



## Provider access policy statement

Reviewed and Ratified by the St Joseph's College Governing Body On:

Next review date:

Manager responsible: Ms J Ampah

### Contents

1. Aims.....	1
2. Statutory requirements.....	1
3. Student entitlement.....	1
4. Management of provider access requests.....	2
5. Links to other policies.....	3
6. Monitoring arrangements.....	3

#### 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 contained within the school's Safeguarding Policy.

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 St Joseph's College 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 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

A provider wishing to request access should contact Rebecca Cashmore, Careers Lead on [rcashmore@sjc.ac](mailto:rcashmore@sjc.ac) or 020 8761 1426 x 219.

#### 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	<p>Assembly opportunities</p> <p>Trips linked to pathways</p> <p>Lifeskills collapsed timetable event with careers theme.</p>	<p>Trips linked to pathways</p> <p>Opportunities for workshops and assemblies.</p>	<p>Tutor time careers programme.</p> <p>Trips linked to pathways</p>
Year 8	<p>Assembly opportunities</p> <p>Trips linked to pathways</p> <p>Lifeskills collapsed timetable event with careers theme.</p>	<p>Trips linked to pathways</p> <p>Opportunities for workshops and assemblies.</p>	<p>Tutor time careers programme.</p> <p>Trips linked to pathways</p>
Year 9	<p>Assembly opportunities</p> <p>Trips linked to pathways</p>	<p>Enterprise Course</p> <p>KS4 options event.</p>	<p>Tutor time careers programme.</p>

	Lifeskills collapsed timetable event with careers theme.	Trips linked to pathways  Opportunities for workshops and assemblies.	Trips linked to pathways
Year 10	Assembly opportunities  Trips linked to pathways  Careers Fair- market stall event going overview of opportunities and skills requirements.  Lifeskills collapsed timetable event with careers theme.	Trips linked to pathways  Opportunities for workshops and assemblies.	Tutor time careers programme.  Technical and vocational tasters.  Trips linked to pathways
Year 11	Assembly opportunities  Careers Fair- market stall event going overview of opportunities and skills requirements.  Big Interview employability skills event.  Year 11 parents evening.	Trips linked to pathways  Apprenticeship assembly.	Trips linked to pathways
Year 12	Careers Fair- market stall event going overview of opportunities and skills requirements.  Lifeskills collapsed timetable event with careers theme.  Opportunities for workshops and assemblies.	Preparation for work experience.  Apprenticeship assembly.	Work Experience
Year 13	Opportunities for workshops and assemblies.  Lifeskills collapsed timetable event with careers theme.	Preparation for University.  Apprenticeship workshops.	

Students in all year groups can request a meeting for impartial guidance on appropriate opportunities with Careers Lead Ms R Cashmore throughout the year.

#### **4.4.3 Granting and refusing access**

Access to students will be granted under the following conditions;

- Safeguarding requirements have been met
- Access agreed with SLT
- No unregulated access to students
- Where regular access is required then a DBS check will be conducted
- Providers follow visitor procedures and sign in with ID at reception

Access to students will be refused under the following conditions;

- Any safeguarding concerns relating to either the young person or the provider
- Concerns raised by students or staff about providers' conduct

#### **4.4 Safeguarding**

Safeguarding policy states under Section 19 that we will promote Safer Working Practice by

- All adults who come into contact with children at this school will behave at all times in a professional manner which secures the best outcomes for children and also prevents allegations being made.
  - All visitors to the school must sign in at reception, have photo taken and wear a sticker with their name and the name of the person they are visiting.
  - All visitors to read safeguarding policy as they sign in.
  - Asking visitors from professional organisations or charities to produce identification when required
- Our safeguarding/child protection policy outlines the school's full procedures for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

#### **4.5 Premises and facilities**

- During initial booking process facilities will be discussed with careers lead.
- Rooms with presentation facilities available upon request.
- Providers are welcome to provide students with relevant literature that is pre-authorised by Careers Lead

#### **5 Links to other policies on website:**

- Safeguarding/child protection policy

- Careers policy

## **6 Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Assistant Head in charge of Careers.

This policy will be reviewed by SLT in charge of Careers annually.