



# Poole High School

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## Provider Access Policy

### 2023/24

Staff Link: D.Porter		Governor Link: Hannah Parry	
Approved by (Chair of Governors): J. Hart		Date: December 2023	
Last reviewed on:	November 2023		
Next review due by:	November 2024		
Policy No.	37		

## Contents

1. Aims.....	3
2. Statutory requirements.....	3
3. Student entitlement .....	3
4. Management of provider access requests.....	3
4.1 Procedure .....	3
4.2 Opportunities for access.....	4
4.3 Premises and facilities.....	5
4.4 Granting and refusing access.....	5
4.5 Safeguarding.....	5
5. Links to other policies.....	5
6. Monitoring arrangements .....	5

## 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 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.

## 3. Student entitlement

All students in years 7 to 13 at Poole High School 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 **Debbie Porter, Careers Lead and Teacher of CS&ICT**

Telephone: **01202 662007**

Email: [d.porter@poolehigh.poole.sch.uk](mailto:d.porter@poolehigh.poole.sch.uk)

## 4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to share information with students and/or their parents/carers. Please speak to our Careers Lead to identify the most suitable opportunity.

	Y7	Y8	Y9	Y10	Y11	6 <sup>th</sup> Form
Assemblies (2 x per year group in lower school)	✓	✓	✓	✓	✓	✓
Tutor Time Careers Lessons (7 fortnightly timetabled sessions)	✓ (A1 & A2)	✓ (A2 & S1)	✓ (S1 & S2)		✓ (A1 & A2)	
Employer Encounter (talks/workshops via departments or tutor / 6 <sup>th</sup> form enrichment (face-face or online)	✓	✓	✓	✓	✓	✓
Electronic Careers Classroom (portal for sharing information and opportunities)	✓	✓	✓	✓	✓	✓
Termly Newsletters	✓	✓	✓	✓	✓	✓
Website & Social Media	✓	✓	✓	✓	✓	✓
National Apprenticeship Week	✓	✓	✓	✓		✓
National Careers week	✓	✓	✓	✓		✓
Y7 Careers Focus Week	✓ w/c 06/12/23					
Y8 Careers Focus Week		✓ w/c 17/01/24				
Y9 Careers Focus Week			✓ w/c 19/02/24			
Y10 Careers Focus Week				✓ w/c 03/06/24		
Work Experience				✓ 10/06/24		✓ 05/02/24
IAG Appointments	✓ -on request	✓ -on request	✓ -on request	✓	✓	✓
Attendance at the Careers & Apprenticeship Show 2024 (Bournemouth BIC)					✓ 14/03/24	✓ 14/03/24

### 4.3 Premises and facilities

The school will make the sports hall, theatre and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available projectors and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the activity lead.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Reception.

### 4.4 Granting and refusing access

Requests can be refused by the Careers leader in conjunction with the Leadership Team on the grounds that it will unnecessarily disrupt the learning of students, other planned activities or examinations. In addition, where providers have not made sufficient prior arrangements with the Careers Lead.

In the event of suspected non-compliance with the duties and statutory guidance, those parties involved will try to resolve the matter locally. This might include resolving a complaint in line with the school's published complaints procedure. If a complaint remains unresolved, the DfE School Complaints Unit will consider whether the school's statutory policies meet current education legislation and whether they have been adhered to. If the Department finds fault with a school's policies following a complaint, then remedial action could be taken. This could include an official or a Minister from the Department for Education writing to the school and, ultimately, the legal powers of intervention available to the Secretary of State for Education may be enforced.

### 4.5 Safeguarding

All visitors to the school may be asked to bring formal identification with them at the time of their visit.

When on site, all visitors must report to reception first. No visitor is permitted to enter the school via any other entrance under any circumstances.

At reception, all visitors must state the purpose of their visit and who has invited them. They should be ready to produce formal identification upon request

All visitors will be asked to sign in.

Our 'Visitors' policy outlines the school's procedure for checking the identity and suitability of visitors. A copy of this policy will be made available on request.

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

## 5. Links to other policies

- Policies can be accessed on the school website <https://poolehigh.co.uk/school-information/general/policies> or made available upon request:

## 6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Debbie Porter.

This policy will be reviewed by the Careers Lead and SLT Link annually. At every review, the policy will be approved by the head teacher and chair of governors.

**Governor signature:** \_\_\_\_\_

**Headteacher signature:** \_\_\_\_\_

**Approval date:** \_\_\_\_\_

**Next review date:** Nov 2024