

BSA Certified Guardian Scheme 2022/2025

The BSA

The Boarding Schools' Association (BSA) champions boarding and promotes boarding excellence.

The BSA is the largest association of boarding schools in the world and represents more than 600 independent and state boarding schools, over 500 of which are based in the UK.

Destination UK

The UK has over 77,000 boarders, 29,000 of whom are international students in our boarding schools.

"The UK has a huge amount to offer, with world-class universities, ground-breaking research, high tech start-ups and entrepreneurial business people. We are global leaders in the creative industries like music, fashion, design and film. We can offer visitors unforgettable experiences, breath-taking landscapes and iconic attractions."

Great Britain Campaign

www.greatbritaincampaign.com

BSA Certified Guardian Scheme

The BSA and our member schools are looking to work with the best educational guardians and our Certified Guardian Scheme is an assurance of professional quality.

This training and certification programme provides assurance to BSA boarding schools that they are dealing with educational guardians who have the highest standards in safeguarding of children, safer recruitment and training of staff and host families, and careful liaison with parents and schools.

The scheme is a clear demonstration to BSA boarding schools of the quality and intention of the educational guardians who reach certified status.

Benefits

The BSA Certified Guardian Scheme will provide members with:

- The BSA assurance of professional quality
- Access to the full BSA Membership, an internationally recognised and renowned organisation with over 600 member schools
- Certification and use of the BSA Certified Guardian logo
- Free listing on the BSA website
- An e-introduction to our member schools in our weekly newsletter
- Free listing in, and copy of, the biannual 'BSA Guide to Boarding' and the termly 'Boarding School' magazine
- Regular updates from BSA on training and changes to legislation including National Minimum Standards, UKVI and other key information
- Up to two free places annually on our training days and discounted access to other BSA training and events
- In-House Legal Counsel to support members on immigration advice*

How to become a BSA Certified Guardian

The scheme is available in two tiers: Provisional and Full Membership. This format is designed to be accessible to, and inclusive of, all guardianship organisations and to enable the sharing of best practice with all. Regardless of size, any guardianship organisation can benefit from the scheme and its training opportunities.

At our discretion, experienced guardians may apply directly for Full Membership. Please contact Ammy Davies-Potter, Director of Guardianship and Inclusion, to discuss before applying, ammy.davies-potter@boarding.org.uk

Provisional Membership

- 1 Complete the **application form**, providing key company information and details of the person responsible for safeguarding.
- 2 Provide contact details of two referees from UK boarding schools with whom you are working closely with.
- 3 Certify that enhanced DBS checks have been carried out on all guardianship agency staff and all host family members aged over 16 and that this be in place for any new staff and/or host family members.
- 4 Provide evidence of DSL/DDSL Advanced Safeguarding training (including Prevent and Safer Recruitment).
- 5 Provide copies of the Guardianship Agency Safeguarding and Safer Recruitment policies (if not online).
- 6 Provide evidence of insurance.
- 7 Application details will be verified and background checks made.
- 8 You will meet with the BSA Director of Guardianship and Inclusion to discuss your Provisional Membership Application and plan your route to Full Membership.
- 9 Successful applicants will receive their Provisional Membership certificate and logo.
- 10 Provisional Membership will be valid for up to three years, within which time you must continue to Full Membership.

Provisional to Full Membership

- 1 Provide further paperwork as outlined in the Full Membership application form.
- 2 The member of staff responsible for safeguarding is interviewed by the BSA Director of Guardianship and Inclusion.
- 3 Successful completion of the above, within three years from Provisional Membership being granted, enables progression to Full Membership with no further charge. You will be sent your BSA Full Membership Certified Guardian certificate and logo.

Full Membership Documentation

We will require the following pieces of documentation:

- Copies of any brochures and policies
- Evidence of staff and host family lead safeguarding training including Prevent
- Example student records eg finances and travel arrangements
- Evidence of data protection of records
- Handbooks for students, parents and host families
- Outline of assessment requirements for host families including suitability of accommodation
- Staff and host family lead job descriptions
- Staff and student codes of conduct, bullying and whistle blowing policies

Application and Reference Checking

Proof will be needed of:

- Identity of the company and the Designated Safeguarding Lead
- Registered company address (and trading address if different)
- Website address

We will undertake general company searches which may include checks with other associations. We are looking for:

- A commitment to providing high quality support
- Evidence of good relationships with parents and UK boarding schools
- Knowledge of the British education system and boarding ethos
- Commitment to the BSA Code of Conduct under this certified scheme
- Evidence that the Guardian and host family lead member is at least 25 years of age, a permanent resident in the UK and not in full-time education themselves

BSA Certified Guardian Scheme

Code of conduct

All BSA Certified Guardians will be expected to meet the code of conduct to which all members will be held to account.

- 1 The Guardian's first duty of care is to the individual international child studying in the UK. They represent the parent in this role, doing what a caring parent would do if they were in the UK.
- 2 The Guardian's role is to liaise between the parent, the child, the host family and the school.
- 3 The Guardian will foster an open relationship where needs and concerns can be communicated by all stakeholders.
- 4 The Guardian may recruit and train host families, matching them to the individual child and working to build up a good relationship between them.
- 5 The Guardian will ensure the child's safety and welfare at all times when they are in the UK but not at school.
- 6 The Guardian will have and follow appropriate safeguarding and safer recruitment policies; seek expert advice regarding any concerns and ensure compliance with all statutory duties including making appropriate referrals to the local authority.
- 7 The Guardian will maintain 24-hour emergency contact with the child when in the UK.
- 8 The Guardian will support the school by ensuring that the school's policies are upheld.

The BSA reserves the right to suspend Guardian certification pending the outcome of a thorough investigation.

Cost of BSA Certified Guardian Scheme

The BSA Certified Guardian Scheme costs £1,500 to register plus £250 membership per year (for the second and third year). Both charges are plus VAT. This includes registration for three years, attendance at a BSA training day for up to two members of staff annually, company listing on the BSA website, guide to boarding and termly member magazine, e-introduction to our members, use of the official BSA Certified Guardian scheme logo, regular newsletters and discounted access to BSA events.

The fee must be paid before attendance at the training is confirmed or the certificate and logo sent.

There is no fee for proceeding from Provisional to Full Membership.

**Maximum call times are limited to 15 minutes. Host Family Providers are entitled to up to three free calls per term. Anything over 15 minutes or over three free calls per term will be chargeable by agreement and free calls cannot be banked to carry over to future terms or academic years.*

The BSA Certified Guardian scheme is designed to improve the working relationship between high quality educational guardians and BSA boarding schools.

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