



Guardianship Policy for International Students

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1. Purpose of the Policy

This policy outlines the responsibilities of guardianship arrangements for international students under the age of 18 enrolled at Seaford College 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 Seaford College 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

Seaford College 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.
- Parents must provide the School with full guardian contact details prior to the pupil's arrival. Any change of guardian must be notified to the School immediately and approved in advance.

- The School reserves the right to refuse a guardian arrangement that does not meet safeguarding or compliance expectations.

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.
- Cooperate fully with the School in matters relating to safeguarding, welfare, discipline, and health.
- Where accommodation is arranged through a guardianship organisation, the School expects that organisation to be accredited by a recognised body (e.g. AEGIS) or able to demonstrate equivalent safeguarding standards.
- If a guardian becomes unavailable for any reason, the School must be informed **as early as possible**, and suitable alternative arrangements must be submitted for approval. The School must be satisfied that appropriate safeguarding and supervision arrangements remain in place.

6. Holiday Hosting Responsibilities

Guardians are expected to host pupils during school holidays where pupils are not returning home. In addition:

- If a flight is cancelled during a holiday period, the guardian is responsible for hosting and supervising the pupil until alternative travel arrangements are secured
- School staff will confirm when this arrangement is required and must be kept informed of revised travel details

The School is not able to provide accommodation outside published term dates unless previously agreed in exceptional circumstances.

7. Illness, Suspension or Exclusion

Guardians must host and care for pupils if:

- They are deemed too unwell to remain at School (including contagious illnesses)
- They require recuperation outside the boarding environment

- They are suspended or permanently excluded

The guardian must ensure appropriate care, supervision, and accommodation during such periods.

8. Travel Arrangements and UKVI Compliance

(Also see separate Policy: International Student Travel Procedure/Policy)

The guardian is responsible for ensuring that all travel arrangements are properly organised for exams, half terms, and school holidays.

- Full travel details must be submitted to the School **no later than one week before the end of term or half term.**
- This must include:
 - Flight numbers and departure/arrival times
 - Airline details
 - Airport transfer arrangements
 - Confirmation of supervision arrangements where applicable
- Copies of all relevant flight documentation must be provided

Failure to provide complete and timely information may result in a pupil being unable to leave School at the expected time.

The school has a legal duty as a Student visa sponsor to monitor attendance, welfare, and travel arrangements in accordance with UKVI requirements. Guardians must cooperate fully with any reasonable request for information relating to a pupil's immigration status, travel, or accommodation.

9. Airport Transfers and Supervision

Guardians are responsible for arranging safe and appropriate transport to and from airports.

Pupils may not travel independently without prior written consent from parents and the School, and only where age and safeguarding considerations permit.

10. Compliance and Monitoring

Failure to meet the expectations outlined in this policy may result in:

- The requirement to appoint a new guardian
- Referral to parents for urgent review of arrangements
- In serious cases, review of the School's continued sponsorship of the pupil's Student visa in line with UKVI obligations.

11. 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.

12. 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.

13. Guardian Approval Process

1. Submission: Parents provide full details and documents for proposed guardian.
2. Interview: Guardian attends a meeting with school staff (in person or virtually).
3. Reference Check: Two references are taken for all non-agency guardians.
4. Decision: Once approved, the school informs all parties in writing. Any changes must be reported immediately.

14. 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.

15. Review of Guardianship Arrangements

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

16. Compliance with UKVI and Local Laws

Seaford College 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.

17. 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.