



# King's College

## TAUNTON

### Guardianship Policy

*This policy applies to  
King's College Prep School and King's College Taunton*

**Policy Date:** September 2025

#### Responsibility

**Individuals:** Head of Boarding

#### Review Cycle: Annual

Next scheduled review: September 2026

Last interim review: September 2025



### 1. Introduction

King's College, Taunton is committed to the welfare and wellbeing of all boarding pupils. In accordance with Standard 22 of the National Minimum Standards (NMS) for Boarding Schools, full boarding pupils and sponsored boarding students must have a designated guardian who ensures their welfare, safety, and support while residing in the UK and whilst boarding at the school.

This policy has been developed in alignment with our safeguarding obligations as set forth in Keeping Children Safe in Education (KCSIE), ISI standards, NMS and our obligations as a Student Visa Sponsor. We recognise that effective guardianship arrangements are fundamental to maintaining robust safeguarding practices and ensuring the protection of our boarding pupils, particularly those who may be more vulnerable due to distance from family support networks.

This policy outlines the requirements for guardianship and the rationale behind them.

### 2. Purpose of the Policy

- Ensure all full boarders and sponsored boarding students have a responsible adult available in the UK
- Define the eligibility criteria for guardians
- Establish the responsibilities and expectations of guardians
- Clarify the role of guardians in emergency situations
- Outline verification procedures for appointed guardians and monitoring of guardianship arrangements.

### 3. Guardian Requirements

All parents of full boarding and sponsored pupils must appoint a guardian for their child, irrespective of the pupil's age. An appropriate guardian meeting the criteria outlined below must be appointed before the pupil joins the school; in the case of pupils requiring Child Student Visa sponsorship, an appropriate guardian must be appointed before the school issues a Confirmation of Acceptance for Studies (CAS). The school reserves the right to review and, if necessary, reject any guardianship arrangements made by parents if they are deemed to be unsuitable or would fail to meet UKVI rules. The nominated guardian:

- Must not be a parent of the pupil but can be a nominated guardian, private foster carer or close relative
- Must be over 21 years of age in order to fulfil all requirements with sufficient capability and maturity
- Must be a resident in the UK, holding Settled Status or of British Citizenship
- Must not be a full-time pupil
- Must not be a member of King's College, Taunton staff
- Must not travel for extensive periods
- Must speak and write sufficient English to communicate adequately with the school.



In addition, the intended carer or anyone regularly living with the nominated guardian must not:

- Have been convicted of a criminal offence in the UK or overseas for which they have received a custodial sentence of 12 months or more
- Have been convicted of a criminal offence in the UK or overseas for which they have received a non-custodial sentence or received an out-of-court disposal recorded on their criminal record
- Be a persistent offender who shows a particular disregard for the law
- Have committed a criminal offence, or offences, which caused serious harm.

Parents of Full Boarding pupils requiring a Child Student Visa must appoint a nominated guardian, close relative or private foster carer.

A nominated guardian is the pupil's carer in the UK outside of term time for less than 28 consecutive days and/or the school's emergency contact in the UK for the pupil. The nominated guardian cannot be a private foster carer, a close relative or a parent/legal guardian who has permission as a Parent of a Child Pupil.

The guardian/intended carer must provide a letter of undertaking confirming:

- Their name, current address, contact details, date and signature
- The address where the intended carer and the Child pupil will be living in the UK
- Confirmation that the accommodation offered to the Child Pupil is a private address and not operated as a commercial enterprise
- The nature of the relationship between the Child Pupil's parent(s) or legal guardian(s) and the intended carer
- Confirmation that the intended carer agrees to the care arrangements for the Child pupil
- A list of any other people that the intended carer supports or has offered to support
- Details of the name, registered address and contact details of anyone regularly living with the nominated guardian.

The School's Admissions Department will save a copy of the completed letter for the school's records.

Parents are also required to complete a Parental letter of Consent, and parents and guardians are required to complete a guardian nomination form which must be returned to the school before the CAS can be issued.

It is strongly recommended that guardians reside within two hours' travel distance of King's College, Taunton (by car or public transport).

For all international pupils who have not appointed a close family member or friend as a guardian, the school strongly recommends that parents appoint a reputable guardianship organisation that is accredited by AEGIS.



To ensure compliance with safeguarding requirements, the school may conduct checks on guardians appointed by parents. The school reserves the right to request additional verification where necessary, including enhanced DBS checks and household visits.

#### 4. Responsibilities of Guardians

- Being a point of contact for the school in case of emergencies
- Providing a place for the pupils to stay during fixed holiday periods if they are not returning home
- Arranging transport and offering accommodation to pupils should their travel plans change, e.g., a flight is cancelled or delayed
- Offering accommodation if the pupil is required to leave school premises due to medical or disciplinary reasons
- Being available to assist with urgent matters when parents are not accessible
- Maintaining communication with both the school and parents as necessary.

Should the guardian be going away from home and is not able to fulfil their guardianship responsibilities, the parents and guardian must inform the school. A deputy or stand-in guardian must be appointed and the school notified of their contact details.

#### 5. Guardian Identification Requirements

To verify the identity and residency of guardians, they must provide one of the following sets of documents to the Admissions Office:

Option 1: A copy of the guardian's driving license proving both name and address.

Option 2: A copy of the guardian's passport along with a utility bill proving their address.

Guardians who do not hold a UK passport will also need to provide their eVisa for proof of settled status.

Additionally, the school may conduct follow-up checks to ensure guardians continue to meet the outlined requirements and responsibilities.

#### 6. Levels of Guardian Communication

Parents must specify the level of communication they require from the school with their chosen guardian:

- Emergencies only: The guardian will only be contacted in cases of pupil illness, emergency closures, or situations where parents are unavailable.
- Emergencies and school correspondence: The guardian will also receive duplicate copies of school reports, notifications about parent evenings, activities, and other official school communications.



### **7. Private Fostering Requirements**

If a pupil under the age of 16 (or 18 years if disabled) resides with a guardian (who is not a relative) for more than 28 consecutive days in a year, this constitutes private fostering under UK law. In such cases, it is the responsibility of the parents to inform the school and local authority about the arrangement. The school has a duty to report this to LA as well as UKVI.

### **8. Parental Responsibility**

The responsibility for selecting a suitable guardian lies solely with the parents and the school can accept no legal responsibility for any guardianship arrangements. Any changes to guardian details must be promptly communicated to the school. If a guardian cannot be contacted in an emergency, the school reserves the right to employ the services of a Guardianship Agency who will appoint a guardian, the cost of which will be charged to the parents.

### **9. Conclusion**

The presence of a responsible and accessible guardian is essential to safeguarding the wellbeing of boarding pupils at King's College, Taunton. This policy outlines clear expectations to ensure that every boarder has a trusted adult available for support, contributing to a safe, nurturing environment that promotes both academic success and personal growth. To uphold our safeguarding standards, the school will require all pupils who reside with guardians during the academic year to complete a brief survey, confirming that their experience was safe, appropriate, and aligned with the school's welfare expectations.