RYDE SCHOOL
WITH UPPER CHINE

Guardianship Policy and Agreement

Policy date:	September 2026	
Date of next review:	Summer Term 2026-27	
Owner(s):	BMC	
Approval body:	Head Master	
Intended audience:	Pupils, parents and staff	
ISI Regulatory Paragraph No:	NMS 2.7 and 2.8 appendices 23B and 27A	
Location (tick as appropriate):	Website	✓
	Parent Portal	✓
	Staff Portal	✓
	Inspection folder	

1. Introduction

Ryde School welcomes students from all over the world and our international students are part of a diverse community of people who care for each other and grow as individuals, celebrating diversity and forging strong friendships. Living in a foreign country, in unfamiliar surroundings, and having to communicate in a different language presents a challenge to some of our international students. Our pastoral, tutorial and boarding systems are designed to ensure that all international students are effectively supported as they integrate into School life.

The Guardianship form must be completed before the child arrives to board at the School and before a CAS is issued for a Child Student Visa where applicable.

All students whose parents live overseas are required to have a Nominated Education Guardian whilst studying at Ryde School. Guardianship provides another means of support for an international student whilst they are in the UK, and allows them to have another adult outside of the School who they can turn to for assistance or advice, and who will provide accommodation if the School is closed and it may be impractical to travel home or for example, if there are issues with travel arrangements at the start or end of term, periods of illness or exclusion from the School.

2. Policy Aims

- To provide the parents of international students (and the Guardians they appoint) with a clear explanation of the School's expectations relating to educational guardianship.
- To provide the parents of international students with a clear explanation of the responsibilities of the Educational Guardian they appoint.
- To make known to the parents of international students that the School reserves the right to determine the acceptability of arrangements made for their son or daughter when they are residing out of school; should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements.
- To provide a pro-forma for the registration of an educational guardian.
- To provide details on how communications between the School, international parents and Educational Guardians will operate.

3. Guardian Requirements

It is the primary responsibility of the parents to appoint an Education Guardian and the selection of the appropriate person or organisation rests with the parents. Ryde School does not recommend any specific agency or individual but parents using a Guardianship Agency should choose one from AEGIS' Gold Standard Accredited Guardianship Organisations list. Parents must fully satisfy themselves as to the suitability of their chosen Education Guardian.

The appointed Guardian may be a nominated friend of the family or another family member, or may be employed by a professional Guardianship Agency.

Most overseas parents use a guardianship agency to act as an Education Guardian. Guardianship agencies typically arrange accommodation as well as acting as Educational Guardian for their students. Guardianship agencies will usually arrange accommodation for their students through host families, although sometimes other accommodation options will be used. Host families will then be responsible for providing the day to day care of the student, accommodation and meals. If the guardianship agency arranges accommodation for the child or young person, the agency will be responsible for ensuring the quality and safety of the accommodation including the necessary recruitment (DBS) checks.

The appointed guardian should meet the following requirements:

- must be over 25 years of age and should not be a full-time student.
- should be a British citizen or have settled status in the UK and should reside within reasonable distance from the School.
- must have a clean safeguarding and criminal record, including in the UK and overseas. (Also applicable to anyone who regularly lives with the appointed guardian).
- should be English speaking and able to provide a point of contact for the School at all times.
- should liaise with the School over School holiday arrangements when a pupil is not going directly between home and school, including informing the School about details of travel arrangements made for students leaving on all authorised breaks and at the beginning and end of term. This information must be provided in writing (email is acceptable), by the deadline set by the School's Travel Coordinator.The school must know the exact details of the pupil's accommodation and the methods of transportation. Should a flight out of the UK be cancelled, the guardian is responsible for making arrangements for the student until an alternative flight is available.
- should provide accurate contact information (including telephone/mobile, email and full address contact details) to the Ryde School Admissions Office and regularly update this information as necessary.
- must provide safe and suitable accommodation and appropriate care and supervision for the student during periods when they cannot be accommodated at the School (including periods of long-term illness and disciplinary measures); regardless of the child's age, we do not consider unsupervised stays in hotels, bed and breakfast accommodation or University Halls of Residence to provide an adequate level of accommodation or care.
- must, if they are going to be away from their UK home, for however short a time, notify the Housemistress or Housemaster and give full contact details for the period of absence including the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf. This must be done two weeks before the travel date.
- may attend parents' evenings (if required to by parents). Are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the School by appointment.

- should be familiar with the School's rules, regulations and policies and support the School's aims and values.

- must ensure that the student adheres to UK immigration regulations, including maintaining their student visa status and attending school regularly.

- must ensure that the student understands and adheres to UK laws, especially those concerning safety and welfare.

- must ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.

- must, in the event of a change of Guardian, communicate this promptly to the School in writing, providing all necessary details in order to facilitate continuous care.

- Where a family friend or family member is acting as Guardian, the School will require a copy of their passport and proof of address.

4. Appointing an Educational Guardian

Where international students need to apply for a student visa in order to study in the UK, the CAS (Confirmation of Acceptance to Study) cannot be applied for until the School is satisfied that appropriate Guardianship arrangements are in place. The Guardian's details will also be required for the visa application.

Additional information can be found via AEGIS (The Association for The Education and Guardianship of International Students) an organisation that inspects and accredits guardianship providers in the UK and works to promote the welfare of international students. There is no legal requirement that a guardianship organisation has to be AEGIS accredited but it is considered best practice.

Please see their website for further details: www.aegisuk.net

5. Safeguarding Protocols

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

- BSA Certified guardian, AEGIS Certified guardian OR Enhanced DBS Checks: All guardians and those in regular contact with students must be regulated or 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.
- Guardians who are not part of an accredited guardianship organisation are expected to demonstrate awareness of UK safeguarding standards and may be asked to complete safeguarding self-declaration or basic training, where appropriate.

6. Guardian Approval Process (steps 2 and 3 not applicable for AEGIS approved Guardians)

The guardian approval process for family friends or family members includes the following steps:

1. Application Submission: Parents must submit the guardian's details, including full contact information to the School.
2. Approval and Communication: Once approved, the School will notify the parents and guardian in writing. Any changes in guardianship must be reported to the school immediately.

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 regulations.

7. Private Foster Care Arrangements

The following applies to any pupil under the age of 16 (or under the age of 18 if disabled):

Any Education Guardian who is not a close relative of the pupil (defined as: brother, sister, aunt, uncle, grandparent or step parent) and with whom a pupil will be staying for a continuous period of 28 days or more while they are a pupil at the School (for example during a long vacation between terms) is considered by the state to be providing a Private Foster Care Arrangement. Anyone providing a Private Foster Care Arrangement must inform and receive in advance all necessary approvals from the local authority of the borough in which they reside. Failure to do so without reasonable cause is an offence under the Children's Act 2004.

The School must inform the local authority of any Private Foster Care Arrangement where that arrangement has been made, or appears to have been made, without all necessary approvals having been properly obtained in advance from the local authority. The School will therefore require evidence of approvals from any Education Guardian who will be providing accommodation to any pupil in a Private Foster Care Arrangement.

Please contact the Admissions Office at Ryde School if you require any further details or assistance.

8. Compliance with UKVI and Local Laws

Ryde 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.

9. 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.

Ryde School Guardianship Agreement

Part A: To be completed by the Parent:

Full name of Student: _____

Date of Birth of Student: _____

EITHER – if using a Guardianship agency, please provide the name of the agency below.

Name:_____

OR – if using a Guardian who is a personal contact, please provide details below.

Name: _____

Relationship to student: _____

Address:_____

_____

Telephone: _____

Email: _____

I authorise the person or agency named above to accept responsibility for my son or daughter and to take any necessary decisions, should the need arise, while they are resident at school. I confirm that I have read and understood the School's Guardianship Policy.

I agree to my child travelling independently via the following methods to/from the airport/ agreed guardian

- ☐ Ferry / Hovercraft crossing
- ☐ Taxi (on the mainland)
- ☐ Taxi (on the Isle of Wight)
- ☐ Train
- ☐ Coach
- ☐ Walking
- ☐ Other (Please specify)

Signature of Parent Date:

_____ _____

Part B: To be completed by the Nominated Guardian:

Guardian Name: _____

Agency (if applicable) _____

Address:_____

_____

Telephone: _____

Email: _____

Additional Household Members

Name:	DOB	Relationship to student

I, the person or agency nominated above, agree to accept responsibility as outlined, and confirm that I shall be available to be contacted in an emergency, or when it is necessary for accommodation to be provided (e.g. at half-terms or in an emergency). I confirm that I have read and understood the school's Guardianship Policy.

Criminal Record Declaration
I confirm that no adult residing in, or regularly present at, the address where the child will stay—including myself, any employees, contractors, or host family members—has any criminal convictions, is subject to any criminal proceedings, or poses any safeguarding concern in the UK or overseas.

I confirm that I hold UK Settled status/Indefinite Leave to Remain (ILR) or hold a British or Irish passport. I have provided supporting documents to the sponsor.

Signature of Guardian (agency or personal contact) Date:

_____ _____

I, the person or agency nominated above confirm that the guardianship provided to the pupil (tick as appropriate):

☐ **Will not** at any time constitute a Private Foster Care Arrangement as defined in section 7 above.

OR

☐ **Will / may** constitute a Private Foster Care Arrangement as defined in section 7 above. I have sought and received all necessary approvals from the Local Authority and will provide evidence of Local Authority approval to the School.

A copy of the guardian's passport, proof of settled status where applicable and proof of address (a recent utility bill) must be attached to this form.