



St Peter's School YORK

Educational Guardianship Policy

St Peter's School, York

November 2025

(Next review Christmas Term 2026)

Introduction:

- 1 **Purpose:** Boarding at St Peter's is an essential part of our community. Boarders from international backgrounds bring diversity which enriches our school and are supported by dedicated teaching and support staff to ensure that they make the most of their time in the UK, leaving us as true Peterites.

The safeguarding and welfare of Boarders is paramount and this includes the times when they are not at school.

Educational guardians provide additional support to provide continuation of pupils' welfare outside of term time and in emergencies. The educational guardian is the parents' representative in the UK and is independent of St Peter's School. They may provide homestay accommodation and travel arrangements as well as attend parents' evenings and other school events on behalf of the parents. They also provide emergency care if a pupil is unable to be in school due to illness or other reasons.

- 2 **Application:** This policy applies to all educational guardians who must be appointed prior to any applicable Boarders joining The School or, where relevant, before the issue of a CAS prior to the application for a Child Study Visa.
- 3 **Regular review:** The School is committed to regularly reviewing this policy in order to ensure its continued efficacy and so that it meets all required safeguarding requirements, the National Minimum Standards for Boarding Schools 2022 and latest guidance from UK Visas and Immigration.
- 4 **Contacts:** The Educational Guardianship policy is overseen by the Designated Safeguarding Lead, Head of Boarding and Director of Admissions, Marketing and Communications.

Terminology

- 5 **"The School":** St Peter's School, York, comprises of St Peter's 2-8 (for pupils aged 2 to 8 years), St Peter's 8-13 (for pupils aged 8 to 13 years) and St Peter's 13-18 (for pupils aged 13 to 18 years), collectively referred to in this policy as the School unless otherwise stated.
- 6 **"Boarders":** refers to all full boarding pupils who have a home address outside of the UK or those whose home address is in the UK and are sponsored for a Child Study Visa.
- 7 **"Guardians":** refers to **Educational Guardians** in this context, not legal guardians.

- 8 **“Parents”:** means any person who has signed the acceptance form of the Parent Contract Terms and Conditions, including a legal guardian who has signed the acceptance form where applicable.
- 9 **“UKVI”:** UK Visas and Immigration
- 10 **“CAS”:** Confirmation of Acceptance of Studies
- 11 **“NMS”:** UK Government requirement for National Minimum Standards for Boarding Schools

Aims of this Policy

- 12 **To set expectations regarding educational guardians:** For Guardians, Staff and Parents. In addition, UKVI requirements may change from time to time and we may require new or different information for Educational Guardians.
- 13 **To ensure satisfactory guardianship arrangements:** Following NMS Standard 22 The School must be satisfied that guardianship arrangements promoted the welfare, physical and emotional wellbeing of the Boarder.
- 14 **To act on concerns:** Any Parent must be aware that any concerns regarding a Guardian will be acted upon immediately and referred to relevant agencies as set out in The School’s Safeguarding Policy and adhering to NMS Standard 22.
- 15 **To maintain guardianship standards:** Parents are aware that The School has the right to reject the guardianship arrangements planned for a child if they are deemed to be unacceptable or inappropriate. Parents would be expected to seek alternative arrangements which meet the School’s requirements. The School is under no obligation to provide a place or continued place if arrangements are not deemed to be acceptable. Please see the Parent Contract Terms and Conditions for more information.
- 16 **To ensure correct levels of communication expected by the School**
- 17 **To provide a basis for a guardianship agreement between the School, Guardian and Parents.**

Educational Guardian Requirements

- 18 If a Parent falls into either or both of the following categories, it is their responsibility to appoint a Guardian for their child:
 - 18.1 The usual home address of the child and both parents (or primary carer) is outside of the UK
 - 18.2 The child is sponsored by The School for a Child Study Visa
- 19 If the Boarder is sponsored for a Child Study Visa the Guardian must meet all requirements set out by UKVI.
- 20 The Guardian must be a responsible adult who can support their child in day to day circumstances as well as in emergencies.

- 21 Parents are advised to consider the following when selecting a Guardian:
 - 21.1 To create a contract between the Parent and the Guardian
 - 21.2 To consider whether the Guardian can provide support in place of the Parents such as emotional, academic and if applicable, religious or cultural guidance.
- 22 Parents are strongly advised to appoint an AEGIS accredited Guardian who must have Homestay provision within 2 hours of the School by car or public transport. All Guardians which use Homestay arrangements must be AEGIS accredited.
- 23 Parents may only appoint a friend or family member as a Guardian in the following circumstances:
 - 23.1 The Guardian must be aged 25 or older, unless a brother or sister of the pupil when they must be over 21 years old. This is to ensure that Guardians have sufficient emotional maturity and can provide a safe environment.
 - 23.2 Evidence must be provided by the Parents on their relationship with the Guardian
 - 23.3 The Guardian must reside no more than 2 hours from the School by car or public transport
 - 23.4 Guardians are not permitted to live in university halls of residence. Any Guardian who is still a student may be subject to additional checks by the School to establish whether the arrangement is suitable.
 - 23.5 The Guardian must provide a Letter of Undertaking, proof of British citizenship (or Leave to Remain for the duration of the Boarder's time at the School) and proof of address.
 - 23.6 All Guardians must read and sign to accept this Policy
 - 23.7 The School reserves the right to make further checks into the Guardian including home visits and DBS checks
- 24 The Guardian must be independent of the School in accordance with NMS 22.5
- 25 The Guardian must be able to converse fluently in English in order to relay information from the School to Boarders and Parents and to make arrangements such as travel
- 26 The Guardian must provide their full contact details to the School including home address, mobile phone and email. Agencies offering Homestay arrangements may provide a central point of contact providing they can demonstrate contact with their Homestay households. Guardians must update the School immediately if any contact details change.
- 27 The Guardian must remain available for 24 hours a day in case of emergency during term time
- 28 Excellent communication is required from the Guardian. They must keep the School informed of all travel and accommodation arrangements if the Boarder is with them outside of term time.

- 29 Any Homestay accommodation arranged by the Guardian must be safe, appropriately supervised and of a good standard.
- 30 The School does not permit any Boarders aged 17 or under to stay in unsupervised hotel, hostel, B&B or rental accommodation. Parents of Boarders aged 18 and over may request this under the terms set out in the "Alternative arrangements for care outside term time" section of this policy. An arrangement can only be made with the agreement of the School.
- 31 The Boarders' whereabouts form must be fully completed by Parents or Guardians prior to every exeat, half term break and holiday. This must be returned with all details at least one week before the break in order to comply with UKVI Student Sponsor regulations.
- 32 Guardians are encouraged to attend parents' evenings and are welcome to visit the School by appointment.
- 33 Guardians are expected to uphold the ethos and values of the School at all times. Guardians are expected to respect and support the rights, religion and customs of the individual Boarders.
- 34 Guardians are expected to support the process to ensure that the renewal and validity of legal documents such as passports and visas so that they are up to date
- 35 In the event that there is a change to the Guardian, the School must be notified in writing immediately. There must be no gap between the previous and new arrangements.
- 36 A CAS will not be issued to Boarders who have requested one until the School has all of the information it requires to ensure suitable Guardian arrangements which meet UKVI requirements as well as the School's safeguarding arrangements:
 - 36.1 A letter of consent from Parents including details of their Guardian
 - 36.2 A letter of undertaking from the Guardian
 - 36.3 An ID check on the Guardian confirming their British Citizenship or appropriate Leave to Remain in the UK (this must cover the entire study time for the Boarder which is stated on the CAS)
 - 36.4 Proof of address: either a registered office or a utility/council tax bill in the Guardian's name
 - 36.5 All Guardians must read and sign to accept this Policy

Private Fostering

- 37 Private Fostering arrangements are not permitted by the School. Therefore, Boarders aged under 16 may not remain with their Guardian or in any other care arrangement away from their Parents for a period longer than 28 continuous days.
- 38 Any Boarder found to be in a Private Fostering arrangement will be referred to the School's Safeguarding team and appropriate external agencies informed.

Alternative arrangements for care outside term time

- 39 The School strongly recommends that Boarders only spend time away from school (exeats, half terms and holidays) with either their Parents or Guardians
- 40 If any other arrangement is made, Parents must notify the School at least one week before the break.
- 41 Parents of Boarders aged 17 and under may request for them to stay with a relative or friend who is not the Parent or Guardian. The School may ask for additional information prior to the break including:
- 41.1 Letter of Undertaking from the friend or relative
 - 41.2 Details of accommodation
 - 41.3 Details of travel to and from school
 - 41.4 Details of itinerary and any other information the School deems necessary
- The School may choose not to give permission for this arrangement if it is not satisfied that it is in the best interest of the Boarder. If this is the case, the Boarder must be accommodated by the Guardian, Parent or (for exeats only) remain at school if provision is available.
- 42 Parents of Boarders aged 18 or over may additionally ask for permission to stay unsupervised in a hotel, B&B, hostel or rental accommodation. Additional information will be requested from Parents to ensure suitability and the School may choose not to give permission for this arrangement if it is not satisfied that it is in the best interest of the Boarder.
- 43 Boarders are permitted to take part in School activities and residential trips which take place outside of term time. All care arrangements before and after these activities and trips must meet the terms of this policy.

Data Sharing

- 44 The UK General Data Protection Regulation (UK GDPR) does not prevent or limit sharing information which has the purpose to keep children and young people safe. Therefore, the School may share essential personal or sensitive information with the Guardian where it is deemed to be vital for an individual Boarder's health, welfare and/or safeguarding.

Other policies

- 45 **Parents and Guardians may find it helpful to refer to other policies which are published on the School website alongside this policy:**
- 45.1 Child Protection and Safeguarding Policy
 - 45.2 Privacy Notice for Parents and Pupils
- 46 They may also find it helpful to read the National Minimum Standards for Boarding published by the UK Government on the gov.uk website.