



St Edward's School

The Roman Catholic Church & the Church of England educating in partnership

Provider access policy statement

Reviewed and Ratified at the St Edward's Full Governing Body

On: December 2018

Next review date: Autumn 2021

Member of SLT responsible: Mr M Antram

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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 contained within the school's Safeguarding Policy.

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 13 at St Edwards's 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

A provider wishing to request access should contact
Charlotte Eastwood – Careers Administrator
Telephone: 01202 740950
Email:ceastwood@st-edwards.poole.sch.uk

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:

The following table, outlines examples of the opportunities we provide for training and education providers to speak to students and/or their parents/carers.

	Autumn term	Spring term	Summer term
Year 7	<i>Engineering day</i>	Young Enterprise day Careers Fair	
Year 8	<i>Introduction to Aaron Rigby, our independent careers advisor, 121's and group work</i>	Occupational based group sessions with outside providers Careers Fair	<i>Careers workshops</i>
Year 9	<i>Assembly and tutor group opportunities – employability skills</i>	<i>KS4 stage options event</i> Careers fair	Walkers challenge
Year 10	<i>Assembly and tutor group opportunities – employability skills</i>	<i>Networking event with providers and employers – interview practice</i> Careers fair	Apprenticeship talk - Paragon
Year 11	<i>Assembly on opportunities at 16</i>	<i>Post – 16 evening Apprenticeships – support with applications</i> Careers Fair	
Year 12	<i>Higher education providers talk (HE)</i> <i>Post – 18 assembly – apprenticeships – paragon</i> <i>Work experience</i>	Careers fair Work experience	<i>Small group sessions: future education, training and employment options</i> Work experience
Year 13	<i>HE and higher apprenticeship applications</i>	<i>Assembly and small group opportunities – employability skills</i>	

Students and their parents are advised to contact the school's careers advisor, Mr Aaron Rigby for further information and the most appropriate opportunities.

4.3 Granting and refusing access

Access to students will be granted under the following conditions;

- Safeguarding requirements have been met
- Access agreed with Assistant Head with oversight of Careers – Dan Hurley
- No unregulated access to students
- Where regular access is required then a DBS check will be conducted
- Providers follow visitor procedures and sign in with ID at reception

Access to students will be refused under the following conditions;

- Any safeguarding concerns relating to either the young person or the provider
- Concerns raised by students or staff about providers' conduct

4.4 Safeguarding

St Edward's Safeguarding policy states under Section 19 that we will promote Safer Working Practice by

- All adults who come into contact with children at this school will behave at all times in a professional manner which secures the best outcomes for children and also prevents allegations being made.
- All visitors to the school must sign in at reception, have photo taken and wear visitors badge and lanyards at all times
- All visitors to receive Safeguarding leaflet on arrival
- Asking visitors from professional organisations or charities to produce identification when required

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

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

4.5 Premises and facilities

- *During initial booking process facilities will be discussed with careers administer – large group work hall/dance studio, career 121's LRC etc.*
- *Rooms with presentation facilities available upon request*
- *Providers are welcome to provide students with relevant literature that is pre-authorised by Careers Co-ordinator*

5 Links to other policies

- *Safeguarding/child protection policy*
- *Careers guidance policy*
- *Curriculum policy*

6 Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Assistant Head in charge of Careers.

This policy will be reviewed by Assistant Head in charge of Careers annually. At every review, the policy will be submitted for approval by the governing body at St. Edward's.