



Our Mission Statement – the reason our College exists

“Learning & Growing in the Light of the Gospel”

With Christ at the centre of our learning, we:

- *Help young people to achieve their greatest potential*
- *Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others*
- *Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini*

Our Vision Statement – the long-term change resulting from our work

‘Begin Here, Go Anywhere’

Ratcliffe’s unique educational offering based on our College motto, “Legis Plenitudo Charitas”, Love is the fulfilment of the Law, provides a perfect context within which young people may acquire the emotional knowledge and interpersonal skills necessary to live happy and purposeful lives. The College’s inclusive Catholic ethos is complemented by the outstanding quality of our College community through which our Mission, “Learning and Growing in the Light of the Gospel”, serves to nurture resilience and develop maturity. Young people leave Ratcliffe with a strong sense of who they are and their purpose in the world, equipped socially, emotionally, morally and spiritually to go forth and make a difference to the communities in which they live and work.

GUARDIANSHIP POLICY

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Review Date: August 2025	Next Review: September 2026

1. Rationale and Scope

This policy outlines the responsibilities and requirements of guardianship arrangements for students enrolled at Ratcliffe College and who is a Sponsored Student. The policy ensures compliance with UK Visas and Immigration (UKVI) regulations and promotes the safeguarding and wellbeing of all international students in our care.

2. UKVI Requirements for Guardianship

Ratcliffe College is required to conduct due diligence of any named guardian to ensure that all sponsored students under 18:

- Have a guardian in the UK who is over 25 and has a clean safeguarding and criminal record, both in the UK and overseas.
- Are represented by guardians who have confirmed that they meet the following criteria:
 - UK resident who is British or who is settled in the UK
 - Responsible adult
 - Willing and able to provide care and support for a student when required
 - Clean criminal and safeguarding record (including individuals who live with the guardian)
- Guardians of international students attending Ratcliffe College on a short-term basis (one term and/or <200 days), must confirmed that they meet the following criteria:
 - UK resident who can provide a share code as proof of their immigration status
 - Responsible adult
 - Willing and able to provide care and support for a student when required
 - Clean criminal and safeguarding record (including individuals who live with the guardian)

Parents must provide details of the appointed guardian to the College and UKVI prior to the student's arrival.

The guardian must complete a **Letter of Undertaking** confirming their responsibilities and contact information. When guardians provide new information, such as through the annual

parent/guardian data collection sheet, the College will update the College's Management Information System. This new information may necessitate further checks, as above.

3. Responsibilities of the Guardian

Guardians are responsible for:

- Acting in the student's best interests and providing emotional and practical support. To facilitate this, we expect that guardians do not care for more than 5 students at any one time.
- Being available in emergencies (medical, personal, legal, etc.).
- Providing accommodation or supervision during the College holidays or absences, or arranging a suitable homestay arrangement. The guardian should reside at an address for the duration of a time when pupils are staying there.
- This accommodation must guarantee suitable privacy through a single room, with clear division of accommodation and ablutions from members of the opposite sex, and be suitably furnished and serviced to allow comfortable rest, leisure and study.
- This accommodation must be private and non-commercial (no hotels, student halls, or use of accommodation rented through a company such as Airbnb).
- Ensuring visa compliance and regular school attendance.
- Communicating with the College about the student's welfare and academic progress, which may include attendance at Parents' Evenings or another information evening.
- Helping the student navigate UK laws and culture, with an emphasis on their wellbeing and safety.
- Assisting with travel arrangements within the UK and to/from the student's home country.
- Being able to travel to Ratcliffe College within 3 hours of travel time.
- Providing a 24-hour emergency contact number that can be reached whilst the student is resident in the College.

4. The College's Role and Responsibilities

Ratcliffe College will:

- Monitor each student's academic progress, wellbeing, and behaviour.
- Provide safeguarding training to staff and maintain a safe school environment.
- Update parents regularly on their child's academic, emotional, and social development.
- Maintain accurate records of guardian contact details and documentation.
- Collaborate with guardians, particularly around holidays, medical care, and welfare.

- Provide a 24-hour emergency contact number that can be reached whilst the student is resident in the College.

5. Safeguarding Protocols

The College's Safeguarding and Child Protection Policy shall apply at all times.

- We recommend that parents employ a guardian that is either BSA-certified or AEGIS-certified, or who holds an Enhanced DBS check.
- The College will conduct regular safeguarding audits. This is done through half-termly checks of students' holiday experiences within the boarding community. Where there has been a poor experience, the boarding staff will follow this up with the student and the guardian.
- Any arrangements which meet the conditions of private fostering must be immediately reported to the relevant local authority.

6. Guardian Approval Process

The guardian approval process includes:

- **Application:** Parents submit the guardian's full contact details, including name, address, and contact details.
- **Compliance:** The proposed guardian will be contacted directly by the College and requested to complete the Guardian Compliance document. This will include the sharing of full details of all household members aged 16 or above, and confirmation that they have no criminal convictions nor pose a safeguarding risk. It will also include the sharing of ID, proof of address, settled status, and a DBS or criminality declaration.
- **Acceptance:** Upon accepting the information submitted within the Guardian Compliance document, the College will notify both the parents and guardian in writing.
- **Notification:** Any changes to guardianship must be reported to the College immediately. Once received, the College will update the College's Management Information System. This new information may necessitate further checks, as above.

7. Review of Guardianship Arrangements

The College will review guardianship arrangements at least once annually or when prompted by concerns regarding the student's wellbeing or academic progress. Reviews ensure arrangements remain appropriate and compliant with UKVI regulations.

8. Policy Review

This policy will be reviewed annually or sooner in response to changes in UKVI regulations, safeguarding legislation, or the College procedures.