



Guardian Agreement

This form is to be completed by the individual guardian or by the guardianship agency.
The form should be sent to the Registrar **before** the student starts in the College.

Please complete in BLOCK CAPITALS

Name of Student			
Name of Guardian			
Address of Guardian in UK Please attach proof of address e.g. utility bill/driving licence			
Home Tel no. of Guardian		Mobile	
Email of Guardian			
Relationship to Student Please note students under 16 can only stay with a direct relative, an accredited/approved educational guardian or registered foster carer.			
Guardian Passport Number & Country of Origin Please attach copy			
Others That Reside in the Household of the guardian Over the Age of 16. Please name all other occupants that will have regular contact with the child over the age of 16. They will also need an enhanced DBS undertaken. Enter their email address and date of birth.			

Produced by:	CS	Date:	06/07/17	Updated by:	SF	Date:	11/11/2022	Approved by:	MN	Date:	11/11/2022
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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 6 Manor Park Business centre, Mackenzie Way, Cheltenham, Gloucestershire, GL51 9TX
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I agree to being the individual guardian/agency for the above-mentioned students and to undertake the following responsibilities during the entire period he/she is attending Abbey College in Malvern, including holidays:

- Provide 24-hour point of contact for the parents, the student and the College.
- Act with delegated parental authority in the case of emergencies or crisis and in other matters agreed by the parents.
- Be prepared to accommodate the student immediately in the event of suspension or expulsion from the College.
- In the event of a health issue happening while the student is under their care, make appropriate arrangements for any necessary medical treatment.
- To collect the student from and deliver to airports/the College at the start of term, half terms and end of term or make suitable alternative arrangements.
- Provide both pastoral and educational support.
- Have respect for the rights, religion and customs of the student.
- Liaise with the College and the parents about all holiday and Exeat arrangements.
- Inform the College in writing about all details of travel and accommodation arrangements - transportation and accompanying person (if relevant) and exact address/contact number.
This must be made prior to the student leaving the College for overnight stays, weekends away, half-term trips, holidays or any other reason for spending time away from the College.
- Communicate with the College on a regular basis about the progress and welfare of the student.
- Follow what is commonly regarded as best practice, in guardianship and (where appropriate) hosting of international students.
- I will ensure the student is left safe and well.

Guardian's Declaration:

(if individual guardian)

I confirm that I:

- undertake the above list of responsibilities
- accept full responsibility for the safety of the student while staying with me
- am not a full-time student living in accommodation provided by another educational institution
- am a UK resident and spend the majority of their time in the UK so fully available as a guardian
- reside within 2 hours travelling distance from the College by either car or public transport
- am over 25 years old and not in full-time education
- am either a friend of the family or another family member
- will have an enhanced DBS check for myself and any other family member over the age of 16 years living at the same address. This will be arranged either by myself or if by Abbey College at a cost of £60 per person

(if a guardianship agency)

I confirm that:

- the above-named agency will undertake the above list of responsibilities
- the agency will provide the above-named student with a guardian
- is a UK resident and resides within 2 hours travelling distance from the College by either car or public transport

Name in block capitals:	Signature:	Date:
Parent:	Parent:	
Guardian:	Guardian:	



For College Use Only	<i>Form to be filed in Welfare Book in Students Services</i>		
Copies of guardian ID attached and on class	Yes / No	Signed	
Proof of address attached	Yes / No	Signed	
Visa attached	Yes / No	Signed	
Information checked on class	Yes / No	Signed	

Note: Abbey College does not recommend that any student stays with anyone who is not a direct relative unless all members of the household have a current enhanced DBS check.

Note: The College reserves the right to refuse any visit during term time if we have any doubts concerning the safety of the student.

VERY IMPORTANT:

- The choice of the guardian is entirely the responsibility of the parent(s)
- The College has no legal responsibility for any guardian arrangements
- The College expects the guardian arrangements to satisfy the expectations detailed in the Abbey College in Malvern Guardianship Policy