

BSA Certified Guardianship Scheme

Provisional membership application form

Name of company _____

Registered company number _____

Registered company address _____

Trading address if different _____

Website address _____

Name of contact _____

Email address _____

Phone number _____

Name of designated
safeguarding lead if different _____

Email address _____

Phone number _____

Please write a short statement to support your application for each of the following:

How do you provide high quality support?

Evidence of having a good relationship with parents and schools

Knowledge of the British education system

Evidence of successful school placement in UK schools

Safeguarding: Please provide evidence of DSL/DDSL safeguarding training (including Prevent and safer recruitment) safeguarding and safer recruitment policies

Evidence of professional indemnity public and employers' liability insurance

Please provide reference contact details for at least two schools with whom you have worked (Name, email address, school name, address and phone number)

1.

2.

- I agree to commit to the **BSA Code of Conduct** under this certified scheme
- I am at least 25 years of age, a permanent resident in the UK and not in full-time education
- I certify that enhanced DBS checks have been undertaken on all agency staff and host family members over 16 years of age. These will be kept up to date.

Signed _____

Print name _____

Date _____

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Full membership application form

Copies of any brochures, policies and procedures (which are not online)

Evidence of training including safeguarding and Prevent for Staff and Host family leads

Evidence of record keeping, eg student travel arrangements, meetings and finances (redacted)

Data protection policy and Information Commissioner's Office (ICO) registration detail

Handbooks for students, parents and host families

Outline of assessment requirements for host families (including suitability of accommodation)

Job descriptions for Guardian Agency staff and Host Family leads

Staff and student codes of conduct, anti-bullying and whistle blowing policies