**Educational and Employment Provider Access Policy**

**Introduction**

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 information about the provider’s education or

training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

**Pupil/ Student entitlement**

* All pupils in years 8-14 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;
* 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.

**Definitions**

A provider in this policy includes any persons suitably qualified or equipped person able to discuss, T

Levels, apprenticeships, traineeships, supported internships, technical and vocational qualifications, applied

qualifications and higher technical skills courses with pupils/students with special educational needs. Visiting providers should include Further Education Colleges, Studio Schools, University Technical Colleges, Institutes of Technology and a range of providers of apprenticeships and technical options, including Independent Training Providers (ITPs).

**Aim:**

This policy aims to set out our Park Lane School’s arrangements for managing the access of careers education

and training providers to pupils/students for the purpose of giving them information about potential training, career and further education opportunities offered by the providers.

**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.

**Management of provider access requests procedure**

A provider wishing to request access should contact…

**Opportunities for access**

There are a number of events, integrated into our Employment and Enterprise Strategy and ‘Learner

Journey’ programme across the school e.g. educational trips and visits.

The strategy and programme offer providers an opportunity to come into school to

speak to students/pupils and/or their parents/carers. There are procedures outlined in our school.

Visitors Policy and Risk Assessment Policy for allowing visitors to the school.

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| Year Group | Opportunities |
| KS2 | * Pastoral
* Assemblies
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| KS3 | * Pastoral
* Assemblies
* Business Enterprise sessions
* Workshops/presentations led by staff or outside providers
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| KS4 | * Assembly and tutor group opportunities: transferring personal skills and qualities to employability skills
* Continue exploring Careers and the World of Work, including opportunities for work experience.
* Begin to explore realistic and relevant future opportunities
* Applications (where appropriate) for FE Colleges, Supported Internships, Work, Social Care YPS school visits offering advice on providers in the community
* Additional visits from providers
* Careers workshop(s)/session(s)
* Business Enterprise sessions
* Networking events with providers and employers
* Annual reviews will explore options post-16
* Work experience/work-related learning
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| KS5 | * Assembly and tutor group opportunities: transferring personal skills and qualities to employability skills.
* Continue exploring Careers and the World of Work, including opportunities for work experience.
* Begin to explore realistic and relevant future opportunities.
* Applications (where appropriate) for FE Colleges, Supported Internships, Work, Social Care YPS school visits offering advice on providers in the community
* Additional visits from providers
* Careers workshop(s)/session(s)
* Business Enterprise sessions
* Networking events with providers and employers
* Annual reviews will explore options post-16
* Work experience/work-related learning
* College transition visits
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**Safeguarding**

Our adult and child safeguarding 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. Please speak to the Careers Lead to identify the most suitable opportunity for you.

**Premises and facilities**

The school will make classrooms or private meeting rooms available for discussions between the

provider and pupils/students, as appropriate to the activity. The school will also make available computer equipment and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead see our school Visitors Policy for more information about visiting the site.

**Roles and Responsibilities**

**Careers Lead**

The careers lead has strategic oversight over the…

They will work with the settings staff to ensure visits by education and training providers are managed appropriately and are in accordance with the careers programme for each setting.

**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 the safeguarding, protection, health and safety of our pupils/ students. They share responsibility for developing and implementing the policy and procedure for educational provider access, events and activities. They work closely with the class teachers and keep the governors informed of this area of the school’s development through the termly report to governors.

**Designated Safeguarding Lead**

The DSL takes lead responsibility for child/adult protection and wider safeguarding arrangements.

The Director of Education is the Organisation Lead and has overall responsibility for safeguarding.

**Governors**

The Governing Body monitors pupil/student progress and their transitions to ensure each pupil/student 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/students.

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/students. 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 Governors for

approval.