and ensuring that communication channels always remain open.
 - Collaborating with guardians to ensure a seamless experience for students, particularly when it comes to holidays, medical needs, and other welfare concerns.
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7. Safeguarding Protocols

In line with our safeguarding policy, the following guidelines must be followed:

- **AEGIS Certified guardian OR we strongly recommend an Enhanced DBS Checks:** All guardians and those in regular contact with students must be AEGIS regulated or we strongly recommend they have an enhanced DBS check before being appointed or before any interaction with the student.
- **Regular Safeguarding Audits:** The school will carry out regular checks to ensure that guardianship arrangements comply with safeguarding standards.
- **Emergency Contact:** A 24-hour emergency contact should be provided for both the guardian and the school, in case of urgent situations.
- **Safeguarding Training:** All staff involved with the care and supervision of students must undergo safeguarding training in line with the UK government's guidance and best practices.

The School can consider a nominated friend of the family or another family member to whom the parent is happy to delegate the role, but whoever it is does need to be aware and fully accepting of the requirements that we have of guardians acting on behalf of pupils.

The Guardian must have these specific responsibilities delegated to them by the parent and must be willing and able to comply with them. The School requires the parent to put in writing that they have selected that guardian and the guardian or agency to put in writing that they accept those responsibilities (as per the Guardian Nomination form and the Guardian Agreement/Letter of Undertaking)

Where the guardian is a family member or a family friend, the following evidence must be provided:

- Evidence of date of birth
- Evidence that they are permanently resident in the UK.
- Evidence of home address

Appointed guardians must live within 3 hours' driving distance of the School.

8. Guardian Approval Process

The guardian approval process includes the following steps:

1. **Application Submission:** Parents must submit the guardian's details, including full contact information to the school.
 2. **Guardian Interview:** The guardian must attend an interview (in person or virtually) with a designated school representative.
 3. **Approval and Communication:** Once approved, the school will notify the parents and guardian. Any changes in guardianship must be reported to the school immediately.
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9. Review of Guardianship Arrangements

The school will review guardianship arrangements at least annually or in response to any changes in the student's welfare or academic needs. This review process ensures that the arrangements remain in the best interest of the student and in compliance with UKVI regulations.

If, at any point, the School has concerns about the suitability of a Guardian or guardianship arrangement then the parents will be informed, where appropriate. It may be the case, depending on the nature of the concern that the Police and / or the Local Area Designated Officer and / or Children's Services may be contacted. Specifically, the School will alert the local authority to any arrangements that may constitute private fostering.

The School may request a change of Guardian or a revision of the arrangement. If the School continues to have concerns about the child's Guardian arrangements, the child could be asked to leave the School. It should be noted, for example, that the School does not consider unsupervised

stays in a person's house, or in either hotels or bed and breakfast accommodation to be an adequate level of accommodation or care.

10. Compliance with UKVI and Local Laws

Ipswich School is committed to fully complying with UKVI's Child Student Visa regulations, including the specific conditions for under-18 students. The school will cooperate with any regulatory or legal requirements, including information-sharing with authorities, when necessary, to ensure the safety and wellbeing of students.

11. Policy Review and Updates

This policy will be reviewed annually or in response to any significant changes in UKVI regulations or safeguarding legislation. Any amendments will be communicated to all relevant stakeholders, including parents, students, guardians, and staff.

Signed:

Laura Trainer
Admissions Manager
April 2026
