



Yehudi
Menuhin
School

Guardianship Policy

Written	Head	Summer 2026
Reviewed	Leadership Team	Summer 2026
Governor Approval	Full Council	Summer 2026

Revision History

Revision	Paragraph Number	Revision
November 2017		
September 2018		
Autumn 2021	Paragraph 8 Paragraph 13 Paragraph 15 Appendix A Paragraph 1 Paragraph 2 Appendix B Paragraph 2 Paragraph 4	Exchange “ideally” for “and live” Replace “does not” with “not permitted to” in second sentence. (iv) delete last sentence (vi) final sentence added (x) new (xi) new (xii) new Add “, medical or otherwise,” New New New
Summer 2026		Complete re-write to cover current regulations

Abbreviations, Acronyms and Definitions

Abbreviation / Acronym	Definition
DfE	Department for Education
DSL	Designated Safeguarding Lead
Educational Guardian	Someone who provides care and supervision out of school for an international pupil.
KCSIE	Keeping Children Safe In Education (<i>Government issued document</i>)
Legal Guardian	Someone who is appointed to care for a child; for example, when a parent has died.

In this document, the term “Guardian” refers to an Educational Guardian and not a Legal Guardian. A Legal Guardian is appointed to care for a child when the parent has died, for example, whereas an Educational Guardian is someone who provides care and supervision out of school for an international pupil.

Parents who do not reside in the UK are required to appoint a guardian to act on their behalf while their child is studying in the UK. This guardian ensures the student receives appropriate care and support at times when the school cannot assume full parental responsibility - such as during illness, school holidays, or suspension/exclusion.

Guardianship Requirements

The Yehudi Menuhin School, in promoting and safeguarding the welfare of every student, requires parents who do not live in the United Kingdom to appoint a guardian to act on their behalf, regardless of the student’s age. Any student who does not go home during the holiday is the responsibility of their guardian. As a UK Visa & Immigration licence holder, the Yehudi Menuhin School is obliged to inform UKVI of all guardian details for any students sponsored by the school under the Child Student or Student route.

During term time the School is legally responsible for each student's welfare and undertakes parentally designated responsibilities. However, there are times (half-term breaks, or when a child is ill or when a child is suspended or excluded by the school), when the school must be able to hand over parental responsibilities to another adult - a properly appointed educational guardian who complies with all relevant, legal checks.

For boarders, guardians may be a nominated guardian (for a period of less than 28 days), close relative or private foster carer who is over 25 years of age and who is not a full time student but is a permanently settled resident in the UK. If such a contact in the UK is unavailable, guardians can be provided by a reputable guardian organisation.

For details of accredited educational guardianship companies please contact the organisations listed below:

AEGIS (Association for the Education and Guardianship of International Students) Please visit their website for a list of accredited educational guardians and for further information: www.aegisuk.net.

BSA (Boarding Schools’ Association). Please visit their website for a list of accredited educational guardians and for further information: www.boarding.org.uk/497/about-us/bsa-certified-guardian-scheme

An Appointed Guardian must:

- Be over 25 years of age
- Be resident in the UK and be available during term time not living more than 2 hours away from the School. The guardian must be a British citizen or have settled status.
- Not be a full-time student living in accommodation provided by another educational institution
- Be able to provide secure, safe accommodation for their ward.
- Be English speaking and prepared to be a point of contact for the School.
- Be able to provide the School with a valid and current copy of their passport, along with evidence of their settled status in the UK if not a UK passport holder.

An Appointed Guardian will:

- Be a 24 hour point of contact for parents, the student and school (and host family if applicable)
- Act in loco parentis with delegated parental authority in the case of an emergency or crisis and in other matters agreed by parents
- Provide both pastoral and educational support
- Liaise with the School over holiday and weekend arrangements, including details of travel and accommodation
- Arrange appropriate transportation for the student when required and to support the student's arrival and departure to and from school. This includes, as necessary, transportation to/from the airport and overnight accommodation at the beginning and/or end of term.
- Provide consent for medical treatment, visits and excursions in the (temporary) absence of a parent
- Attend school functions to support their ward where possible, in place of the parents
- Support the School in meeting UK Visa and Immigration visa compliance.

It is not acceptable for any YMS student to stay with another student in full time education (including University students). YMS students are not permitted to rent or stay in other accommodation (house, flat, hotel or other) for the holidays without their appointed guardian.

Guardianship organisation responsibilities

Guardianship agencies must:

- Complete and return a Letter of Undertaking for every student.
- Provide detailed information about host family vetting, including names, addresses, and confirmation that all members over 16 have completed DBS checks and are either a British citizen or have settled status in the UK.
- Notify the school at least 48 hours in advance of any changes to the appointed host family. The new host family must comply with the school's guardianship policy and names and the address of the host family will be required to complete a Letter of Undertaking.

A Parent will:

- Only appoint a guardian who meets all the criteria of the School's Guardianship Policy.
- Give their written, signed consent for the guardian to take full responsibility for the care and safety of their child whilst in the UK in place of the parents themselves.
- Complete, sign and return to the School a Parental Consent Letter.
- Inform the school immediately of any change of guardianship or guardian contact information. If a guardian will be absent or out of the UK at any time during term time, suitable guardianship must be put in place by parents and communicated to the school in advance of the absence.
- The School retains the right to refuse a guardianship arrangement if the guardianship does not meet the above criteria.
- In the case where a guardian arrangement is refused, particularly in terms of safeguarding, the School may decide to appoint a suitable guardian themselves, in consultation with the parents, which may have an impact in terms of cost to the family.

The School will keep a record of guardians and will notify the appropriate authorities if the welfare of the child is not being maintained.

Data Protection

The School will process (i.e. collect, use, store share, delete) information relating to the Guardianship arrangements for each student. This will include, for example, contact details of the guardian, correspondence between the School and the guardian etc. Further details on how the School may process data can be found in the Data Protection and Retention Policy which is available on the school website.

List of Appendices

Appendix A – Parental Nomination of Guardian / Agency

Appendix B – Guardian's Agreement



**Yehudi
Menuhin
School**

Parental Nomination of Guardian / Agency

Full Name of Pupil	
Pupil's Date of Birth	
Title and Name of Guardian	
Guardian's relationship to pupil	
Address of Guardian (or guardianship agency)	
Is this the address where the pupil will be staying? If no, please provide this address	
Telephone Numbers:	
Guardian's Home	
Guardian's Mobile	
Guardian's Work	
Guardian's Email address	

The above named person/agency is authorised by me/us to undertake the following responsibilities for my/our son/daughter throughout the time they are attending the Yehudi Menuhin School or until I authorise that the situation has changed:

1. To provide a point of contact on a daily basis throughout the School term and be ready to accommodate the pupil in case of an emergency, medical or otherwise, or in the unfortunate event of their being suspended from School.
2. To collect the pupil from School should they test positive for an infectious disease – including but not exclusively COVID-19.
3. To collect the pupil from School for the weekends/half term holidays and to provide an appropriate degree of care, supervision and facilities during that time.
4. To make suitable alternative arrangements if unable to accommodate the pupil.

5. To be involved in each and every arrangement for the pupil when residing away from School, for example when visiting the family of another pupil or friend.
6. To communicate all such travel details in writing to the Housemaster/Housemistress in relation to point 4.
7. To be ready to attend important meetings with the School on the parents' behalf (e.g. where there is a pastoral concern or behavioural issue)
8. To communicate with the Housemaster/Housemistress on a regular basis regarding the welfare of the pupil.
9. Where possible, to attend school events such as concerts on behalf of the parents.

I/We confirm that the above named person is over 25 years of age, is resident in the UK and speaks, reads and writes English. This person is not a student and does not live in accommodation provided by another educational institution.

OR

I/We confirm that the above named agency will provide my/our son/daughter with a guardian who is over 25 years of age, is resident in the UK and speaks, reads and writes English. This person will not be a student and will not live in accommodation provided by another educational institution.

I/We also undertake to notify the School in writing of any change of guardian or of guardianship agency and to provide contact details of the new guardian or agency.

I/We accept the School's terms and conditions regarding the appointment of a guardian for my/our child.

.....

Name of Parent 1 (Block Capitals)

Signature of Parent 1

.....

Name of Parent 2 (Block Capitals)

Signature of Parent 2

.....
 Date

I/We acknowledge that by completing this Parental Nomination of Guardian / Agency that we consent to the processing of this information by the School and that we have the necessary permission of the Guardian / Agency to share this information with the School. (Further details can be found in The Privacy Notice for Parents & Pupils – available on our school website www.menuhinschool.co.uk)



**Yehudi
Menuhin
School**

Guardian's Agreement

Full Name of Pupil	
Pupil's Date of Birth	
Title and Name of Guardian	
Guardian's relationship to pupil	
Address of Guardian (or guardianship agency)	
Is this the address where the pupil will be staying? If no, please provide this address	
Telephone Numbers:	
Guardian's Home	
Guardian's Mobile	
Guardian's Work	
Guardian's Email address	

I agree that the duties of an individual guardian / agency include the following responsibilities:

1. To provide a point of contact on a daily basis throughout the School term and be ready to accommodate the pupil in case of an emergency or in the unfortunate event of their being suspended from School.
2. To collect the pupil from School should they test positive for an infectious disease– including, but not exclusively, COVID 19.
3. To collect the pupil from School for the weekends/half term holidays and to provide an appropriate degree of care, supervision and facilities during that time.
4. To provide the necessary facilities required to enable the pupil to effectively continue their musical and academic studies.

5. To make suitable alternative arrangements if unable to accommodate the pupil.
6. To be involved in each and every arrangement for the pupil when residing away from School, for example when visiting the family of another pupil or friend.
7. To communicate all such travel details in writing to the Housemaster/Housemistress in relation to point 3.
8. To be ready to attend important meetings with the School on the parents' behalf (e.g. where there is a pastoral concern or behavioural issue)
9. To communicate with the Housemaster/Housemistress on a regular basis regarding the welfare of the pupil.
10. When possible, to attend school events such as concerts on their behalf.

I confirm that as the appointed Guardian of the above-named pupil I undertake the responsibilities listed above. I am over 25 years of age, am resident in the UK and I speak, read and write English. I am not a student and I do not live in accommodation provided by another educational institution.

OR

I confirm that the above-named agency will undertake the responsibilities listed above. The agency will provide the above-named pupil with guardians who are over 25 years of age, are resident in the UK and who speak, read and write English. The agency will not use as guardians anyone who is a student or who lives in accommodation provided by another educational institution.

I accept the School's terms and conditions regarding my appointment as guardian/guardianship agency.

.....

Name (Block Capitals)

Signature

.....

Date

I acknowledge that by completing this Guardian's Agreement I consent to the processing of this information by the School. (Further details can be found in P90.1 Privacy Notice for Parents & Pupils – available on our school website www.menuhinschool.co.uk)