



CAREERS PROVIDER ACCESS STATEMENT

This policy, like all school policies, is to be implemented in accordance with the principles and practice stated in our Single Equality Scheme.

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RATIONALE

1. 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.

PURPOSE

2. 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



3. Student entitlement

All students in years 8 to 11 at Harrow Way 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

All providers requesting access to students must in first instance contact the Assistant Headteacher in charge of careers, the Harrow Way Careers Advisor. This information will then be passed on to the Senior Leadership Team.

A provider wishing to request access should contact Mr A Whitworth, Assistant Headteacher.

Telephone: 01264 364533

Email: Andrew.Whitworth@harrowway.hants.sch.uk

Or

A provider wishing to request access should contact: Mrs E Manning, Careers Advisor

Email: Elizabeth.Manning@harrowway.hants.sch.uk

Telephone: 01264 364533

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:

See Website - [Link](#)

Please speak to Mr A Whitworth to identify the most suitable opportunity for you.



4.3 Granting and refusing access

Granting access

- Appropriate DBS checks have taken place.
- The event is pre-planned and permission granted by the Headteacher.
- Appropriate Harrow Way Community School staff are present at each session.
- Appropriate checks have taken place in regards to the authenticity of the firm or individual in question.
- All safeguarding procedures have been followed rigorously.

Refused Access

- If any of the above have not been confirmed access will be denied.

4.4 Safeguarding

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

Visitors and volunteers enter at the reception and must sign in.

- Visitors and volunteers are identified by (visitor ID badge or professional ID badge for LA or local Government visitors)

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

4.5 Premises and facilities

- Appropriate facilities will be provided for the event including room and any audio or visual requests (if equipment in school)
- Request will need to be made to the Assistant Headteacher who leads on careers. They will then contact the site team to arrange where necessary.
- Providers can leave prospectuses or other material for students to read if checked by the Assistant Headteacher

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 are monitored by Mr A Whitworth – Assistant Headteacher

This policy will be reviewed by Mr A Whitworth annually.

At every review, the statement will be forwarded for approved by the Governing Body.