

Guardianship Policy



BRIGHTON
COLLEGE

This policy applies to

- I. BC senior school (College)

Policy owner:	J Hamblett-Jahn / C Fowler / A Merrett
Frequency of review:	At least annually
Dates of previous review:	July 2025
Date of current live version:	July 2026
Date of next formal review:	July 2027
ISI reference code (where applicable):	
Linked policies/documents:	Admissions Policy, Safeguarding Policy, Exclusion, Removal and Review Policy, Critical Incident Plan, Boarding Handbook
Key changes to previous version:	Permission needed for non-accredited guardian, revised form for non-accredited guardians with more safeguarding questions

	Name (role):	Signature:	Date:
Policy owner:	Jane Hamblett-Jahn (Director of Boarding)	J. Hamblett-Jahn	July 2026
	Chris Fowler (Deputy Head, Pupils)]	CDF	July 2026
	Anthony Merrett (Registrar)	A. Merrett	July 2026
SMT owner (if different):	N/A		

Legal Counsel:	Matthew Burgess	Matthew Burgess	July 2026
Ratified (Governor)	Christina Maude	C. Maude	September 2026

This policy applies to every pupil at Brighton College and is written in accordance with the National Minimum Standards for Boarding Schools (2026), specifically Standard 22 on Educational Guardianship.

It is a requirement for parents who live outside the UK, or are away from home frequently, or for a long period of time, to nominate a guardian who can fulfil the parental role and carry out the parental responsibilities in the absence of the parent. Parents must complete the 'Educational Guardians Form' on My School Portal.

Any family that does not nominate a guardian for their child risks the pupil being excluded from school until appropriate arrangements are put in place. It is the parent's responsibility to appoint a suitable guardian and to keep the school informed of the guardian's details and any changes to those details. Following the submission of an Educational Guardian's contact details, the guardian will be contacted annually. This contact will allow the College to confirm the identity of the educational guardian, to ensure the guardian is aware of and clear about their responsibilities and agree to these, and as part of the school's data update review process to ensure all details are maintained as current.

Whilst the appointment of a guardian is made by parents, the school has a duty to take such steps as are appropriate to ensure that children are safe, and that the guardianship arrangement is promoting the physical and emotional wellbeing of the child. In relation to pupils whose visas are sponsored by the school, the school has an additional duty to ensure that suitable care, living and guardianship arrangements are in place for them in the UK and that those arrangements meet the requirements of the Immigration Rules and UKVI Sponsor Guidance (see below). The school will refer any concerns about guardianship arrangements to the DSL and relevant external authorities and, where the guardianship arrangement may constitute private fostering, the school will refer this to the local authority.

Due to the school's overarching responsibility to safeguard and promote the wellbeing of all pupils, Guardians should be accredited by AEGIS, BSA or QEG. An unaccredited guardian may only be appointed in exceptional circumstances with the agreement of the Head Master and/or the Director of Boarding. This might be a family member or close friend resident in the UK who has satisfactorily completed the College's non-accredited guardian's form on My School Portal. If a non-accredited guardian is appointed by parents, then this person should not be acting as a guardian to any other pupil at the College or any other educational establishment unless agreed by the College (a sibling or a close friend) and must not make any financial profit from their services as this would make them a 'professional guardian' requiring formal accreditation.

We reserve the right to determine the acceptability of guardianship arrangements made for pupils. Should the arrangements prove unacceptable, parents and guardians will be advised and given reasonable opportunity to change the arrangements.

The Role of a Guardian

A guardian of a pupil is expected to take a personal interest in the progress and welfare of the young person. We are always happy for guardians to attend school functions such as 'At Home' evenings and parents' evenings when parents cannot be present. Boarding houses and their staff will always welcome guardians as they would parents, both for particular occasions or as casual visitors. Copies of grades and reports can be sent to guardians (with the permission of the parents).

Brighton College strongly encourages guardians to visit school at least once a term and to make themselves known to key staff involved in the care of their ward.

Sometimes a pupil will find themselves needing advice and guidance on academic or personal matters from someone representing their family; in this kind of situation a guardian can be very helpful. There may, infrequently, be instances when a boy or girl is unwell or involved in an accident when it is desirable to have a guardian close at hand for consultation and support, or to accommodate a boarder with an infectious illness. Very rarely we may need to discuss disciplinary matters at first hand with someone representing a pupil's parents.

Specific Requirements and Responsibilities

The guardian (including any carer who will provide residential accommodation for the pupil when not boarding) should:

- Be at least 25 years old and live within a two-hour drive of the school (with access to a car/taxi).
- Not be a student at university and be able to speak and write English fluently.
- Look after a pupil (as agreed with the parents) during exeats and holidays.
- Inform House staff in advance of the pupil's travel and accommodation arrangements for all exeats and holidays.
- Be available to collect pupils from school when travel arrangements to and from home do not reasonably coincide with the relevant times and dates published in the Blue Book. This may require them to arrange airport transfers and overnight accommodation, if necessary.
- Be able to take temporary care of their ward if they have been suspended for a serious breach of the school rules or are ill/injured and need to recuperate. Thus, the guardian should be able to take care of the pupil at short notice and at unexpected times.
- Always advise the school and the parents if they plan to go away during term time. If an appointed guardian or nominated temporary replacement is not available and the College requires the pupil to be off-site, parents will be required to arrange short-term care from a suitable guardianship agency.
- The guardian should be responsible for dealing with any travel documents, passports and visas that may be required.
- Be prepared to take an active interest in the pupil's progress at school.
- In relation to the guardian of a pupil whose visa is sponsored by the College, the guardian, any person appointed to provide care for the pupil, and any person regularly living with them must meet all requirements of UKVI as set out in the Immigration Rules and UKVI Sponsor Guidance (see below).

Please note that under no circumstances may school staff act as guardians.

Suitability of Residence

It should be noted that no pupil at Brighton College may live independently. Any homestay accommodation that is arranged for the pupil for weekends, exeats or holidays must be at least on a par with the accommodation offered to boarders at Brighton College. Unsupervised hotel, B&B, hostel or rental accommodation is not considered suitable.

In addition, the school reserves the right to veto a pupil's proposed or actual living arrangements if they are deemed to be unacceptable.

In seeking to appoint a guardian, we suggest families refer to the AEGIS website at www.aegisuk.net as a starting point. We are unable to recommend a particular guardian, guardianship company or host family.

Steps to Safeguard Boarders' Welfare and Wellbeing

Brighton College will take the following steps to ensure that the guardianship arrangement is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder:

- We advise families to appoint an educational guardian accredited by the BSA, AEGIS or QEG
- Families must seek authorisation to appoint a non-accredited guardian who must complete the relevant form to our satisfaction (see Appendices)
- HMMs, tutors and matrons will be in close and regular contact with both parents and guardians.
- Matrons will contact the Educational Guardian by telephone to check the details given on the form and to confirm that they are comfortable with the responsibilities they are undertaking.
- House staff will check in with the boarders whenever they have spent time with guardians and log their response on CPOMS to confirm that pupils feel safe with their guardians and to address any concerns about stays.
- Bi-annual data review by Director of Boarding, Deputy Head (Pupils) and Registrar.

Private Foster Care Arrangements

NB: The following points are included for completeness, but the College strongly recommends that pupils do not make arrangements to live in long-term private foster care. In relation to pupils whose visas are sponsored by the College, we reserve the right to refuse to assign a CAS and/or withdraw sponsorship where private fostering is proposed.

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

- Any guardian who is not a close relative of the pupil (defined as: brother, sister, aunt, uncle, grandparent or stepparent) and with whom a pupil will be staying for a continuous period of 28 days or more while they are a pupil (for example during a long vacation between terms) is considered to be providing 'private foster care'. Parents must inform and receive in advance all necessary approvals from the local authority of the borough in which the intended private foster carer resides.
- Parents must inform the school in advance of the commencement of a private foster care arrangement. The school has an overarching responsibility to notify the local authority.
- If a pupil whose visa is sponsored by the school will be cared for in a private foster care setting, the school must give the local authority in whose area the pupil will live the following details, as soon as we become aware that the pupil has arrived in the UK or, if the private care arrangement begins when the pupil is already here, as soon as we become aware of the change:
 - the name of the foster carer; and
 - the address where the foster carer and the pupil will live.

Pupil whose visa is sponsored by the School

Specific rules apply to boarding pupils whose visas are sponsored by the College. These rules are set out in the Immigration Rules and UKVI Sponsor Guidance, and we have summarised them below, although parents must take independent advice and ensure they are consulting up to date versions of the Rules and Guidance.

Requirements relating to visa application/CAS assignment

1. Each pupil who is sponsored by the College, their parents, guardians, and carers, must abide by all requirements placed upon them by UKVI. This is required for both their visa application and throughout their time studying within the United Kingdom.
2. This requires each pupil who is sponsored by the College, their parents, guardians, and carers, to provide any information required by the College within a given timeframe.
3. All guardians, carers, and anyone else regularly living with a guardian or carer, must demonstrate to the College that they meet all requirements of the Immigration Rules as set out by the Home Office.
4. It is the responsibility of parents to provide evidence to the College that all UKVI's requirements are met or will be met at the point of application for a visa. The College will not assign a CAS (Confirmation of Acceptance of Studies) until this condition is satisfied. Further information is available upon request from visas@brightoncollege.net regarding specific documents required.

The College has ongoing Sponsor duties relating to sponsored pupils. It is the responsibility of both the pupils' parents, guardians, and carers, to provide information as required by the pupils House and Admissions Office. The College reserves the right to cancel sponsorship should this not be provided.

It is the responsibility of parents to provide evidence to the College that all UKVI's requirements are met or will be met at the point of application for a visa. The College will not assign a CAS (Confirmation of Acceptance of Studies) until this condition is satisfied. Accordingly, the College requires the following evidence to be provided prior to the assignment of a CAS:

- a. Completion of the College's guardianship form identifying intended guardian and carer, and anyone regularly living with them.
- b. Confirmation that the guardian and are UK citizens or have settled status in the UK
- c. Confirmation that the guardian, carer and anyone regularly living with them meet the conditions set out in para 3 above.
- d. Completion of a letter of undertaking by the guardian.
- e. Completion of a letter of consent by the parents.

Ongoing Sponsor duties relating to sponsored pupils

1. UKVI Sponsor Guidance imposes an additional duty on Child Student sponsors, requiring us to make reasonable endeavours to collect information on travel arrangements for pupils who have a nominated guardian. Sponsors will have to:
 - a. Keep records of when the pupil is arriving;
 - b. Record details of the person collecting the pupil;
 - c. Record where the pupil will be staying if they are not proceeding directly to school; and
 - d. Report to the relevant authority if the pupil does not enrol at school.
2. If a pupil whose visa is sponsored by the school will be cared for in a private foster care setting, the school must give the local authority in whose area the pupil will live the following details, as soon as we become aware that the pupil has arrived in the UK or, if the private care arrangement begins when the pupil is already here, as soon as we become aware of the change:
 - a. the name of the foster carer; and
 - b. the address where the foster carer and the pupil will live.

It is the responsibility of parents to provide sufficient and timely information to the College to ensure that we can discharge our responsibilities as a sponsor. Failure to do so will result in withdrawal of sponsorship of the relevant