



**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.

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*The Association for the Education and Guardianship of International Students  
A company limited by guarantee and registered in England  
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#### **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