

## Policy on Guardians and Overnight Hosts

<p><b>Primary person responsible for updates to this policy:</b> James Kidd <b>Job title:</b> Vice Principal (Pastoral) <b>Last review date:</b> August 2021 <b>Next review date:</b> August 2022</p>
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**Circulation:** This policy has been adopted by the governors and is available to parents on request. It is addressed to all members of staff and volunteers and applies wherever they are working with children.  
'Parents' refers to parents, guardians and carers.

### NMS for Boarding: Standard 22 – Guardians

- 22.1 The school regularly monitors the suitability of any arrangements it makes for the appointment of guardians.
- 2.2 Any guardians appointed by the school are subject to the same safer recruitment procedures as staff, and their care of pupils is monitored.
- 22.3 Where children have guardians that have not been appointed by the school, the school takes appropriate steps to ensure that children are safe and that the guardianship arrangement is promoting the physical and emotional wellbeing of the child. Any concerns about guardianship arrangements are referred to the relevant agency, and where the guardianship arrangement may constitute private fostering, this is referred to the local authority.
- 22.4 Under no circumstances should school staff act as educational guardians for boarders.

To note:

DLD College London does not usually appoint guardians, unless an unusual situation, whereby the use of a professional educational guardian agency is used (James Lee Consultancy for emergency stays and Hosts International for homestay placements). These agencies have been checked and vetted by the Accommodation Officer.

Parents are strongly advised to have a UK-based guardian, but it is not a legal requirement.

### The process

Admissions stage:

If students have appointed a guardian at the application stage, the IAC will input the relevant personal details on to SIMS. If the guardian is not flagged until after the admissions stage, details will be added to SIMS by the Accommodation Officer.

Ongoing use of guardians:

At the start of each academic year, the Accommodation Officer will check details are correct in the second academic year, to ensure that the guardian is still happy to act in this capacity. At this stage, proof of identity, visa (if applicable) and address are sought and filed on the system.

Signing out:

When a guardian or host is to be used, the following process is carried out:

- Parent, agent or guardian (if already on the system) email to request leave, through the relevant form (N.B. No acceptance of form from host – must be from parent/guardian/agent)
  - Weekend / Overnight Leave Request (Appendix 1) – to Houseparents
  - Holiday Leave Request (Appendix 2) – to Accommodation Officer
- Leave process started on Reach
- If this is a new guardian/host
  - Relevant consent form sent to guardian/host (includes expectations)
    - Overnight host consent form (Appendix 3)
    - Guardian consent form (Appendix 4)
- Photo ID, proof of address and other applicable documents (visa, tickets, birth certificate etc. according to circumstances) received, checked and filed
- A phone call is made, either by Houseparents or the Accommodation Officer to the guardian/host, to check:
  - That they are expecting the student
  - The dates and times they are expecting match the form
  - That they are happy with the expectations
- Leave is then approved on Reach

### CSA Students

Given their age, CSA students must be collected by the specific host/guardian, until such time that parents/guardian/agent and the College is reached.

### Issues during leave

The Vice Principal (Pastoral) should be made aware of any issues and will decide whether a meeting with parents, guardian/host is needed, and whether future privileges to accommodate the student should be withdrawn.

## Appendix 1: Weekend/Overnight leave request

Dear Parents/Guardians,

1	Full name of student	
2	Departure date	
3	Departure time	
4	Return date	
5	Return time	
6	Name of responsible adult at destination address*	
7	Relationship of responsible adult to student	
8	Destination address with responsible adult	
9	Phone number of responsible adult	
10	Email address of responsible adult	
11	If you wish the school to organise transportation, please let us know the means of transport and the precise journey. Please liaise direct with the Houseparents by email once the weekend request has been approved by the Houseparent: <a href="mailto:houseparents@dld.org">houseparents@dld.org</a>	

Please return to the Houseparents by email before 5pm on the Wednesday preceding the weekend. Students may leave College after 5pm and should return by curfew on Sunday having met all academic commitments.

\*The responsible adult is the person with whom the student will be staying and who will be responsible for the student during his/her absence from school. The responsible adult is not a driver, a bodyguard, or anyone else who is under the instruction of the student. The College reserves the right to refuse permission for weekend leave if the named adult is under 25 years of age.

I certify to take under my sole and complete responsibility, the student whose name appears above, and thereby release DLD College of all responsibility for this student throughout the period mentioned above. If the weekend takes place in the UK, I confirm with my signature that the responsible adult will be physically present at the address given. I accept full responsibility for my son's/daughter's health and safety from the time that he/she leaves DLD College until his/her return. I am aware that UK laws prohibit the consumption of alcohol and entry to nightclubs to minors under the age of 18 years.

Signature:

Date:

## Appendix 2: Holiday leave request (example)

Dear Parents/Guardians,

I should be very grateful if you would let me know if your son/daughter/ wishes to leave DLD College this half term holiday. Please complete the table below and return it to the Accommodation Officer Alisa Cernavska ([alisa.cernavska@dld.org](mailto:alisa.cernavska@dld.org)) before **9:00 am on Monday, 24<sup>th</sup> May**, to indicate if your son/daughter wishes **to stay** in the Boarding House **or leave** for the whole or part of the holiday. Please note that lessons end at 4:55 pm on Friday 28<sup>th</sup> May and begin again at 8:50 am on Monday 7<sup>th</sup> June. The students are expected back on the Sunday evening by 6.00pm, with all academic commitments met. Holidays taking place outside of holiday periods will not be authorised and travel arrangements must be made outside of lesson times.

1	Full name of student		
2	Will the student be staying in the Boarding House for the <b>whole</b> holiday?	Yes	No
	If <b>No</b> , please complete sections below		
3	Departure date	Flight departure time	Departure flight No.
	Departure date from DLD (if different from above)	Departure time from DLD	
4	Return date	Flight arrival time	Return flight No.
	Return date to DLD (if different from above)	Arrival time to DLD	
5	Name of responsible adult at destination address*		
6	Relationship of responsible adult to student		
7	Destination address with responsible adult		
8	Phone number and E-Mail address of responsible adult		
9	If flying (leaving the country) How will the student travel to and from the airport? NB: All students under 16 must be collected from the airport by a relative, guardian, or college approved driver.		
	Taxi – college	Taxi – arranged by parents/guardian	Travelling with relative / guardian
			Travelling alone (16+ years only)
	If you wish the school to organise transportation, please let us know the means of transport and the precise journey. Please liaise direct with Alisa Cernavska by email once the leave request has been approved: <a href="mailto:alisa.cernavska@dld.org">alisa.cernavska@dld.org</a>		
Where will the student be staying for quarantine?		<b>IN</b> the Boarding House	<b>OUT</b> of the Boarding House
		<b>Not applicable</b> (staying in the UK)	
	<b>OUT</b> , please complete section below		
	Full name, address, and contact details of responsible adult the student is staying with		

\*The responsible adult is the person with whom the student will be staying and who will be responsible for the student during his/her absence from school. The responsible adult is not a driver, a bodyguard, or anyone else who is under the instruction of the student. The College reserves the right to refuse permission for weekend /holiday leave if the named adult is under 25 years of age.

I certify to take under my sole and complete responsibility, the student whose name appears above, and thereby release DLD College of all responsibility for this student throughout the period mentioned above. If the leave takes place in the UK, I confirm with my signature that the responsible adult will be physically present at the address given. I accept full responsibility for my son's/daughter's health and safety from the time that he/she leaves DLD College until his/her return. I am aware that UK laws prohibit the consumption of alcohol and entry to nightclubs to minors under the age of 18 years.

Signature: \_\_\_\_\_

Date: \_\_

**Appendix 3: Overnight Host Consent Form**

**What is an overnight host?**

An overnight host is someone who has been delegated parental responsibility for a brief period of time, e.g. 24 hours. An overnight host can be a family friend, a relative or a representative of a guardian agency. This is different to an Education Guardian (please see separate form for these expectations).

**A Host...**

- Should be over the age of 25 and live in the UK
- Provides support on welfare matters whilst student is in their care
- Must provide accurate contact information and be contactable at all times
- Must be ready to deal with immediate problems or emergencies and for illness and hospital admissions whilst student is in their care
- Must agree to take responsibility for the student, their welfare & health for any period as agreed with the parents and college

**Host agreement**

**Student's name:** .....

**Host's details**

**Name:** .....

**Address:** .....

**Email:** ..... **Telephone:** .....

**Date of Birth:** .....

**Relationship to student:** .....

**I confirm that I meet the criteria and am able to provide the services listed above for the above-named student while he/she is in my care.**

**Signature**..... **Date**.....

**Please attach a copy of your visa, passport photo page and one proof of address to this form.**

Principal: Irfan H Latif BSc (Hons) PGCE FRSA FRSC  
DLD College London,  
199 Westminster Bridge Road, London, SE1 7FX  
Tel: +44 (0) 20 7935 8411  
Email: dld@dld.org  
**www.dldcollege.co.uk**

## Appendix 4: Guardianship Consent Form

DLD College encourages all overseas students to have a UK-based educational guardian employed for the duration of their time studying in the UK. In some cases DLD College reserves the right to insist that parents appoint an educational guardian.

### What is a guardian?

An Educational Guardian is someone who has delegate parental responsibility. A Guardian can be a family friend, a relative or a Guardianship Agency. DLD College does not arrange or provide education guardianship services in any capacity and all arrangements to provide educational guardianship services must be made directly between the parents/legal guardians and the educational guardian.

### A guardian...

- Should be over the age of 25 and be resident in the UK for the entire duration of the student’s stay in the UK
- Provides support and guidance on welfare and educational matters
- Can be contacted at all times and be ready to deal with immediate problems or emergencies and for illness and hospital admissions
- Visit the student’s school and meet with teachers
- Translate reports for parents
- Assist with airport transfers and booking airline tickets
- Can assist with visa applications

We would like to thank you for accepting responsibility for our students and trust you will take your responsibilities seriously. However, should we hear of any indiscretions or illegal activities that our students have undertaken whilst in your care, we are obliged to report them to the relevant authorities.

### Guardianship agreement

**Student’s name:** .....

### Guardian’s details

**Name:** .....

**Address:** .....

**Email:** ..... **Telephone:** .....

**Date of Birth:** .....

**Relationship to student:** .....

**I confirm that I meet the criteria and am able to provide the services listed above for the above-named student while he/she is a student at DLD College.**

**Signature**..... **Date**.....

**Please attach visa, one form of photo ID and one proof of address to this form.**

Principal: Irfan H Latif BSc (Hons) PGCE FRSA FRSC  
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