



Association for The Education and Guardianship of International Students

GUIDELINES FOR SCHOOLS

School membership of AEGIS is based on the school's acceptance of the Code of Practice of AEGIS and a commitment to follow the AEGIS Guidelines for Schools

1. Contracts and Information

- To expect the parents of international students under the age of 18 – and over 18 if still at school – to have a guardian*. There may be agreed exceptions in the case of students from certain European countries.
- To provide the parents of international students with a clear statement of the guardianship services provided by the school, pastoral and academic, and the cost thereof.
- To provide the parents of international students with a clear explanation of the responsibilities of the guardian.
- To provide the parents of international students with a contract outlining the terms and conditions of the service provided.
- To provide a pro-forma for the registration of a guardian/host family with the school and a clear statement of the terms and conditions of service to be provided by the guardian/host family.

2. Recommendation and Appointment of Guardians/Host Families by the School

- To recommend only guardianship organisations which have been accredited by AEGIS when not appointing one of the school's guardians/host families.
- To carry out all Social Service searches, DfES, Department of Health and police checks relating to child protection on all adults in the guardianship household before appointing a guardian/host family other than through an accredited guardianship organisation. Most of these are covered by a CRB enhanced disclosure.
- Not to appoint a guardian or consent to a guardianship arrangement which could give rise to a conflict of interest between the guardian, the student and the school unless to meet a temporary emergency.

3. Communications between the School and the Guardian/Host Family

- To provide the guardian/host family with the information needed to enable the guardian/host family to safeguard and promote the welfare of the international student. This could include school reports (with the agreement of the parents of international students) matters of importance relating to discipline, academic problems, health etc.
- To override the international student's right of confidentiality when it is necessary to do so in order to avoid illegality or a real risk of serious harm to the student or to others. At the same time to inform the student of any action where protection and apprehension is not put at risk.
- To copy to the guardian/host family all literature and correspondence which is relevant to the international student in their care.

/.....continued

*The Association for the Education and Guardianship of International Students
A company limited by guarantee and registered in England
Registered Office: 66 Humphreys Close, Randwick, Stroud, GL5 4NY*

4. Communications between the School and the Parents of the International Student

- To require parents of international students to provide a point of contact in the UK at all times and the parents' own 24 hour contact number.
- To provide information on lines of communication to be used by the parents of international students and the student.
- To have regular contact with the parents of international students in order to keep them up-to-date on the student's pastoral welfare and educational progress.
- To provide the parents of international students with relevant information about the guardianship family/host family.
- To make known to the parents of international students that the school reserves the right to determine the acceptability of the arrangements made for an international student when residing out of school. Should they prove unacceptable, parents to be advised and given reasonable opportunity to change them or accept school's reason to appoint guardians.

5. Child Protection

- To notify the guardianship organisation, or the head of the school, without delay, of any matter of concern communicated by, or on behalf of, the international student regarding arrangements or conduct within the guardian family/host family unless the matter is one which ought to be reported to the social services department or the police.
- To notify the guardianship organisation, or the head of the school, of any concerns voiced by the guardian about the health or conduct of the international student including absence and non co-operation.
- To notify the guardian/host family of any concerns of the school, parent or international student.

6. School Administration

- To appoint a member of staff to be responsible for the international students and their guardianship arrangements.
- To maintain an up-to-date record of guardians/host families used by international students enrolled at the school and a record of all checks and visits.
- To provide reasonable support to guardians and those providing guardianship services with the collection of unpaid guardianship fees where necessary.

Note

- legal status of Guardians

The term Guardian is one of convenience. The person appointed is better described as the United Kingdom Guardian. The legal relationship under the Children Act (1989) and any subsequent legislation, is one of "delegated parental responsibility". In practical terms the United Kingdom Guardian carries the day-to-day responsibility, but the parents have only delegated tasks to the United Kingdom Guardian, they have not surrendered, transferred or shed the responsibility of parents.

AEGIS

The Association for Education and Guardianship of International Students
promotes best and legal practice in all areas of guardianship and the care of international students
and young people while in the United Kingdom



GUIDELINES FOR EDUCATIONAL GUARDIANS AND HOST FAMILIES

Introduction

AEGIS is the Association for the Education and Guardianship of International Students. It brings together schools and guardianship organisations to promote the welfare of international students and also provides a forum for best practice through regular workshops and conferences.

AEGIS is the authoritative association for inspecting and accrediting guardianship organisations in the UK. AEGIS has an accreditation process made up of three stages which must be followed in order for a guardianship organisation to become an AEGIS member. A summary of the AEGIS Accreditation Process can be found at <http://www.aegisuk.net/downloads>. Organisations which have successfully completed the AEGIS accreditation process are recognised throughout the independent school sector as reputable organisations.

Guardianship organisations which have applied for AEGIS accreditation will be provided with the Handbook for Accreditation which details in full the necessary paperwork, policies, procedures and information required to pass the three stages of the accreditation process.

The aim of these guidelines is to provide an overview of the responsibilities of the guardianship organisation and their host families.

Definitions

Guardianship Organisation: means an organisation set up to provide the service of acting as Educational Guardian for international students. The organisation will also usually arrange accommodation for the students in the UK, mostly in host families, and may also provide additional services.

Educational Guardian: means the person or body (often the Guardianship Organisation) responsible for the care of an international student while he / she is in the UK. The responsibilities of the Educational Guardian usually include caring for the student as would a responsible and caring parent by, for example, being in regular contact with the student and providing advice and support as necessary. Responsibilities also include being authorised to make certain decisions concerning the student on the parents' behalf, for example decisions regarding emergency medical and dental treatment and matters of a disciplinary nature. An Educational Guardian is not a Legal Guardian.

Legal Guardian: the technical meaning of Legal Guardian refers to a person who is appointed by a court to care for a child because, for example, the parent or guardian has died, or a person acting as a testamentary guardian or a guardian of the child's estate.

Host Family: means the family appointed to provide accommodation, meals and care for an international student. In some cases a person within the Host Family will also act as the Educational Guardian.

Eligibility for Educational Guardians and Host Families

In order for a person to be a suitable Educational Guardian or a Host Family they:

- should be sensible, responsible and capable of caring for a child who may be vulnerable
- should have a permanent or semi-permanent suitable place of residence in the UK, independent of any educational institution
- should not be required regularly to be overseas
- should agree to and pass the necessary safeguarding checks required under current legislation and best practice.

*The Association for the Education and Guardianship of International Students
A company limited by guarantee and registered in England
Registered Office: 66 Humphreys Close, Randwick, Stroud, GL5 4NY*

Registered Charity No: 1111384

Company No: 03463173

Responsibilities for Education Guardians and Host Families

An international student requires a high standard of care and understanding and there are many important responsibilities and duties to be considered. These duties may be carried out by the host family or the guardianship organisation, depending on what has been agreed with the parents.

Duties and responsibilities include:

	Guardianship Organisation Administration	Educational Guardian/GO	Educational Guardian/GO Host Family	GO Host Family
1. Ensuring that an adequate child protection policy is in operation and comprehensive contracts between the guardianship organisation and parents and guardianship organisation and host families are in place.	Yes	Yes		
2. Ensuring adequate safeguarding checks and inspections are carried out on guardianship organisation members of staff and all members of the host family over 18.	Yes	Yes		
3. Providing host families and students with adequate guidelines and/or a manual.	Yes	Yes		
4. Providing support and guidance on welfare and educational matters as appropriate to the age of the international student and service chosen.	Yes	Yes	Yes	
5. Being contactable at all times and ready to deal with immediate problems or emergencies, including, for example, the removal of a student from school for illness and hospital admissions, whenever appropriate, possible and reasonable.	Yes	Yes	Yes	
6. Notifying the student's school of any change of address and immediate contact information if out of contact for even a short period of time. [Ideally, a second contact, known to both, should then be appointed by the guardian or parents]	Yes	Yes	Yes	
7. Completing the educational guardian form supplied by the school when required.	Yes	Yes	Yes	
8. Always respecting the rights, religion and culture of the student.	Yes	Yes	Yes	Yes
9. Ensuring the collecting and returning of the student from/to school in accordance with the school timetable at half terms and exeat weekends, as agreed.	Yes	Yes	Yes	Yes
10. Not releasing care of the student without the relevant prior agreement.	Yes	Yes	Yes	Yes
11. Exercising the same caution as a responsible parent in allowing a student to stay somewhere other than in the host family home.	Yes	Yes	Yes	Yes
12. Keeping in adequate contact with parents, the student, the host family and the school as appropriate and as agreed. Emergency contact details must be provided to all.	Yes	Yes	Yes	Yes
13. Being aware of the Private Fostering legislation and reporting to the Local Authority as appropriate.	Yes	Yes	Yes	Yes
14. Caring for the student in the home as would a responsible and caring parent.			Yes	Yes
15. When providing accommodation in the home, taking day-to-day responsibility for the student while he/she is residing there, assimilating the student into the family as far as possible and being available and willing to receive a student into the home when necessary and as agreed.			Yes	Yes
16. Using only reasonable, appropriate and lawful means of control and contact with the student so as to provide comfort to the student if in distress and to maintain safety and good order in the home. Corporal punishment must not be used.			Yes	Yes
17. Being at home when the international student is there and providing suitable living and studying accommodation.			Yes	Yes
18. Not accepting paying guests into the household, or be running a bed and breakfast, whilst providing guardianship services in the home for an international student.			Yes	Yes
19. Providing a consistently good standard of accommodation and meals, where this is part of the arrangements made.			Yes	Yes
20. Allowing a representative of the school (or guardianship organisation where applicable) to inspect the suitability of the accommodation at least once a year.			Yes	Yes
21. Attending any relevant induction or other training offered by the school or guardianship organisation.			Yes	Yes
22. Ensuring that adequate insurance arrangements are in place for home and car and adequate attention to health and safety in the home			Yes	Yes