



EDUCATIONAL GUARDIANSHIP POLICY

This policy is applicable to all College pupils, including those in EYFS

This Policy is available on the College website, or upon request from the College Administration Office.

Background

Following the Children Act (1989), the Protection of Children Act (1999) and the Care Standards Act (2000) St Lawrence College, in promoting and safeguarding the welfare of every student, requires parents who do not live in the UK and whose son or daughter is under the age of eighteen years to appoint a guardian to act of their behalf. The guardian so appointed shall not be a child's legal guardian in the sense of 'parent or guardian' or the person having the legal rights to make the major decisions relating to the child. Such rights shall remain with the parent. The above legislation protects the rights of children and makes 'proper and appropriate care' a compulsory requirement.

Please note that the choice of a guardian is entirely the responsibility of the parent and the College accepts no legal responsibility for any guardianship arrangements. However, we do require the arrangements to be satisfactory and to meet our expectations as set out in the policy. If the College Considers that these requirements are not being met or that a student's welfare is at risk it will act in the way considered most reasonable to safeguard the student and the College community.

Introduction

This policy outlines the guardianship requirements and responsibilities for international students enrolled at St Lawrence College. It is designed to ensure the safety, welfare, and academic success of our international boarders during their stay in the UK.

All UK Schools with overseas parents must ensure that where parents reside outside of the UK, a suitable Guardian is appointed. This agreement forms a compulsory requirement of St Lawrence College's Admissions Policy and sponsors licence.

This policy applies to all international students enrolled at St Lawrence College who are under the age of 18 or who require a guardian due to legal, visa or welfare requirements.

Duties to all students

As an independent boarding school, St Lawrence College is subject to the National Minimum Standards for Boarding (NMS). As a result, the college will ensure any concerns regarding an educational guardianship arrangement are acted upon immediately in accordance with the College's Safeguarding and Child Protection policy.

The College will keep the following documents:

- A clarification of responsibilities of the Educational Guardian.
- Agreements with any Educational Guardian.

The College reserves the right to:

- Conduct interviews with Educational Guardians, in person or remotely, when a Guardian sits outside an AEGIS company.
- Require confirmation of arrangements, including transport, for exeats and half terms
- Seek feedback from students regarding their experience of staying with their Educational Guardian and or home stay provider.

Definition of a Guardian

A Guardian is a responsible adult (aged 25 or over) residing in the UK and who are either a British citizen or have settled status in the UK.

The Guardian must be appointed by the parents/legal guardians of the student to act on their behalf and to support the student during their time at the College. The Guardian should be fluent in English and able to communicate with the College.

A Guardian must:

- Be available 24/7 in case of emergencies
- Be capable of providing appropriate care, support and supervision
- Reside within reasonable proximity to the College (no more than 2 hours)
- Be willing to attend and able to attend meetings, including disciplinary hearings, if required
- Be legally authorised to act in loco parentis in emergency situations
- Provide accommodation with them for the students should they be unable to stay within boarding due to a disciplinary issue or other unforeseen circumstances
- Support the pupil with any visa issues whilst in the UK. Including accompanying them to visa appointments if required

Appointment of a Guardian

- Parents / legal guardians of international students are required to appoint a guardian on acceptance of a place and prior to the start of the visa application process
- Parents / legal guardians of international students must complete the Guardianship Agreement form in full prior to the student's arrival. The form must be signed by both the Parents and the appointed Guardian for the student
- Guardians must provide proof of identity and address in the form of a copy of ID and home address witnessed by the parents of the student
- Guardians must complete a letter of undertaking confirming their responsibilities for the student's welfare
- Subject to background checks, including a review of any custodial sentences of 12 months or more for themselves or anyone in the household
- Parents / legal guardians may choose to appoint guardianship company on their behalf. The company must be accredited to AEGIS
- Guardians can be a relative or nominated family member with British citizenship or settled status in the UK
- Under no circumstances should College staff be appointed as Guardians

Responsibility of the Guardian

- Acting as a liaison between the College and the student's family
- Providing a home for the student during College holidays, emergency events and behavioural suspensions or exclusions
- Ensuring students safe travel to and from the College
- Responding promptly to College communications regarding welfare, behaviour or academic progress
- Making decisions in emergencies if parents cannot be reached
- Support the students emotional and social wellbeing
- Act with delegated parental authority in the case of an emergency or crisis
- Shall ensure that the College is informed of all travel arrangements prior to a pupil leaving the College
- Shall ensure that should they be out of the country or otherwise indisposed, they shall appoint, with the approval of the parents, another suitable adult to undertake the guardianship responsibilities
- Respect the rights, religion and customs of a child, and adhere to what is commonly regarded as best practise in the guardianship and hosting of international students

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College's Roles and Limitations

- St Lawrence College provides pastoral care during term time while students are in College
 - The College and its employees will not be able to act as a guardian for students
 - In case of concerns about the suitability of a guardian, the College reserves the right to request a change of guardian
 - Obtain signed parental consent for the guardianship arrangement.
 - Ensure guardians meet the prescribed categories and requirements.
 - Maintain records of guardianship arrangements, including identity checks and proof of accreditation (e.g. AEGIS).
 - Report any changes to guardianship arrangements to UKVI during the study period.
- competitive international market. There is also an educational and moral imperative to make every effort to

Related Policies

1. St Lawrence College Admissions Policy
2. St Lawrence College Attendance Policy
3. St Lawrence College UKVI Policy
4. St Lawrence College Boarding Principals and Practise Policy
5. St Lawrence College Safeguarding and Child Protection Policy

This policy will be reviewed in accordance with the Policy Review Schedule

Revision History

Revision/ Review Date	Summary of change	Approved by	Updated by
20/01/2020	Review and update of Job Titles.		ER
August 2024	Review		TM
June 2025	Update with changes Statement of changes to the Immigration Rules: HC 733, 12 March 2025 - GOV.UK	NJR	NJR/NYO

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St Lawrence College – Guardianship Agreement

I have read and hereby accept the College's requirements regarding Guardianship, completing the form in full and a letter of undertaking. I duly provide witnessed copies of the required identification documents enclosed herewith.

Pupil Forename		Surname	
Date of Birth		House	

Full Contact Name (Inc Title)	
Agency Name or Relation to Pupil	
Address of Guardian or Guardianship Agency	
Email	
Mobile Tel	
Tel (Day)	
Signed	

The Guardian (and any adult members of their household) must disclose any **criminal convictions** or **pending charges** as required by UKVI. This disclosure includes:

- Any **convictions** related to harm against children, vulnerable adults, or any serious criminal offenses.
- Any **pending criminal charges** or investigations.

The Guardian must provide this information at the time of signing this Agreement and notify the College immediately should any changes occur during the duration of this Agreement. Failure to disclose any relevant information may result in the termination of the Guardianship arrangement and possible action by UKVI.

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I confirm I have read the above statement and meet the UKVI requirements for appointed guardians.

Signed	
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I confirm I have read and understood the Educational Guardianship and UKVI policy and my role and responsibilities.

Signed	
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I confirm I have provided a signed letter of undertaking as outlined in the Educational Guardianship and UKVI policy.

Signed	
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I confirm I have provided the necessary identification documents (witnessed), as outlined in the Educational Guardianship and UKVI policy.

Signed	
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Dated	
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Re: **Letter of Undertaking – Guardianship of [Student's Full Name]**

I, **[Guardian's Full Name]**, of **[Guardian's Address]**, hereby confirm that I have agreed to act as the legal guardian for **[Student's Full Name]**, a student at **St Lawrence College** who is currently under the age of 18. I understand and agree to fulfil the following responsibilities as the appointed guardian:

Guardian Responsibilities:

1. **Welfare and Care:**

I will take full responsibility for the student's welfare, including their safety, well-being, and emotional support while they are studying at **St Lawrence College**. I will provide a safe and suitable environment for the student when they are not at College, including during College holidays, half-terms, and exeat weekends.

2. **Availability:**

I will remain available to the College and the student 24/7 and will respond promptly to any requests for communication or assistance. I will provide a reliable means of contact, including my phone number and email address.

3. **Accommodation:**

I will ensure that the student has appropriate accommodation during College holidays, half-terms, or any periods when the student is not at the College. If for any reason I am unable to accommodate the student, I will make alternative arrangements with the College.

4. **Compliance with Visa and Immigration Requirements:**

I acknowledge that the student is studying in the UK under a **Child Student Visa** and confirm that I will ensure the student complies with all relevant immigration requirements, including maintaining full attendance at the College and meeting any other visa conditions set by UKVI.

5. **Attendance at Meetings:**

I will attend any required meetings with the College, including but not limited to those regarding the student's academic progress, attendance, or welfare. I will act as a point of contact between the College and the student's parents.

6. **Disclosures of Criminal Convictions:**

I confirm that I (and any other adult members of my household) have disclosed any criminal convictions or pending charges, including those involving harm to children or vulnerable individuals, as required by UKVI regulations. I will notify the College immediately if any new convictions or charges arise during the term of this guardianship arrangement.

7. **Emergency Situations:**

I will act in the best interests of the student in any emergency or crisis situation, including but not limited to medical emergencies, disciplinary issues, or any legal matters. I will ensure that the student is safe, secure, and properly cared for at all times.

8. **Communication with Parents:**

I will maintain regular communication with the student's parents, updating them on the student's wellbeing, academic progress, and any significant events affecting the student.

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9. Safeguarding:

I will ensure that I am familiar with the College's safeguarding policy and procedures and will take all necessary steps to support the safeguarding of the student. This includes reporting any concerns about the student's safety or well-being to the College immediately.

Acknowledgment and Agreement

By signing this letter, I confirm that I understand and accept the responsibilities outlined above. I undertake to act in the best interests of the student at all times and to ensure that I am available to fulfil my role as a guardian in accordance with the College's requirements and UKVI regulations.

I also understand that failure to comply with the responsibilities outlined in this undertaking may result in the termination of the guardianship arrangement and may have consequences for the student's enrolment at the College or their visa status.

Guardian's Signature: _____

Date: _____

Guardian's Name: _____

Guardian's Contact Details:

Phone: _____

Email: _____

Address: _____

Witnessed by:

Name: _____

Position/Title: _____

Signature: _____

Date: _____