

Policy Statement on Provider Access

Introduction

Shire Oak Academy is committed to ensuring that all our students are aware of the full range of learning and training routes on offer to them. This policy statement outlines our arrangements for managing the access of providers to students at the Academy for the purpose of communicating information about the provider's education or training offer. This complies with the Academy's legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

All pupils in years 7-13 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;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact H Griffiths: Email: h.griffiths@soa.merciantrust.org.uk

Opportunities for access

Several events, integrated into the Academy's careers programme, will offer providers an opportunity to come into the Academy to speak to students and/or their parents/carers. The Academy's policy on Safeguarding outlines the approach to allowing providers into the Academy as visitors to talk to our students.

Premises and facilities

The Academy will make the main hall, classrooms or meeting rooms available for discussions between the provider and students appropriate to the activity. The Academy will also endeavour to accommodate requests for the use of IT facilities and other specialist equipment to support provider presentations. This will all be discussed and agreed on in advance of the visit with the Careers Leader or a member of their team. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers leader, Hannah Griffiths.

Providers are requested to provide the following information with all requests for access to students:

- The name of the organisation you represent (training provider, college, apprenticeship provider)
- That all visiting staff will be in possession of a current DBS and will present it to the Academy upon arrival.
- The aim of the presentation or visit.
- The proposed date and time.
- The number of students the presentation or session is designed for.
- The duration of the presentation or session.
- The target group.
- What facilities are required for the delivery of the presentation or session.
- The names and number of visiting staff.
- The support required from Academy staff on the day.
- All requests should be made in writing and emailed to the Careers Leader at least 6 weeks in advance of the proposed date. All requests will be given due consideration by the CEIAG Lead and the Senior Leadership Team.

Requests can be declined if:

- They impinge on students' preparation for public or internal examinations.
- They coincide, for example, with other Academy events such as visits, sports day, parent events, other guest speakers.
- The Academy is unable to provide adequate staffing to support the visit due to previous commitments.
- Sufficient rooms, halls or facilities are not available due to timetabling commitments or other planned events.

For requests that are approved, Shire Oak Academy will provide clear instructions prior to the event on visitor parking, safeguarding and fire procedures, visitor registration, an allocated member of staff and their contact details, the rooms to be used and the facilities available. Any issues regarding arrangements should be addressed to the Careers Leader in the first instance, prior to the commencement of the event.

Approval and Review

Approved Date: by Governors at Curriculum and Standards Committee

Next review: September 2024 Executive Headteacher: Mrs Annabel Stoddart

