



# PROVIDER ACCESS POLICY STATEMENT

Review cycle:	Annual
Reviewed by:	Careers Leader
Approved by:	Interim Executive Board

VERSION	DATE	AUTHOR	CHANGES
1	15 March 2023	Hannah Lines	New policy
2	11 July 2024	Hannah Lines	No changes

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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 13 at The West Grantham Church of England Secondary Academy 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, e.g. through activities and events such as options events, assemblies and taster events
- 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 Hannah Lines, Careers Lead.

Telephone: 01476 405200

Email: [hlines@wgacademy.org.uk](mailto:hlines@wgacademy.org.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:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	Assembly and tutor group opportunities – employability skills PSHE day	Assembly and tutor group opportunities – employability skills PSHE day	Assembly and tutor group opportunities PSHE day
YEAR 9	Assembly and tutor group opportunities - employability skills PSHE day	Key Stage 4 options event Assembly and tutor group opportunities PSHE day	Assembly and tutor group opportunities PSHE day
YEAR 10	Assembly and tutor group opportunities - employability skills PSHE day	Assembly and tutor group opportunities PSHE day	Assembly and tutor group opportunities PSHE day
YEAR 11	Assembly on opportunities at 16 PSHE day Support with applications	Assembly and tutor group opportunities Support with applications PSHE day	

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

These events will run in line with any measures related to public health incidents, including COVID-19.

### **4.3 Granting and refusing access**

- Safeguarding – if the DSL deems it is not safe or appropriate
- Health and Safety – the provider must adhere to the academy’s health and safety policy and requirements

### **4.4 Safeguarding**

Our child protection policy outlines the school’s procedure for checking the identity and suitability of visitors. At all times we ensure that there are no issues of safeguarding and that our students are completely safe whilst meeting or speaking to external providers.

Our 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.

### **4.5 Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team. Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our pupils. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all pupils at lunch and break times.

## **5. Links to other policies**

Outline any links to other policies you have, such as:

- 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 are monitored by the Careers Lead.

At every review, the policy will be approved by the governing body.