



Provider Access Policy

| | |
|----------------------------|-----------------|
| Document Owner | Careers Manager |
| Committee | Curriculum |
| Frequency of Review | Annual |
| Date of last review | Summer 2021 |
| Date approved by Governors | April 2021 |
| Date of next review | Summer 2022 |

CONTENTS

| | |
|--|------|
| Aims | p3 |
| Statutory Requirements and Student Entitlement | p3 |
| Management of Provider Access Requests | p3 |
| Granting and Refusing Access | p3-4 |
| Opportunities for Access | p4 |
| Safeguarding | p4 |
| Premises and Facilities | p4 |
| Links to Other Policies | p4 |
| Reviewing Process | p4 |

AIMS

This Provider Access Policy aims to set out Weatherhead High School's protocols for managing the access of education and training providers to students for the purpose of providing them with information about their offer.

It clarifies:

- Request for access procedures
- Reasons for granting and refusing requests for access
- Details of the premises and facilities provided if given access

STATUTORY REQUIREMENTS AND STUDENT ENTITLEMENT

The Technical and Further Education Act 2017 section 42B of the Education Act 1997 requires all schools and academies to ensure that there is an opportunity for a range of education and training providers to access all pupils in year 8 to year 13 for the purpose of informing them about approved technical education qualifications or apprenticeships.

This Provider Access Policy outlines how Weatherhead will adhere to this legislation.

MANAGEMENT OF PROVIDER ACCESS REQUESTS

As part of the school's commitment to informing our students of the full range of learning and training opportunities on offer, Weatherhead High School is open to considering requests from education/training providers who may wish to come in and speak to cohorts of students during the academic year. In the first instance, providers should make contact through the online enquiry tab under the 'Careers Guidance' section of the school website, entitled 'Contact the Future Choices Team'. This will then be forwarded on to the Careers Manager. Providers will then be asked to include details about who they represent, their aim, which students they wish to target, how many staff will be in attendance and the support required from the school on the day.

GRANTING AND REFUSING ACCESS

All requests must be made at least 6 weeks in advance of the expected date for a session. All requests will be given due consideration by Weatherhead High School's Careers Manager and Senior Leadership link and the school reserve the right to refuse requests if:

- There is an impact on student examinations/revision
- Clashes with other events
- School are unable to provide staff to support
- There is insufficient space/rooms due to timetabling

For requests that are approved, Weatherhead High School will provide further information and instruction on school expectations and procedures in relation to visitor registration, parking and facilities.

OPPORTUNITIES FOR ACCESS

Our careers programme involves a number of events where providers may have the opportunity to come into school to speak to students and/or their parents/carers, some of which include assemblies, careers lessons, World of Work events, Mock Interview Day and Future Choices Fair. This list is not extensive.

The Careers Manager will be able to suggest the most suitable for your intention.

SAFEGUARDING

All external providers MUST follow our safeguarding and child protection procedures. Policies can be found on our website. You will be asked to provide a DBS on arrival, and if you do not have one, you will be required to be supervised by a member of Weatherhead staff at all times for the duration of your visit.

PREMISES AND FACILITIES

Weatherhead High School will ensure that providers have the necessary facilities in terms of space, staffing and equipment, which will be agreed prior to the provider visit, as appropriate to the arranged activity. Providers are welcome to bring copies of course literature with them, but any resources to be used with students during the arranged activity should be checked with the Careers Manager prior to the event.

Visitor parking will be made available if appropriate to the scale of the event. Smoking is not permitted in any area of the school.

LINKS TO OTHER POLICIES

- Safeguarding Policy
- CEIAG Strategic Plan
- CEIAG Policy

REVIEWING PROCESS

Miss Smith, Careers Manager, and a member of SLT will monitor and review the access of education and training providers to students and the policy will be reviewed annually.