



## PROVIDER ACCESS POLICY

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### 1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

### 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the Education Act 1997.

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 8 to 11 at Worthing High School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

### 4. Management of provider access requests

#### 4.1 Procedure

A provider wishing to request access should contact Phil Dean, Careers Leader.

Telephone: 01903 229299

Email: pdean@worthinghigh.net

#### 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 8	Event for university technical colleges (UTCs)		Careers workshop
Year 9	Assembly and tutor group opportunities - employability skills	Key Stage 4 options event Whole Year group FE visit	
Year 10	Assembly and tutor group opportunities - employability skills	Networking event with providers and employers	Work experience preparation sessions Work experience

<b>Year 11</b>	Careers Fair		
	Assembly on opportunities at 16	Post-16 evening	
	Careers Fair	Post-16 taster sessions	
	Event for UTCs	Apprenticeships – support with applications	

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### 4.3 Granting and refusing access

Permission should be granted before any visitor is asked to come into school. The Headteacher and/or members of the Senior Leadership Team should be given a clear explanation as to the relevance and purpose of the visit and intended date and time for the visit. Research must be done to ensure the person/organisation has not demonstrated extreme views/actions. Appropriate checks must be done on the suitability of the person/organisation, which may include: contacting the umbrella organisation that they belong to, internet searches and/or contacting other schools where the person has spoken previously.

Although not always possible staff should consider inviting speakers/volunteers from established companies/charities or groups whose aims are well documented and known to the school.

### 4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Please see refer to our safeguarding policy for further details.

### 4.5 Premises and facilities

The requirements for each visitor may be quite bespoke; access to rooms, specialist equipment, audio and visual devices. Use of premises and facilities must be detailed in advance to the Careers Leader a minimum of 6 weeks in advance of the event. The use of facilities will be confirmed by the Careers Leader 2 weeks after the request is received. Providers may request to leave prospectuses and other materials for students to read 6 weeks prior to the event and will be checked by the Careers Leader and a member of the Senior Leadership Team.

## 5. Links to other policies

- Safeguarding/child protection policy

- Careers guidance policy
- Curriculum policy
- Visitor and speaker policy

#### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Senior Assistant Headteacher –Ethos and Values

This policy will be reviewed every two years by Senior Assistant Headteacher – Ethos and Values .