

## **Guardianship Arrangements**

As part of our duty of care towards students, ISCA requires that all students whose parents live overseas, have a UK Guardian, irrespective of their age. This means that students who are 18 or older are still required by ISCA to have a UK Guardian.

### What is a Guardian?

A Guardian is a person appointed to care for a student, normally resident abroad, during all periods when the student is in the United Kingdom and their parents are overseas. The Guardian holds delegated, temporary parental responsibility for the student.

A Guardian is appointed wholly and solely by parents; ISCA is not involved in this process and does not accept any liability for unsatisfactory performance by an appointed educational Guardian. In circumstances where an insufficient discharge of Guardianship duties comes to ISCA's attention, the school will notify parents so that they can take remedial action. ISCA, however, will not become involved in any management discussion or dispute with the Guardian; whether relating to the quality of care offered or any other matter. The management of the guardianship arrangements in place for a student is wholly and solely the responsibility of the student's parents.

### What are a Guardian's rights and duties?

The Guardian has no rights or duties in respect of the student that the parents of the student do not deliberately and temporarily delegate by a guardianship agreement. Once established, a guardianship agreement makes the Guardian responsible for the student at all times during which the student is in the United Kingdom without his/her parents. This means the educational Guardian's responsibilities are not confined to periods of the ISCA term.

As the educational provider to the student, ISCA would expect a Guardian to assume the following duties in relation to their involvement with the school and the student:

- provide written authorization when a student needs permission to go off site overnight
- receive and share with parents all official communication from the school (reports, school calendar etc.), assisting with translation if necessary
- liaise with the ISCA and facilitate communication with parents in connection with matters related to health, welfare and educational progress of the student
- represent parents in meetings with the school, either over the phone or face-to-face, when parents cannot be present
- be a channel for quick, effective communication with parents, especially when parents are not fluent in English
- attend the School premises in case of emergency if deemed necessary by the School; the Guardian must inform the parent(s) of what has happened immediately
- make all necessary travel arrangements including, if necessary, collecting the student from the appropriate airport or railway station and delivering them to ISCA and collecting the student from ISCA and delivering them to the appropriate airport or railway station at the beginning and end of term
- collaborate with ISCA to ensure the student attends School punctually each day in accordance with their ISCA timetable

- collect and accommodate the student in their home in the event that the student is unwell and unable to remain onsite within ISCA's boarding accommodation
- collect and accommodate the student in their home in the event that the student is excluded for non-payment of fees or suspended for disciplinary or other reasons
- collect and accommodate the student in their home during holidays and at the beginning and end of term if required
- liaise with ISCA to arrange and, if appropriate, attend medical appointments for the student
- provide consent for the student to receive emergency medical treatment if necessary
- maintain regular contact with the student at a level comparable to that provided by a responsible, caring parent
- provide advice, support and counsel to the student in a manner comparable to that offered by a responsible, caring parent

Responsibility for each one of these matters must be agreed between the parents and the appointed Guardian in advance of the student beginning as a student of ISCA.

#### Who can be a Guardian?

A relative or friend of the family can act as the UK Guardian as long as they:

1. understand and are willing to assume the responsibilities outlined above
2. are of an age and ability to be able to take on delegated parental responsibility i.e. at least 21 years old
3. live in the UK
4. are fluent in both English and the mother tongue of the parents

Alternatively, professional guardianship services are available. Professional guardianship arrangements must only be arranged with reputable agencies which are members of AEGIS (Association for the Education and Guardianship of International Students). ISCA is not able to recommend specific agencies but can provide parents with contact information for AEGIS.

The professional guardianship agency is responsible for ensuring all statutory checks on adults directly involved in the care of the student are completed and are current, prior to the student taking up his/her place at ISCA. Parents should seek explicit confirmation from the agency that what is required has been fully completed. There are specific requirements which must be met by professional agencies and parents should seek explicit confirmation that there is full compliance with the published standards.

ISCA does not accept any liability for any failures of a guardianship agency in the discharge of their duties in relation to a student during his/her time at ISCA