**APPLICATION FORM FOR INSPECTION LEADING TO PRELIMINARY ACCREDITATION 2022-2023**

***CONFIDENTIAL***

*Please complete all applicable sections*

|  |  |
| --- | --- |
| Name of guardianship organisation |  |
| Address of head office |  |
| Telephone |  |
| Email |  |
| Website |  |
| Name of proprietor/director of company |  |
| Name and email address of main contact |  |
| Date of formation/registration of guardianship organisation |  |
| Is your organisation a limited company?  If yes, registered number | Yes  No |
| Previous names of company, if any  Date(s) changed |  |
| Has there been any change in company name or ownership (if yes, please give reasons) |  |

|  |  |
| --- | --- |
| Please indicate your areas of operation:  England  Scotland  Wales  Northern Ireland |  |

**PERSONNEL**

|  |  |
| --- | --- |
| Name of Designated Safeguarding Lead and date of relevant safeguarding training |  |
| List of qualifications (if any)  and dates obtained |  |
| Names of other senior staff (if any) with details of relevant safeguarding training or experience | 1.  2.  3. |
| Are any members of staff or homestays employed by a school that your students attend? | Yes  No |
| Does your organisation work with local co-ordinators/guardians?  If yes, how many? | Yes  No |

**STUDENTS**

|  |  |
| --- | --- |
| Total number of current students  Consisting of:  Independent boarding students  Independent day students aged 15 or under  Independent day students aged 16 or over  State boarding students  State day students aged 15 or under  State day students aged 16 over |  |
| Countries of origin of the majority of your students |  |
| Number of students for whom you have provided guardianship in each of the last five academic years | 2021-22  2020-21  2019-20  2018-19  2017-18 |

**HOMESTAYS**

|  |  |
| --- | --- |
| How many homestays do you currently work with?  How many of these homestays provide only emergency accommodation?  Does the Director of your organisation also host students?  Do any other members of staff host students themselves?  Does you operate a Multiple Student Accommodation (for 4 students or more)?  Do you recruit homestays directly?  Do you source homestays via a homestay provider? |  |
| Do you provide different levels of guardianship service eg, comprehensive and emergency only? If yes, please give details |  |

**OPTIONAL PURCHASE OF AEGIS POLICY TEMPLATES**

|  |  |
| --- | --- |
| I would like to purchase template packages:  Policy templates (£200 plus VAT)  Handbook templates (£70 plus VAT) | Yes No  Yes No |

**REFERENCES FROM SCHOOL/PROFESSIONAL CONTACTS**

|  |  |
| --- | --- |
| Title, name, address and email address of ***two*** school contacts to whom an approach can be made for references at the point of inspection. (The schools should be ones in which you have recently placed pupils). If you are not yet working with schools, please provide the details of two professional referees. **Please ensure that you have permission from your referees to pass on their details and for us to contact them to request a reference for you.** | 1. Name   Position  School  Email address   1. Name   Position  School  Email address |

Please note that the information given on this form will be shared with AEGIS Inspectors.

**DATA PROTECTION:**

**The information you provide in this form will be used solely for the purpose of processing your membership application and subsequent accreditation. Your information will be stored securely and used only in accordance with our Privacy Policy.**

**By submitting this form, you are agreeing to us using your information in this way.**

From time to time, AEGIS would like to send you details about other services we provide, such as our newsletter, future training courses and events, and our conference. If you **do not** consent to us contacting you by email for this purpose, please tick the box:

**I do not wish to receive updates from AEGIS:**

***Please ensure that you carefully read the following Expectations and Declaration before signing this form.***

**EXPECTATIONS**

* Guardianship organisations are expected to respond to requests for information made by AEGIS in a timely manner and by any deadline given, ensuring that all information given is accurate and complete.
* During an inspection, if a guardianship organisation is found not to be satisfactorily meeting the AEGIS requirements, conditions may be set in a given timescale. If these conditions are not met by the time stated, accreditation will not be granted.
* AEGIS reserves the right to refuse accreditation if standards have not been met within the given timescale.
* AEGIS reserves the right to request that guardianship organisations who fail to gain accreditation may only re-apply after a stated period. This is to enable them to address the issues and demonstrate how these standards have been consistently adhered to.
* AEGIS reserves the right to suspend or cease membership if it is found that the guardianship organisation is not complying with requirements following accreditation.
* Schools will be informed of any member that has been suspended from AEGIS, and of any member whose membership has been terminated.
* Names of suspended guardianship organisations will be removed from the published list of AEGIS accredited guardianship organisations and the AEGIS website until such a time they are reinstated. Any members who have their membership terminated will be removed from the published list and AEGIS website with immediate effect.
* Guardianship organisations are expected to treat AEGIS staff and inspectors in a courteous and respectful manner at all times. AEGIS reserves the right to halt any inspection where anti-social behaviour has been encountered.

**DECLARATION**

* I/We have read, understood and agree to adhere to the expectations set out above.
* I/We confirm that we are following legal trading standards, compliance with taxation legislation and that the organisation is financially sound.
* I/We confirm that we are a UK registered company, operating in and with an office based in the UK and will, on request, provide evidence of ownership.
* I/We agree to provide documentary evidence and self-evaluation to support the accreditation criteria when asked to do so.
* I/We understand that accreditation is not guaranteed and will not be awarded if we do not fully meet the requirements of the AEGIS Quality Standards.
* I/We understand that should Preliminary Accreditation be granted, membership of AEGIS will stand for a period of two years, following which we will need to renew accreditation.
* I/We understand that following successful Preliminary Accreditation, we are able to apply for Gold Standard Accreditation at any time.
* I/We understand that only once Preliminary Accreditation has been confirmed will we be considered AEGIS members.
* I/We confirm that all the information provided on this form is accurate and accept that any false statement made may lead to a refusal of accreditation after a successful inspection or suspension of AEGIS membership.

Signature

Name (please PRINT)

Position

Date of application

Please return to [sharon@aegisuk.net](mailto:sharon@aegisuk.net)

*The Association for the Education and Guardianship of International Students.*

*A company limited by guarantee and registered in England*

*Registered Office: The Wheelhouse, Bond’s Mill Estate, Bristol Road, Stonehouse, Gloucestershire, GL10 3RF*

*Registered Charity No: 1111384 Company No: 0346317*