TOR VIEW
A SPECIALIST LEARNING COMMUNITY

PROVIDER ACCESS POLICY

Policy approved & adopted by	Headteacher
Date	March 2018
Review cycle	Yearly
Reviewed	April 2026
Next Review	April 2027

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 high quality careers education and guidance. This helps pupils prepare for their lives after school by providing a clear understanding of the opportunities available to them and prepare them for the transition into the wider community. It is important that the information that is shared with our pupils is accessible through means that are appropriate to their special educational needs, which shall be decided in consultation with each individual's Educational Health and Care Plan.

This complies with the school's legal obligations under Section 42A, 42B and 45 A of the Education Act 1997, Section 72 of the Education Skills Act 2008 and Schedule 4 (15) of the School Information (England) Regulations 2008. Other policies which should be considered and may be referred to in this policy include:

- Safeguarding and Child Protection Policy
- Risk Assessment Policy
- Visitor Policy
- SEN Policy
- Teaching, Learning, Assessment and Curriculum Policy
- Training and Employment Experience Policy
- Careers, Enterprise and Work-Related Learning Policy

Definitions

A provider in this policy includes any person suitably qualified or equipped person able to discuss, T-Levels, apprenticeships, traineeships, supported internships, technical and vocational qualifications, applied qualifications and high technical skills courses with SEND learners, as well as supported living. Visiting providers should include Further Educations Colleges, Institutes of Technology and a range of providers of apprenticeships, technical options, including Independent Training Providers (ITP's).

Pupil Entitlements

Tor View School shall support the requirement for pupils to have direct access to other providers of further education training, technical training and apprenticeships where appropriate for these pupils. We will also comply with the new legal requirement to put on up to six encounters with providers of approved technical education qualifications or apprenticeships relevant and where appropriate for the pupil's educational level. This shall be achieved in line with the schools CEIAG mapping and pupils EHCP's.

The management of provider access requests:

Procedure: A provider wishing to request access should contact Emma Pemberton, Careers Lead, Phone: 01706 214640; Email: e.pemberton@theviewtrust.org

Opportunities for access: A number of events, integrated into the school careers programme will provide an opportunity to come into school and speak to pupils and/or their parents/carers. Details of these events are provided in the following table.

Year Group	Autumn Term	Spring Term	Summer Term
7-13	Access to technology options Assemblies Life Skills Subject related trips & activities	Access to technology options Careers & Enterprise Week Assemblies Life Skills Subject related trips & activities	Access to Technology Options Assemblies Life Skills Subject related trips & activities
9	Person Centred Reviews Discuss and choose KS4 options	Person Centred Reviews Discuss and choose KS4 options	Person Centred Reviews Discuss and choose KS4 options
10-11	Careers Fair Functional Skills Post 16 Taster Sessions Enterprise Activities (via DofE)	Functional Skills Enterprise Activities (via DofE) Employer encounters Work Experience & Placement opportunities	Functional Skills Enterprise Activities (via DofE) Employer encounters Work Experience and Placement opportunities
11	Application advice & support	Application advice & support	Application advice & support
12-14	Careers Fair Application advice & support Vocational Options Employability Lessons Work related learning Work Experience and Placement opportunities	Application advice & support Vocational Options Employability Lessons Work related learning Work Experience and Placement opportunities	Application advice & support Vocational Options Employability Lessons Work related learning Work Experience and Placement opportunities

For additional information please see 'Careers, Enterprise and Work-Related Learning Policy' and the 'Gatsby Benchmarks at Tor View' document.

Safeguarding
Our safeguarding policy outline the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to the policy. This can be obtained from the school office.

Premises and Facilities
The school will organise a space for discussions between the provider and students, as appropriate to the activity. For regular meeting, the school will try and ensure continuity of rooms wherever possible. The school will also make available AV and other equipment to support provider presentations, where appropriate and possible. This will all be discussed and agreed in advance of their visit.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with school so that they can make these available to pupils at lunch and break times.

Roles and Responsibilities

CEIAG Lead

The CEIAG Lead has strategic oversight of the school's careers strategy and framework. They work with the Careers Advisor and Teaching staff to ensure visits by education and training providers are managed appropriately and in accordance with the CEIAG programme.

SLT
Members of the Senior Leadership Team (SLT) are responsible for the day-to-day management of all aspects of the school's work including ensuring safeguarding, protection, health and safety of our learners. They share responsibility with the Governing Body for developing and implementing the policy and procedure for educational provider access, events and activities. They work with teaching staff to ensure the governing body are kept informed of this area of the school's development.

DSL's
School DSL's take responsibility for child protection and wider safeguarding arrangements.

Governors
The Governing Body monitors pupil progress and their transitions to ensure each pupil is being provided the best opportunities from their setting and to make sure arrangements are in place to allow a range of education and training providers to have access to all pupils. The governing body has a statutory duty to ensure that the necessary provision is made for the safeguarding, protection, health and safety of our pupils. The governors oversee the school's provision and report annually on these areas.

Monitoring
This policy shall be reviewed every year and be circulated amongst the Governing Body for approval

Approval and review
Re-written to comply with new legislation 2023 – E.Pemberton