Academy Specific

Provider Access Policy

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
G Khan	Governing Body	7 April 2022	1.1	April 2023

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Abstract	

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Date	Version	Status	Summary of Changes
07.03.22	1.1	Approved	New policy

For the purpose of this policy the following representatives need to sign off this document:	
Role/Department & Responsibilities	**Name**

Website:	
Yes/No	YES

Contents

1. Introduction

This policy statement sets out the academy's arrangements for managing the access of providers to pupils at the academy for the purposes of giving them information about the provider's education or training 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. Roles and Responsibilities

Role / Responsibility	Name	In post since	Contact Email
Careers Leader	Maja Kozic-Shaw	September 2021	mkozicshaw@thehalifaxacademy.org
Curriculum Support Coordinator	Satch Jabbal	September 2015	sjabbal@thehalifaxacademy.org
Careers Adviser	Rachel Mackenzie	September 2020	rachel.mackenzie@ckcareers.org.uk
Personal Development Coordinator	Erika Kennedy	July 2022	ekennedy@thehalifaxacademy.org

4. Student Entitlement

All students in years 8-13 are entitled:

• To find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point.

• To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options evenings, assemblies and group discussions and taster events.

• To understand how to make applications for the full range of academic and technical courses.

5. Management of provider access requests procedure

A provider wishing to request access should contact our Careers Leader, Careers Adviser or Personal Development coordinator using the contact details found in Section 3 of this policy.

5.1. Granting and refusing access

• Safeguarding – if the Academy DSL deems it is not safe or appropriate

• Health & Safety – the provider must adhere to the Academy H&S requirements

5.2. Safeguarding

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

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

6. Opportunities for access

A range of events, which are integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents. The academy calendar varies from year to year, so providers need to contact the appropriate staff member named above to identify the most suitable opportunity. These events are usually calendared well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning.

Examples of opportunities available include:

• Careers Fair held once a year

• Careers Talks - 6 talks throughout the academic year

• Assemblies

• Enterprise activities

• Mock interviews

• National Careers and Apprenticeship week (usually in March)

• Apprenticeship workshops

• Visits to the workplace

Please speak to the Careers Leader (Section 3) to identify the most suitable opportunity for you.

The academy policy on safeguarding & child protection sets out the school's approach to allowing providers into school as visitors to talk to our students.

Please speak to our Careers Leader (Section 3) to identify the most suitable opportunity for you.

7. Premises and Facilities

The academy will make the Great Hall, classrooms or the Commander's House available for discussions between the provider and students, as appropriate to the activity. The academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the academy, which will be available for all students via the Careers Team

8. Monitoring Arrangements

The academy's arrangements for managing the access of education and training providers to students are monitored by the Careers Team including Maja Kozic-Shaw the Careers Lead and Satch Jabbal the Curriculum Support Coordinator.

This policy will be reviewed by Erika Kennedy the Assistant Headteacher for Character on an annual basis.

At every review, the policy will be approved by the academy governing body.

9. Links with other policies

- Careers Education, Information Advice and Guidance (CEIAG) Policy
- Safeguarding & Child Protection Policy
- Curriculum policy

Sign off	
Adopted by Academy Governing Body on:	
Chair of Governing Body:	
Governor:	
Next Review Date:	