

Provider Access Policy

Hartford Church of England High School



Approved by: Curriculum & Standards Committee

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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](#).

The statutory duty requires that all registered pupils at the school are provided with independent careers guidance from year 8 to year 11. The school is compliant with the guidelines set out by the Department of Education in the "Careers guidance and access for education and training providers" document published in October, 2018.

This policy shows how our school complies with these requirements.

Hartford Church of England High School is committed to providing all students in Years 7-11 with a programme of careers activities and supporting activity. The programme has been developed in line with the eight Gatsby benchmarks for ensuring best practice to meet the requirements of the Department for Education's statutory guidance 2018.

The Gatsby Benchmarks

1. A stable careers programme
2. Learning from career and labour market information
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experience of work places
7. Encounters with further and higher education
8. Personal guidance

This is covered in more detail in the Careers Education, Information, Advice and Guidance (CEIAG) Policy available on the school website.

3. Student entitlement

All students in years 8 to 11 at Hartford Church of England 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:

Name: Miss Michaela Sutcliffe, Careers Coordinator

Telephone: 01606786000

Email: msutcliffe@hartfordhigh.co.uk

Or

Name:, Inma Peña

Telephone: 01606786000

Email: ipena@hartfordhigh.co.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:

- Career Fair
- Parents Evening
- Year 9 Options Evening
- Form Activities
- Independent Careers Advice provided by MPLOY
- Sixth Form and Colleges Assemblies

Please speak to our careers co-ordinator to identify the most suitable opportunity for you. The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception.

4.3 Granting and refusing access

We will grant access requests that meet the following criteria:

- Requests from Ofsted registered 11-19 providers
- That are reasonable and do not impact on existing educational provision for our students

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. The policy can be found on the school website.

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

4.5 Premises and facilities

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

External providers have access to the Provider Access Policy available on the website. If providers cannot attend, then they are welcomed to deliver information in the form of leaflets to the careers coordinator.

Requests for access will

be directed to the Careers Leader and appropriate times agreed, where all students will be able to access the provider. In most cases this will be a whole year group assembly, delivered in the main hall.

5. Links to other policies

This programme will raise aspirations, challenge stereotyping and actively promote equality and diversity. It will be underpinned by the school's policies for teaching and learning, assessment, recording and reporting achievement, and citizenship, enterprise and work-related learning, equal opportunities, health and safety, and special needs. Careers Guidance will be based on a partnership with students and their parents or carers. This policy should be used in conjunction with:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Michaela Sutcliffe.

This policy will be reviewed by Christopher Innes, Head of Careers. At every review, the policy will be approved by the governing body and Michael Holland, the Head Teacher.

Careers Team

Careers Coordinator: Michaela Sutcliffe

Telephone: 01606786000

Email: msutcliffe@hartfordhigh.co.uk

Senior Leadership Lead: Christopher Innes

Telephone: 01606786000

Email: cinnnes@hartfordhigh.co.uk

Governor: Mrs Claire Bentley

Contact via Clerk to the Governors: sara.morris@hartfordhigh.co.uk