

Compliance guidance to Academic Families

THE COMPANY

Academic Families is a UK-based education agency that helps international parents to find the best UK boarding school for their child.

The organisation supports families throughout their child's education in the UK, including with guardianship arrangements and financial administrative matters. It offers its service worldwide and works with local agents to help generate new business.

THE GUIDANCE REQUEST

Academic Families does not intermediate the payment of school fees between the parents and the schools. However, the contracts that Academic Families signs with the UK schools invariably include reference to the UK Bribery Act.

The company leadership wished to better understand the implications and extent of the company's obligations under the UK Bribery Act and whether any additional due diligence on the clients was required.

HOW THE BASEL INSTITUTE HELPED

- ✓ Conducted an introductory training and discussion session on the UK Bribery Act, its scope, and how it applies to a micro company in the education field.
- ✓ Provided practical and tailored guidance on possible amendments to the existing vision that serves as the organisation's code of conduct, systematic record-keeping for compliance purposes, and designating a person who will take responsibility for compliance matters, all bearing in mind that this is a micro company.
- ✓ Supplied Academic Families with written guidance on conducting risk assessments and third-party due diligence, including a flexible questionnaire as a suggested basis for due diligence needs.
- ✓ Helped the organisation's leadership to explore any potential risks related to bribery and money laundering and identify reasonable and cost-effective steps to mitigate these.

“ We are increasingly asked to sign agreements including UK Bribery Act compliance, however we didn't fully understand our commitment. The excellent advice and training by the Basel Institute on Governance has reassured us we are fully compliant and alerted us to any potential future pitfalls so we can confidently promote UK education in new markets where we might have been nervous previously – we've great expertise to hand!

– Lorna Clayton, Director, Academic Families

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