



REDDAM
— HOUSE —
BERKSHIRE

Reddam House Berkshire

Nominated Guardian Policy

Reddam House Berkshire is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, students and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Reddam House Berkshire.

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Introduction

Reddam House Berkshire is a co-educational independent day and boarding school for students from ages 3 months to 18 years.

This policy outlines the requirements and responsibilities of nominated guardians for students at Reddam House Berkshire. It ensures that parents, guardians, and staff understand the role of a nominated guardian and the procedures for appointing one.

Purpose of a Nominated Guardian

A nominated guardian serves as the primary contact in the UK for students whose parents live abroad or are otherwise unable to provide immediate support. Their responsibilities include:

- Providing a safe and supportive environment during school breaks or emergencies.
- Acting as a liaison between the school and parents.
- Attending meetings or making decisions on behalf of the parents when necessary.
- Accompanying the child, to and from school at the start and end of each term and half term or making the necessary arrangements of an accompanying adult.

Who Needs a Nominated Guardian?

All boarding students with a Child Student visa must have a nominated guardian.

Boarders at Reddam House must either have their parents residing in the UK on a full-time basis within two hours of the School or have a nominated guardian. This applies to all boarders, even if they are over 18 years old.

In line with the [National Minimum Standards for boarding schools](#) the School must *'take appropriate steps to ensure that the guardianship arrangement is promoting the welfare, physical wellbeing and emotional wellbeing of the boarder'*.

It is the school's policy that parents must appoint an AEGIS or BSA certified guardian to support their child whilst they study at Reddam House.

The Association for the Education and Guardianship of International Students (AEGIS) offer guardianship accreditation in the UK or the Boarding Schools' Association (BSA) offer a certificated guardianship scheme; further details can be found via the links below.

- [AEGIS Standard Accredited Guardianship Organisations](#)
- [BSA Certified Guardian Scheme](#)

Reddam House does not have any relationships or links with any of the guardians or guardianship companies listed. Any agreement that is made between parents and a guardian is a completely private arrangement, but if accredited, we consider this complying with the standards.



For students requiring sponsorship by the School for immigration purposes, an approved guardian arrangement must be in place before issuing a CAS (Confirmation of Acceptance for Study) to apply for a Child Student or Student visa. For all other students, the approved guardian arrangement must be in place at least one month before the student is due to arrive in boarding.

Once we have confirmed the nominated guardian is suitable, we will send the Nominated Guardian Form for all parents to sign and return to the School.

Reddam House understands its responsibilities to all of its boarders and whilst not in direct care of the boarders over the holiday periods, they are still contactable via a House mobile and over email via the Director of Boarding. After each holiday period, any boarders who have stayed with a guardian or homestay, will complete a review of their experience so we can help and support them to ensure their experience and well-being whilst away from the community is maintained.

Appointing a Nominated Guardian

Notification Process

Parents will be asked to provide details of a nominated guardian upon acceptance of a full or weekly boarding place. Parents will receive an email directly from the School, this email:

- Must be sent to parents and should not be forwarded to agents or third parties.
- For Inspired exchange students, will be sent by the Boarding Co-ordinator via iSAMS.
- For all other students, will be sent automatically via OpenApply.

Approval Process

Nominated Guardian Details Form

A parent must complete the Nominated Guardian Details Form with details of an AEGIS Accredited Guardianship or BSA Certified Guardian and submit it to the School.

The Boarding Co-ordinator will verify the guardian's accreditation by checking the AEGIS or BSA website and recording this by taking a screenshot.

Once verified, the Boarding Co-ordinator will create the Nominated Guardian Form by adding the child, parents and guardian details and send to the guardian for signature. We will also require a letter of undertaking. The signed form will then be sent to the parents for countersignature before submission to the School by the parents. Original ink signatures are required for the guardian and all parents.

If we are subsequently made aware that an AEGIS Accredited Guardianship Organisation or BSA Certified Guardian loses their accreditation, the School will conduct further checks and may advise the family to appoint a new guardian.



Recording and Communication

The Boarding Co-ordinator will update iSAMS with the guardian's details, this will include their company name. Guardians with more than one student at the School, will be linked to their existing contact on iSAMS. The guardian will start receiving school correspondence related to the student.

The following documents will be added to the student's record on iSAMS:

- Nominated Guardian Details Form
- Nominated Guardian Form, signed by guardian and all parents (original ink signatures required)
- Accreditation screenshot
- Letter of undertaking

Changing a Nominated Guardian

Parents must notify the School in writing before changing a guardian. The School will send parents a link to complete a new Nominated Guardian Details Form. The new guardian must be approved following the standard process before the previous guardian is removed from the system.

If a guardian fails to meet their responsibilities, the School will require parents to appoint a new one. Should parents not provide details for a new guardian, the School will appoint a professional guardian for the student and charges for their services will be invoiced to the parents.

In the event an approved guardian is not in place before the student arrives in the boarding house, the School will appoint a professional guardian for the student and charges for their services will be invoiced to the parents.

