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AEGIS

Inspection and Accreditation leading to Membership

To become a fully accredited member of AEGIS, a Guardianship Organisation must first undergo a thorough and rigorous inspection process. Accreditation will only be granted once AEGIS inspectors are satisfied that the Guardianship Organisation meets all of the AEGIS inspection criteria and standards.

A condition of AEGIS membership is that once fully accredited, a Guardianship Organisation will be re-inspected every four years.

Fully accredited Guardianship Organisations will be expected to pay an Annual Membership Fee.

Initial Registration

A Guardianship Organisation seeking membership of AEGIS is first asked to register and will receive an AEGIS Handbook for Accreditation. In preparation for Stage One of the Accreditation Process, the Guardianship Organisation is expected to assemble a number of documents and policies following the guidelines set out in this Handbook and in accordance with Stage One of the AEGIS Assessment Framework.

It is expected that the Guardianship Organisation will be able to demonstrate knowledge of the AEGIS Code of Practice and the Guidelines for Guardianship Organisations.

It is also expected that the Guardianship Organisation will have in place professional indemnity and public liability insurance.

The Guardianship Organisation must agree to AEGIS undertaking safeguarding and safer recruitment checks of all members of its staff.

Inspection - Stage One

Preliminary on-site visit by Lead Inspector

Once AEGIS is satisfied that the Guardianship Organisation has met all the above conditions, the Guardianship Organisation may apply for Stage One of the Accreditation process.

Once the AEGIS office has received all of the required documents and policies as stipulated for Stage One of the AEGIS Assessment Framework from the Guardianship Organisation, an AEGIS Lead Inspector will contact the Guardianship Organisation to make arrangements to

visit the Guardianship Organisation's offices. This preliminary on-site visit will take place within one month on receipt of the required documents and policies.

On this preliminary visit, the Lead Inspector will discuss the documents and policies in depth with the Guardianship Organisation and make recommendations where relevant. This first on-site visit is recognised as important as it further provides the Guardianship Organisation with an opportunity to learn more about Stage Two of the Accreditation process and find out more about AEGIS.
As a general rule, it is expected that Guardianship Organisations, having successfully completed Stage 1 and met all of the criteria, will proceed to Stage Two within three months. If however, the Guardianship Organisation fails to meet some of the criteria, AEGIS will recommend a re-inspection of its policies and documents within three months before it proceeds to Stage Two.

Inspection - Stage Two

Follow-up visit to Guardianship Organisation by Lead Inspector; interviews of Students, Schools and Homestays and questionnaires to Parents, Schools and Homestays by Supporting Inspector

By this stage in the process, it is expected that the Guardianship Organisation will have placed a minimum of five students with Homestays for a minimum of two terms.

Prior to inspection, the Guardianship Organisation will be sent Stage Two AEGIS Assessment Framework documentation, which it will be asked to complete and return to the AEGIS office.

It is expected that any recommendations made by the AEGIS Lead Inspector following the Stage One on-site visit will have been satisfactorily addressed. The Lead Inspector will confirm whether this is the case during the Stage Two inspection by further scrutiny and evidence of effective and efficient implementation of the Guardianship Organisation's documents and policies.

Stage 2 consists of a second on-site visit by the Lead Inspector to the Guardianship Organisation as well as visits and interviews with Homestays, Students and School Staff by the Supporting Inspector. The Supporting Inspector also sends questionnaires to all Parents registered with the Guardianship Organisation as well as to all Schools and Homestays not visited and interviewed by the Supporting Inspector.

Providing the Guardianship Organisation meets all of the criteria relating to both Stages One and Two of the AEGIS Assessment Framework, it will become a fully accredited member of AEGIS.

If however, the Guardianship Organisation fails to meet some of the criteria, AEGIS will recommend a re-inspection of the Guardianship Organisation, in particular, the implementation of its policies and procedures within three months.

AEGIS Re-Inspection and Accreditation

Stages One and Two combined. One on-site visit by Lead Inspector; interviews of Students, Schools and Homestays and questionnaires to Parents, Schools and Homestays by Supporting Inspector

Once accredited, Guardianship Organisations will be re-inspected every four years. The AEGIS office will notify the Guardianship Organisation of its need for re-inspection. Re-inspection of the Guardianship Organisation will take place within four weeks of initial notification by AEGIS.