



Poole High School

VALUED • INSPIRED • EMPOWERED

Provider Access Policy

2021/22

Staff Link: D.Porter

Governor Link: Tracie Billington Beardsley

Approved by (Chair of Governors):

Date:

Last reviewed on: Jan 2022

Next review due by: Jan 2023

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 Granting and refusing access	5
4.4 Safeguarding	5
5. Links to other policies	6
6. Monitoring arrangements	6

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 8 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 666988 Ext 299**

Email: 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 come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 7	Welcome to Careers assembly Tutor Programme (w/c 04/10) CEIAG Focus Week Research Task University Talk Poole Lighthouse visit (16/12) Employer Engagement Talk Electronic Careers Noticeboards	Careers Assembly Tutor Programme (w/c 24/01) NAW 2022 (07/02) NCW 2022 (07/03) Employable Me 10X Challenge Employer Engagement Talk	Careers Assembly Tutor Programme (w/c 02/05) Employer Engagement Talk Enterprise Challenge Day PHS Careers Fair
Year 8	Careers Assembly Tutor Programme (w/c 15/11) Poole Lighthouse visit (16/12) Electronic Careers Noticeboards	Careers Assembly Tutor Programme (w/c 17/01) CEIAG Focus Week (w/c 17/01) Banking 101-finance programme (w/c 17/01) Employable Me NAW 2022 (w/c 07/02) ENACT Performance (09/02) BSO Creative Careers (TBC) NCW 2022 (w/c 07/03) Tutor Programme (w/c 14/03) 10X Challenge Employer Engagement Talk Electronic Careers Noticeboards	Careers Assembly Employer Engagement Talk Poole Maritime Challenge Women in Engineering PHS Careers Fair Electronic Careers Noticeboards
Year 9	Tutor Programme (w/c 04/10) PHS Employer Talk PHS Employer Encounters Electronic Careers Noticeboards	Careers Assembly Tutor Programme (w/c 10/01) NAW 2022 (w/c 07/02) Employer Engagement Talk MFL Careers Workshop Options Assembly CEIAG Focus Week (w/c 28/02) Tutor Programme (w/c 28/02) NCW 2022 (07/03) Route to Success 10X Challenge STEM Taster B&P College University talk Electronic Careers Noticeboards	Careers Assembly Tutor Programme (w/c 09/05) Employer Engagement Talk Weymouth Careers College PHS Careers Fair Electronic Careers Noticeboards
Year 10	Tutor Programme (w/c 04/10) YE Company Programme Launch Employer Engagement Talk L1 WOW / Marginal gains Tutor Programme (w/c 29/11) Electronic Careers Noticeboards	Careers assembly NAW 2022 (w/c 07/02) NCW 2022 (w/c 07/03) Tutor Programme (w/c 21/03) L1 WOW / Marginal gains Route to Success Employer Engagement Talk IAG Appointments	Careers assembly Employer Engagement Talk IAG Appointments PHS Careers Fair Step Up Day IAG Appointments Work Experience (w/c 06/06) Electronic Careers Noticeboards

Year 11		Electronic Careers Noticeboards	
	Introduction Assembly L1 WOW / Marginal gains IAG Appointments Sixth Form Open Evening Intended Destinations Survey Electronic Careers Noticeboards	Careers Assembly NAW 2022 (w/c 07/02) Futures Focus Day IAG Appointments NCW 2022 (w/c 07/03) Savvy Shopping- finance programme (w/c 11/04) Route to Success Careers & Apprenticeships Fair L1 WOW / Marginal gains College Course Sign Up IAG Appointments Electronic Careers Noticeboards	University Visit (TBC) IAG Appointments Electronic Careers Noticeboards
Year 12	Assembly Reading University STEPS L6 Volunteering workshop IAG Electronic Careers Noticeboards	Assembly Careers & Apprenticeships Fair Grid for Good IAG Electronic Careers Noticeboards	Assembly Small group sessions: future education, training and employment options Work Experience IAG Introduction to UCAS PHS Careers Fair Electronic Careers Noticeboards
Year 13	Assembly HE and higher apprenticeship applications IAG Electronic Careers Noticeboards	Assembly Small group opportunities - employability skills IAG Electronic Careers Noticeboards	Assembly PHS Careers Fair IAG Electronic Careers Noticeboards

Please speak to our Careers Lead to identify the most suitable opportunity for you.

4.3 Granting and refusing access

The school's policy on 'Visitors' sets out the school's approach to allowing providers into school as visitors to talk to our students. This can be made available on request.

***Under the government guidance regarding Covid19, it may not be possible to grant access to visitors, in the interests of the health of our students and staff. This will be clarified at the point of any enquiries. We are happy to adapt to virtual opportunities in this event, where appropriate.**

4.4 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.

4.5 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.

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: Jan 2023