



# Provider access policy statement

**Approved by:** Tracy Woodhead – Careers Leader

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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 7 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 7 to 11 at Royds Hall 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

A provider wishing to request access should contact Tracy Woodhead, Careers Leader, in the first instance. Outlining the activities on offer, and some information about the provider and the courses they run.

Telephone: 01484 463366

Email: [Tracy.woodhead@sharemat.co.uk](mailto:Tracy.woodhead@sharemat.co.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:

#### 4.25 Access during extenuating circumstances

During periods effecting normal working practices such as the recent school closures due to the Covid-19 pandemic, normal access to school for providers is not possible.

Providers can, in this instance, email links/ details of any virtual events they are holding which will be sent on to all the relevant students by the Careers Leader.

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

Access will be granted providing it is targeted to appropriate student groups. We look for providers with a particular focus on vocational qualifications and apprenticeships.

Access may be refused if:

- Our students already have access to similar events or information
- The event you plan would not fit into our school timetable
- Our facilities would not support the event planned

### **4.4 Safeguarding**

Our safeguarding/child protection policy, available on our website, outlines the school's procedure for checking the identity and suitability of visitors.

Please note we are unable to allow USB drives or similar devices to be used on school computer equipment. All presentations and other media should be emailed prior to the event to [Tracy.woodhead@sharemat.co.uk](mailto:Tracy.woodhead@sharemat.co.uk) Education and training providers will be expected to adhere to this policy.

### **4.5 Premises and facilities**

We have various rooms that activities can take place in, from classrooms for small focussed group activities to our Performance Hall for presentations to entire year groups.

We also have a range of audio/ visual presentation equipment available. Presentations to be emailed prior to activities. These can be booked via Tracy Woodhead when arranging the activities.

Providers are welcome to leave or post copies of their prospectus for our students to access providing they have a vocational/ technical focus. Providers of 6<sup>th</sup> form/ A Level qualifications can leave copies with Tracy Woodhead to go in our Careers Library.

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

- Safeguarding/ Child Protection Policy
- Careers Policy
- Curriculum Policy

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Tracy Woodhead, Careers Leader.

This policy will be reviewed by Tracy Woodhead, Careers Leader annually. At every review, the policy will be approved by the head teacher Mrs Jenny Carr.