

Provider Access Policy Statement

President Kennedy School



The Futures Trust and President Kennedy School are committed to safeguarding and promoting the welfare of children and young people and require all staff, volunteers and visitors to share this commitment

Approved by: Mr Neil Clayton

Last reviewed on: June 2019

Date: June 2019

Next review due by: June 2020

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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](#).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 8 to 13 at President Kennedy 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 Kathryn Rawlins, Strategic Lead for Personal Development & Careers or Gail Edmondson Careers Co-ordinator.

Telephone: 02476 661416

4.2 Opportunities for access

The events/opportunities below, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

Year group	Events / Opportunities for providers to come and speak to students
Year 8	Year 8 Careers Assembly, Careers Week and Careers Fair
Year 9	Year 9 Careers Assembly, Careers Week and Careers Fair
Year 10	Year 10 Future Pathway Assembly, Annual Employability Interview Fair
Year 11	Year 11 Future Pathway Assembly, Careers Week
Year 12	Career insight talks, Careers Weeks and Enterprise Evening & Post 16 Select Evening.
Year 13	Career insight talks, Careers Weeks and Enterprise Evening & Post 16 Destinations Evening.

4.3 Granting and refusing access

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from this provider and other providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis by the Strategic Lead for Personal Development and the Head teacher.

4.4 Safeguarding and Management of Visitors

Our separate Safeguarding and Visitor Management Policies outline the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to these policies which can be found in full on the policies and reports section of our website or via the links below in section 5.

4.5 Premises and facilities

On arrival at the school site all visitors must immediately report to the school's main reception.

They:

- Must confirm their name, the purpose of their visit and who they are expecting to meet.
- Must sign in and in doing so provide written confirmation of their name, the organization they belong to, who they are expecting to meet, the time of their arrival and where applicable their vehicle registration.
- Will be made aware of the school's safeguarding procedures and relevant health and safety information, and by signing in confirm their acceptance and understanding of the requirements detailed.
- Will be issued with a red or green lanyard with their identification badge, which they will be required to visibly wear at all times.
- Must be escorted from reception by their school point of contact, unless they are on the school's Approved Visitor List, reception have been notified in advance of their arrival and they have previously attended the school site.

On leaving the school site, all visitors must:

- leave via reception, sign out and return their identification badge, green or red lanyard, and door pass where provided.

5. Links to other policies

- [TFT Visitor Management Policy](#)
- [TFT Child Protection Policy](#)

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Kathryn Rawlins, Strategic Lead for Personal Development & Careers or Gail Edmondson Careers Co-ordinator.

This policy will be reviewed by the Head Teacher Mr Clayton. At every review, the policy will be approved by the Local Governing Body and the Head Teacher.