

# Provider Access Policy

## Harrow Way Community School



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## **PROVIDER ACCESS POLICY**

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

### **1. Introduction**

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. Harrow Way Community School endeavours to ensure that all students are aware of all routes to higher skills and are able to access information on technical options and apprenticeships. This helps students to choose their pathways, improve their life opportunities and contribute to a productive and successful economy. This complies with the school's legal obligations under the Department of Education's Provider Access Legislation: 'Careers guidance and access for education and training providers - statutory guidance for schools', January 2023.

### **2. Student Entitlement**

Harrow Way Community School fully supports the statutory requirement for students to have direct access to providers of further education training, technical training, and apprenticeships. The school will comply with the legal requirement to arrange encounters with providers of approved technical education qualifications and/or apprenticeships; annually during the 'first key phase' (Years 7 to 9) and two further encounters for pupils during the 'second key phase' (Year 10 to 11).

These encounters will take place through a variety of events including drop down sessions and assemblies (including during National Apprenticeship Week and National Careers Week) Students will also have access to appropriate providers attending careers events at school or in the local community.

### **3. Meaningful Provider Encounters**

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using guidance from the Careers Enterprise Company.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.



## 4. Previous Providers

In previous years we have invited the following providers to speak to our pupils. We regularly investigate and look for new opportunities to provide a varied and stimulating programme for students

- Amazon
- Andover College
- Basingstoke College of Technology
- Bishop Wordsworth's Sixth Form, Salisbury
- Lloyds Banking Group
- Newbury College
- Peter Symonds College, Winchester
- Queen Mary's College, Basingstoke
- Salisbury 6th Form College
- Sparsholt College, Winchester
- The BBC
- The British Army
- The NHS
- Wellington Academy Sixth Form
- Wiltshire College, Salisbury

## 5. Destinations of our Pupils

Last year our Year 11 pupils moved to a range of providers in the local area after school. The school's destination data is annually reviewed and is made available on the [careers section of our website](#)

## 6. Requests for access

A provider wishing to request access should contact:

Graeme Fluellen

Assistant Head Teacher: Operations, Careers/Post 16 and Enrichment (Careers Leader)

Email: [graeme.fluellen@harrowway.hants.sch.uk](mailto:graeme.fluellen@harrowway.hants.sch.uk)

Telephone: 01264 364533

Or:

Liz Manning

Careers Adviser

Email: [elizabeth.manning@harrowway.hants.sch.uk](mailto:elizabeth.manning@harrowway.hants.sch.uk) Telephone: 01264 364533

**a) 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.

**b) 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.

**c) Premises and Facilities**

Appropriate facilities will be provided for the event including room and any audio or visual requests (if equipment in school). Providers can leave prospectuses or other material for pupils to read if checked by the Assistant Head Teacher..

**d) Complaints**

Any complaints with regards to provider access can be raised following the school complaints procedure.

Committee Responsible for Review:	S&C Committee
Ratified by Governing Body:	22nd January 2026
Date of next Review due by:	December 2026