

WEST DERBY SCHOOL



PROVIDER ACCESS POLICY

Approved on:	21 st December 2017
Next review date:	Autumn Term 2018
Signed:	S Graham (Headteacher)

Compliance

1.1. This policy has been prepared with due regard to the following statutory provisions, guidance and policy:

1.1.1. Section 42B Education Act 1997;

1.1.2. The Department for Education's statutory guidance, "Keeping children safe in education" September 2016; and

1.1.3. West Derby School's Child Protection Policy and Additional Safeguarding Advice for Visitors and Volunteers.

2. About this policy

2.1. West Derby School ("the school") is committed to ensuring that its pupils receive rounded careers guidance incorporating opportunities in technical education and through apprenticeships. The school has a well-established careers guidance programme. This policy compliments that programme.

2.2. The school is required to provide a range of technical education and training providers access to its pupils from the age of 13.

2.3. This policy will set out how training providers can request access to the school's pupils in conjunction with our established careers guidance programme.

3. Procedure for provider access requests

3.1. Should a provider wish to request access to our pupils, a written request should be sent to TEA@westderbyschool.co.uk.

3.2. A member of the school's administration team will acknowledge your request and advise you of the next available opportunity within the careers guidance programme for the provider to access our pupils.

3.3. The school will also need to have information about your organisation, what technical education or apprenticeships you offer and what you propose to do if granted access to our pupils.

Issue date: 21st December 2017

Review by date: Annually/and as amendments to careers programme of events are made

4. Current opportunities

4.1. The careers guidance programme has the following events for each year group, in each term, which provide opportunities for providers to meet our pupils:

	Autumn Term	Spring Term	Summer Term
Year 8	To be confirmed	To be confirmed	To be confirmed
Year 9	To be confirmed	To be confirmed	To be confirmed
Year 10	To be confirmed	To be confirmed	To be confirmed
Year 11	Careers Fair (November – 2018 date TBC)	To be confirmed	To be confirmed
Year 12	To be confirmed	To be confirmed	To be confirmed
Year 13	Careers Fair (November – 2018 date TBC)	To be confirmed	To be confirmed

4.2. We can assist providers to identify the most suitable event in the programme.

5. Conditions for access

5.1. Safeguarding of our pupils is of paramount importance for the school.

5.2. The school's Child Protection Policy and Additional Safeguarding Advice for Visitors and Volunteers are accessible on our website and set out the requirements for visitors to gain access to our pupils to speak with them. Should you have any difficulty accessing our Child Protection Policy and Additional Safeguarding Advice documents on our website, copies can be provided upon request.

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5.3. If a provider cannot meet the requirements of our Child Protection Policy and Additional Safeguarding Advice for Visitors and Volunteers they will not be granted access to our pupils.

6. Facilities

6.1. The school can make the following arrangements as appropriate to the activity which is being undertaken during the providers visit:

EXAMPLES: Tailor to your facilities

6.1.1. **Time during events to address pupils**

6.1.2. **Overhead digital projectors**

6.1.3. **Flipcharts**

6.1.4. **Access to the relevant cohort of pupils in the theatre**

6.1.5. **Classrooms for smaller activities**

7. Materials

7.1. The school welcomes providers to leave their course prospectus and complimentary information about their organisation which can be made available throughout the year to our pupils.

7.2. Such material will only be made available once the school has verified that it is suitable for its pupils.

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