

Provider Access Policy

Executive owner: Director of Curriculum & Assessment BMAT
Author: Director of Careers BMAT
Date of issue in draft: 28/11/2019
Date of approval:
Date of review:

Draft for Board Approval

Document Control

Version	Date issued	Author	Update information
0.1	28/11/2019	B Abdul-Khaliq	Draft of a new policy. There was no previous separate trust policy, although provider access was referenced at the end of the trust careers programme policy.
1.0	28/11/2019	G Atkinson	Amended and updated to Trust policy standard format 2019.

—
**Schools,
teachers and
pupils freed
to succeed.**
—

Context

The purpose of this policy is to describe how BMAT provides access to year 8-13 pupils for a range of external educational providers.

This policy should be read in conjunction with BMAT's other policies, as set out below:

- Safeguarding policy
- Child protection policy

We are committed to the promotion of community cohesion in our Trust, local, national and global levels, comparing our Academy Trust community to its local and national context and implementing all necessary actions in relation to:

- ethnicity,
- religion or belief, and
- socio-economic background.
- In accordance with the values of BMAT we pledge:
 - to respect the equal human rights of all our pupils;
 - to educate them about equality; and
 - to respect the equal rights of our staff and other members of the Academy community.

We will assess and analyse our current Academy practices and implement all necessary resulting actions to ensure pupils and are not discriminated against because of their:

- Age
- Disability
- Gender reassignment
- Race
- Religion or belief
- Sex
- Sexual orientation
- Marriage and Civil Partnership
- Pregnancy or maternity

These 'protected characteristics' have been set out in law in the Equality Act 2010. BMAT is committed to eliminating practices, which could result in unfair or less favourable treatment for persons with a protected characteristic.

Key definitions used in this policy

Pupils	Children and young people on roll in Trust schools/academies
School/Trust School	An academy or school within BMAT
BMAT	The Board, Trustees and employed individuals forming the leadership, management and staff of the Trust and its schools
The Trust	BMAT
The Board/Directors/Trust Board	The Board of Directors of BMAT
Careers Director	The member of the BMAT curriculum service who is responsible for the quality of careers education across all BMAT schools.
SLT careers link	The school leader who supports the careers manager and acts as a link to the senior leadership team.
Careers Manager	The member of school staff who is responsible and accountable for the delivery of their school's programme of careers advice and guidance in line with trust policy.
CEIAG	Careers education information, advice and guidance
Baker Clause	The statutory clause requiring schools to publish an access policy.

BMA	Burnt Mill Academy
CS	Cooks Spinney Primary Academy and Nursery
ESJ	Epping St John's
FHS	Forest Hall School
FW	Freshwaters Primary Academy and Nursery
LP	Little Parndon Primary Academy
MC	Magna Carta Primary Academy
RDA	Royal Docks Academy
RY	Roydon Primary Academy
SFG	Sir Frederick Gibberd
STEM	BMAT STEM

Each BMAT school is legally defined as an academy, regardless of whether the term 'school' is used to describe it in the policy.

Contents

Context.....	2
Key definitions used in this policy	3
Contents.....	4
1. Introduction	5
1.1 Statutory requirements	5
2. Roles and responsibilities	5
3. Student entitlement.....	5
4. Management of provider access request	6
4.1 Procedure	6
4.2 Opportunities for access	6
4.3 Granting and refusing access.....	7
4.4 Safeguarding.....	7
4.5 Premises and facilities	8
5. Monitoring arrangements.....	8
Appendix A – Contact Information.....	9

DRAFT

1. Introduction

This policy statement is intended to set out BMAT schools' arrangements for ensuring that there is an opportunity for a range of education and training providers to access students in years 8 to 13. This is so that providers can inform students about approved technical education, qualifications or apprenticeships.

The statement outlines the circumstances in which education and training providers will be given access to these students.

1.1 Statutory requirements

This policy complies with the school's legal obligations under Section 42B of the Education Act 1997. It will be updated as necessary to reflect best practice, or amendments made to the Technical and Further Education Act 2017.

The purpose of the legislation is to help address the UK's productivity challenges and address skills shortages experienced across several sectors of the economy. This regulation has been in force since 2nd January 2018.

The legislation requires schools to set out:

- Procedures in relation to requests for access.
- The grounds for schools to grant or refuse requests for access.
- Details of premises or facilities to be provided to a person who is given access.

2. Roles and responsibilities

2.1. Careers managers are made aware of their obligations under this policy through their school induction programme. They may seek further advice and support from the Trust's Director of Careers.

2.2. All school staff are made aware of their obligations under this policy through their careers manager under the oversight of the school's senior link for careers.

2.3 Where schools have staffing changes for these roles, the headteacher or delegated person should notify the director of careers.

2.4 The school's local governing body (LGB) should ensure that the school complies with its statutory responsibilities under the Baker Clause as outlined in this policy.

2.5 The Trust delegates that the LGB will require the school to present an annual statement outlining:

- any providers who have been granted or refused access to the school's year 8 to 13 students.
- the extent to which the students' entitlement under the Baker Clause has been met. This entitlement is stated in section 3.

3. Student entitlement

All students in years 8 to 13 are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme. This 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 request

4.1 Procedure

A provider wishing to request access should contact the school careers manager. In the first instance this may be verbally for information, but all formal requests for access should be submitted in writing.

4.2 Opportunities for access

Assemblies occur weekly on different days for each year group. The assembly programme offers some flexibility on a termly basis. To be certain of a fixed date in the academic year, providers should request access by the end of the summer term of the preceding year.

A number of one-off events during the school day, integrated into our careers programme, also offer providers an opportunity to come into school to speak to students.

Year 11 parents and carers will be accessible to providers wishing to provide an information point at every parent/carer evening and the year 11 post-16 evening. The annual dates of these evenings can be found on the school calendar on the school website.

An outline of the careers programme events for each year group is below.

	Autumn term	Spring term	Summer term
Year 8	<i>Event for university technical colleges (UTCs)</i>		<i>Careers workshop</i>
Year 9	<i>Assembly and tutor group opportunities - employability skills</i>	<i>Key Stage 4 options event</i>	
Year 10	<i>Assembly and tutor group opportunities - employability skills</i>	<i>Networking event with providers and employers</i>	<i>Work experience preparation sessions</i> <i>Work experience</i>
Year 11	<i>Assembly on opportunities at 16</i> <i>Event for UTCs</i>	<i>Post-16 evening</i> <i>Post-16 taster sessions</i> <i>Apprenticeships – support with applications</i>	
Year 12	<i>Higher education (HE) fair</i> <i>Post-18 assembly - apprenticeships</i>		<i>Small group sessions: future education,</i>

Year 13			<i>training and employment options</i>
	<i>HE and higher apprenticeship applications</i>	<i>Assembly and small group opportunities - employability skills</i>	

Please speak to the school's careers manager to identify the most suitable opportunity for your needs.

4.3 Granting and refusing access

Access to our students will be granted provided the written request is received within a reasonable time prior to the date of access. This is to allow time to make appropriate arrangements for facilities and to consider safeguarding issues.

All requests will be considered on the basis of:

- Clashes with other planned activity, trips or visits.
- Availability of school staff, space and resources to host the activity.
- Whether our students have already received the same information in the academic year.

Please note that access is unlikely during the crucial examination stages. These mainly take place towards the end of November, March, May and early June. We would also have to refuse access if a request has missed our deadline date for when we make our yearly plan and also if the provider is offering information that we feel our students have already encountered.

In the first instance, written requests by providers should be sent to the school careers manager. The request should include:

- The proposed format, timings and duration of the request
- The number of staff from your organisation who propose to visit
- Any support requirements requested from the school.

The head of the school may use their discretion to refuse a request if it would be likely to be detrimental to the safety or wellbeing of children or staff, or if granting the request would be likely to bring the school or the Trust into disrepute. In this situation, the head would provide written reasons within two weeks of the request being refused.

4.4 Safeguarding

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

All education and training providers will be expected to adhere to this policy.

4.5 Premises and facilities

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. The school will also make available appropriate equipment to support provider presentations. This will be discussed and agreed with the careers manager in advance of the visit. Appropriate resources will also be made available to students, should this be necessary.

At least one member of staff will always be present.

Providers are welcome to leave a copy of their prospectus or other relevant documents/ materials at reception, marked for the attention of the careers manager.

5. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by the roles outlined in the table below.

Monitoring responsibility	Role
Accurate careers manager contact details are on the school website.	Careers Manager
The accurate Trust policy is on the school website.	Director of Careers
An annual statement is provided to LGBs.	Clerk to the LGB
The quality of the annual statement that is provided to the LGB.	Director of Careers
Confirmation to the Trust that all secondary school LGBs have scrutinised their annual statement.	Clerk of governors

Appendix A – Contact Information

Requests or correspondence relevant to this policy should be directed to the contacts below, in the first instance.

School careers manager	Please refer to the school website for the name and contact details of the current school careers manager. The website section is Curriculum/Careers.
Headteacher/Head of School	Please refer to the school website for name and contact details. The website section is Contact.
LGB Chair	Please refer to the school website for name and contact details. The website section is About Us/Local Governing Body.

DRAFT