

Harrow Way Community School Provider Access Policy

1. Introduction/Statutory Requirements

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

2. Pupil entitlement

All pupils in years 8 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

3. Management of provider access requests

3.1 Procedure

A provider wishing to request access should contact Graeme Fluellen Assistant Head Teacher: Operations, Examinations, Careers/Post 16 and Enrichment

Email: Graeme.fluellen@harrowway.hants.sch.uk Telephone: 01264 364533

Or

Mrs E Manning, Careers Advisor

Email: Elizabeth.Manning@harrowway.hants.sch.uk Telephone: 01264 364533

4. Access

4.1 Opportunities for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

In addition to the opportunity to speak to timetabled careers lessons and take part in off timetable careers 'drop down days', these events include:

- Yr11 Information Evening (September)
- Apprenticeship Week (February)
- Careers Week (March)

4.2 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.

4.3 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. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mr G Fluellen – Assistant Headteacher.

This policy will be reviewed by Mr Fluellen annually. At every review, the statement will be forwarded for approved by the Governing Body.