



Educational Guardianship Policy

Responsibility of: Pilgrims' Headmaster and Winchester College Bursar

Reviewed: Feb 2026

Next Review Date: Feb 2027 (or earlier if change in government guidance or legislation occurs)

Approved by: Pilgrims' SLT

Summary of changes from previous version

- Addition of Educational Guardian rather than just Guardian.
- For all Educational Guardians, Housemasters conduct Teams meetings, in-person meetings and/or phone calls at the beginning of the academic year and go through and confirm the requirements of the Educational Guardianship policy.
- At each exeat, half term or holidays period, details of travel and accommodation are recorded through information forms and checked against Educational Guardianship details given by parents. Receipt of these forms and/or discrepancies in Educational Guardian or host family information is carefully monitored, and a central process pursues clarity and accuracy as pre-requisite to the pupil being released and/or accepted on return where this has failed to happen.
- The school's Designated Safeguarding Lead (DSL) regularly conducts surveys for pupils staying with host families or Educational Guardians to check their experience during their stays.
- The School provides emergency contact details (including the DSL) to all sponsored pupils during all such times away from school.

Educational Guardianship Policy

Introduction

The National Minimum Standards for Boarding (2022) lay out specific requirements for Guardians under Standard 22. For the avoidance of doubt, The Pilgrims' School does not appoint educational guardians – this is the responsibility of the parents. The School reserves the right not to award Child Student Visas to those without appropriate guardianship arrangements.

The Pilgrims' School welcomes pupils from all over the world. Our pastoral and boarding systems are designed to ensure that all pupils are effectively supported as they integrate into school life. As part of this, all pupils whose parents live overseas are required to have an Educational Guardian whilst studying at the School. Educational Guardianship provides another means of support for these pupils whilst they are in the UK and allows them to have another adult outside of the School to whom they can turn for assistance or advice, and who will provide accommodation when the School is closed and when it may be impractical to travel home.

This policy is to be read alongside the School's Admissions Policy and Child Visa Sponsorship Policy.

1. Policy Aims

- To provide parents (and the Educational Guardians they appoint) with a clear explanation of the School's expectations relating to educational guardianship as required by the National Minimum Standards for Boarding.
- To provide parents with a clear explanation of the responsibilities of the Educational Guardian they appoint.
- To make known to parents that the School reserves the right to determine the acceptability of arrangements made for their child when they are residing out of school; should the arrangements prove unacceptable, parents and Educational Guardians will be advised and given reasonable opportunity to change the arrangements.
- To provide a pro-forma for the registration of an Educational Guardian.
- To provide details on how communications between the School, parents and Educational Guardians will operate.

2. Educational Guardian Requirements

2.1 The appointed Educational Guardian:-

It is the responsibility of the parents to appoint an Educational Guardian.

- **New applicants starting at the School after the 1st September 2026 must either:**
 - appoint an AEGIS or BSA accredited Educational Guardian; or
 - appoint as Educational Guardian a family member who would be excluded from UK private fostering rules because they are legally defined as a 'close relative'. Such relatives must hold a British passport, or have Indefinite Leave to Remain, and are:
 - grandparent
 - Brother or sister (25 years old or over)
 - Uncle or aunt (25 years old or over)
 - Step-parent (by marriage or civil partnership, 25 years old or over)

These can be:

- Full or half-blood relatives
- Related by marriage/civil partnership

- **Change of Guardianship**

Should the guardian change at any point during a child's enrolment, all paperwork will need to be completed again, and appropriate checks carried out again.

- **For those pupils currently holding a valid CAS in the 2025-26 academic year,** the selection of the appropriate person or organisation rests with the parents. Parents are to have fully satisfied themselves as to the suitability of their chosen Educational Guardian - a person who holds a British passport or Indefinite Leave to Remain.

In all instances, parents must have shared the Educational Guardian's passport and immigration status share code.

2.2 For this latter group [pupils enrolled in the 2025-26 academic year and holding a valid CAS], the Educational Guardian:

- May be a nominated friend of the family or another family member, or may be employed by a professional educational guardianship agency. Educational guardianship agencies typically arrange accommodation as well as acting as Educational Guardian for their pupils. They will usually arrange such accommodation for their pupils through host families. Host families will then be responsible for providing the day to day care of the pupil, accommodation and meals. If the educational guardianship agency arranges accommodation for the child or young person, the agency will be responsible for ensuring the quality and safety of the accommodation including the necessary DBS checks.

2.3 AEGIS / BSA accredited Educational Guardians

2.3.1 For those appointing an AEGIS accredited Educational Guardian, key accreditation criteria are:

- **Safeguarding and Welfare:** Rigorous, up-to-date DBS checks on all staff, volunteers, and host families (including anyone over 16 in the home).
- **Host Family Selection:** Comprehensive screening, interviews, and home inspections to ensure safe, nurturing environments.
- **Emergency Response:** 24/7 availability for emergency support.
- **Management & Administration:** Clear policies, procedures, and documentation.
- **Pupil Support:** Regular contact with pupils, participation in their pastoral care, and attending school meetings.

Additionally:

- Regular AEGIS re-inspection is required to maintain accreditation. This is done through documentation review, staff/pupil interviews, and home visits.

2.3.2 For those appointing a BSA certified Educational Guardian, the criteria and code of conduct can be found here:

[BSA certified Educational Guardian](#)

2.4 In all instances, the Educational Guardian:

- must not be an employee of the School
- must be over 25 years of age and should not be a full-time pupil or student.
- must meet the pupil for whom they will be the Educational Guardian before they start at Pilgrims'.
- should be a British citizen or have Settled Status.
- should have a permanent place of residence in the UK and ideally should reside within two hours' travelling distance from the School, by either car or public transport
- should speak English and be able to provide a point of contact for the School at all times including in emergencies
- must, if they are going to be away from their UK home, for however short a time, notify the School and give full contact details for the period of absence including the name and address of a responsible person in the UK, fully authorised by the parents to act on their behalf. This must be done two weeks before the travel date.
- must complete the School's information request form regarding school holiday arrangements, including informing the School about details of travel arrangements made for pupils leaving on all authorised mid-term breaks and at the beginning and end of term. This information must be provided in writing by the deadline set by the School.
- should provide accurate contact information (including telephone/mobile, email and full address contact details) to the School and regularly update this information as necessary.
- must provide safe and suitable accommodation and appropriate care and supervision for the pupil during periods when they cannot be accommodated at the School (including periods of long-term illness and for disciplinary measures); regardless of the pupil's age. (The School does not consider unsupervised stays in hotels or bed

and breakfast accommodation to provide an adequate level of accommodation or care and therefore they must not be used.)

- (or, where possible, parents) is expected to attend Parents' Evenings and school events. They are encouraged to maintain regular contact with their charge and are warmly welcomed to visit the School by appointment.
- should be familiar with the School's rules, regulations and policies and support the School's aims and values.
- must ensure that legal documents such as visas and registration documents are kept up-to-date and renewed/updated when necessary.
- must, in the event of a change of Educational Guardian, communicate this promptly to the School in writing, providing all necessary details in order to facilitate continuous care
- should meet with the pupil's Housemaster or the Head of Boarding ahead of the first time that they take the pupil into their care. This can be done online.

Educational Guardian's Agreement

UK NOMINATED GUARDIAN LETTER OF UNDERTAKING

[Please complete all sections, entering N/A where applicable. Please then delete this text, print and sign the document and return a scanned copy to us with the enclosures]

UK Visas and Immigration (UKVI) / Border Force

Date:

Child details	
Name of child	
Date of birth	
Nationality	
Passport number	

I am the nominated guardian of the above-named child and have provided evidence of my UK Passport / UK settled status. I have been appointed by the child's parent(s) / legal guardian to care for their child in the UK outside of their school's term-time for less than 28 days and/or to be the school's emergency contact in the UK for the child.

Nominated guardian / agency details (AEGIS or BSA accredited only)	
Name of Educational Guardianship Agency:	
Proof of AEGIS or BSA accreditation (accreditation reference or number)	
Date of Establishment:	
Full contact name and position:	

Address of agency:	
Telephone number of agency:	
Email address of agency contact:	
Details of homestay provider / carer (if different to above)	

Full name: Date of birth:	
Address where student will be cared for as required in an emergency and/or outside of term time:	
Telephone number:	
Email address:	
Guardian relationship to family:	
ID provided: (passport/driving licence etc)	
Details of arrangement	
Details of any other people that the nominated guardian/carer is supporting or intends to support:	

Details of name, registered address, and contact details of anyone regularly staying at the address (include date of birth, nationality):	
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Declaration

I, _____ confirm the following:

- i. I am over 25 years old and am settled in the UK.
- ii. I have been appointed by the parent(s) / legal guardian of the above-named as their carer in the UK during school closure for less than 28 days and/or the school's emergency contact in the UK for the child.
- iii. The accommodation offered to the above-named child is a private address, and not operated as a commercial enterprise, such as a hotel or a youth hostel.
- iv. There is no intention for the above-named child to reside at the address for a consecutive period of 28 days or longer.
- v. I confirm that I agree to the care arrangements for the above-named child.
- vi. I have read The Pilgrims' School Educational Guardians Policy and Child Visa Sponsorship Policy

I hereby confirm that the information provided is true and accurate.

Nominated Guardian full name:	
Nominated Guardian signature:	

Date:	
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