

BSA Certified Agents & Guardians

boarding.org.uk

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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 **4,500** organisations and individuals in **50** countries.

Certified Agent Scheme

The BSA and our member schools are looking to work with the best education agents and consultants around the world and our Certified Agent Scheme is an assurance of professional quality.

This training and certification programme provides assurance to BSA boarding schools that they are dealing with consultants and agents who have the highest standards in recruitment, safeguarding and student placement.

This scheme is a clear demonstration to BSA boarding schools of the quality and intention of the agents and consultants who reach certified status.

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.



How to become a BSA Certified Agent

- 1 Complete the **application form**, providing key company information and two school references.
- 2 Referencing and application details will be verified and background checks made.
- 3 If all these are satisfactory you will be informed within four weeks of application.
- 4 Upon receipt of payment, you will be sent your BSA Certified Agent certificate and logo which you can use on your marketing materials.

Provisional Membership

If checks are unsatisfactory, you will be informed within 4 weeks that your application is unsuccessful. However, for agents who fulfil most of our criteria, we can at our discretion offer provisional membership. In this case, you will be informed and, upon receipt of payment, you will be granted provisional membership with a certificate and logo which you can use on your marketing materials. You will also be asked to attend a compulsory training session which will count as one of your two free events. Successful completion of this training will enable you to progress to full membership.

Training

Agent training sessions provide attendees with a deep understanding of the UK boarding market, visa requirements for students and best practice on how to be a good agent/consultant.

Format of the training

- Welcome to BSA
- Understanding the UK boarding market
- A guide to being a good agent/consultant
- UK Visas and Immigration rules and requirements
- Best practice in working with boarding schools
- Best practice in working with guardians.

Application process

Potential members will be asked to complete the application form and supply references. BSA will assess each completed application, take up references and do background checks.

BSA will inform applicants within four weeks of receipt of the application whether they have fulfilled our criteria or not. Successful applicants will be sent a certificate and logo and added to our lists and newsletter as outlined in the benefits box above. Unsuccessful applicants will be informed whether they may become a provisional member, in which case they will be sent the provisional certificate and logo and invited to a training session.

Cost of BSA Certified Agent Scheme

The BSA Certified Agent Scheme costs £1,800 to register plus £250 membership in each subsequent year. Both charges are plus VAT if the agent is in the UK or inside the EU and not VAT registered. This includes free attendance at two BSA events, discounted rates at all other BSA events, company listing on the BSA website, weekly newsletter, guide to boarding and termly member magazine, regular alerts and updates, free advice, e-introduction to our members and use of the official BSA Certified Agent scheme logo. There will be checks made every three years in order to continue membership but there is no fee for this.

Application and reference checking

Proof will be needed of:

- Identity
- Registered company address
- Website address
- Copies of brochures and policies where these are not online
- References from at least two schools.

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

- A commitment to providing high quality advice and support
- Evidence of good relationships with clients
- Evidence of good relationships with UK boarding schools
- Excellent knowledge of local and British education systems and of the boarding ethos
- Evidence of successful school placement in UK schools
- Agreement to commit to BSA Code of Practice under this certified scheme.

Benefits

The BSA Certified **Agent** 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 640 member schools
- Certification and use of the BSA Certified Agent 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, changes to legislation including National Minimum Standards, UKVI and other key information
- Discounted access to BSA networking events
- Up to two free places annually on our events and training sessions and discounted access to other BSA events
- Free advice including legal 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.

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 boarding schools where you are/have been a guardian to a student.
- 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 evidence of insurance.
- 6 Application details will be verified and background checks made.
- 7 There will be a meeting to discuss your application and plan your route to Full Membership.
- 8 Successful applicants will receive their Provisional Membership certificate and logo.
- 9 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.
- 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.
- 9 Certified Guardians/Agents are expected to engage with all BSA Group staff and customers with professionalism, courtesy, and respect at all times. Any form of aggressive, disrespectful, or inappropriate communication or behaviour towards BSA Group staff and customers, whether verbal, written, or in conduct, may result in disciplinary action, including possible suspension or removal from the scheme.

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 £1,800 to register plus £250 membership in each subsequent year. Both charges are plus VAT if the guardian is in the UK or inside the EU and not VAT registered. This includes free attendance at two BSA events, discounted rates at all other BSA events, company listing on the BSA website, weekly newsletter, guide to boarding and termly member magazine, regular alerts and updates, free advice, e-introduction to our members and use of the official BSA Certified Guardian scheme logo.

The fee must be paid before free or discounted training is booked or the certificate and logo sent. There is no fee for proceeding from Provisional to Full membership. There will be checks made every three years in order to continue membership but there is no fee for this.

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Benefits

The BSA Certified Guardian Scheme will provide members with:

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- Access to the full BSA Membership, an internationally recognised and renowned organisation with over 640 member schools
- Certification and use of the BSA Certified Guardian logo
- Free listing on the BSA website
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- 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 events and training days and discounted access to other BSA events
- Free advice including legal advice.



Dual Certification

Organisations can apply to both schemes and get a discount – this route is £3,000 to register and then £500 annual renewal thereafter.

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