



Guardianship Policy

For International Pupils
Updated June 2025
Next review due June 2027

Purpose of the Policy

This policy outlines the responsibilities of guardianship arrangements for international pupils enrolled at The Oratory Prep School. It is a legal requirement for international boarding pupils to have an educational guardian when living in the UK. Parents who do not reside in the UK (or who may be abroad for a period of extended time on business or holiday), with children in British boarding schools, are required to appoint an educational guardian. This person must respond to the needs of both the child and the School. This policy is designed to ensure compliance with UK Visa and Immigration (UKVI) requirements and safeguard the wellbeing of all students in our care.

Scope

This policy applies to all international pupils enrolled at The Oratory Prep School and who hold a Child Student Visa, including both full-time boarders and those who live part-time with appointed educational guardians. Whilst this is specifically intended for pupils holding a Child Student Visa, this policy also provides best practice for international pupils who are Subject to other Immigration Control (SUIC).

Definitions

Appointed Educational Guardian: A responsible adult appointed by the pupil's parents, who lives in the UK and is either British or has settled status (that is not time-limited). The guardian is a point of contact for the pupil, acting in loco parentis when the parents are not in the UK.

Independent School: A school that operates independently of the state system and provides education for students in the UK.

UKVI: UK Visas and Immigration, the Home Office organisation which regulates visa policies, including Child Student Visas.

SUIC: Pupils who are not British citizens, nor do they hold Child Student Visas, but are Subject to other Immigration Control (e.g. Pre/Settled Status, Dependent Visa, BNO Visa, etc.).

Safeguarding: The duty of care ensuring that children and young people are safe from harm, neglect and abuse while in the care of the School or their appointed guardians.

UKVI Requirements for Guardianship

As part of our compliance with UKVI regulations, The Oratory Prep School ensures that all international pupils under the age of 18 have a suitable educational guardian living in the UK. This guardian must be selected by the parents and approved by the School.

They must also:

- Be over the age of 25 and not in full-time education
- Have a clean safeguarding and criminal record (both in the UK and overseas). This also applies to anyone who regularly lives with the appointed educational guardian.
- Be a resident of the UK (either British or with Settled Status that is not time-limited).
- Live within a 2 hour drive of the School and not travel abroad for long periods.
- Be a responsible adult able to provide care and support.
- Provide written confirmation to the School of willingness to act.
- Be either a close family friend, relative, educational agent or from an accredited guardianship agency.
- Speak sufficient English.
- Have authority to act on behalf of the parents.
- Be able to provide suitable accommodation (not student accommodation).
- Be willing to receive reports and attend meetings if requested.

Responsibilities of the Parents

- Select a suitable educational guardian and obtain their agreement.
- Discuss the guardian responsibilities with the proposed guardian.
- Provide the guardian's details to the School and UKVI before arrival.
- Keep guardian contact details up to date.

Responsibilities of the Guardian

- Act in the pupil's best interests.
- Be available in emergencies.
- Provide accommodation/supervision during holidays where applicable.
- Help ensure compliance with immigration requirements.
- Communicate with the School where acting on behalf of parents.
- Help the pupil comply with UK laws.
- Assist with travel arrangements.

Responsibilities of the School

- Monitor pupil welfare and progress.
- Train staff in safeguarding.
- Keep parents updated.
- Maintain accurate guardian records.
- Work closely with guardians.

Safeguarding Protocols

- Guardian should be BSA/AEGIS certified or have an Enhanced DBS check where required.
- Regular safeguarding audits.

- 24-hour emergency contacts.
- Staff safeguarding training.

Guardian Selection and Approval Process

1. Parents complete and sign the guardianship agreement.
2. Guardian signs and returns the agreement with required documents.
3. Identity appointment with the School.
4. Documents uploaded to the pupil file.
5. School confirms approval in writing.
6. New paperwork required if the guardian changes.

Relatives/Close Family Friend Guardians

Required documents:

- Valid passport or driving licence.
- Proof of address (within 3 months).
- Proof of right to live in the UK where applicable.

The School will verify documents before approval.

Review of Guardianship Arrangements

The School will review guardianship arrangements at least annually or whenever circumstances change.

Compliance with UKVI and Local Laws

The Oratory Prep School's will comply with UKVI Child Student Visa regulations and cooperate with regulatory authorities where required.

Policy Review and Updates

This policy will be reviewed biennially or following significant changes in UKVI regulations, safeguarding legislation or boarding standards.