



Collingwood School and Media Arts College

PROVIDER ACCESS POLICY

Rationale

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer.

This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Pupil entitlement

All pupils in years 8-13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme this 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:

Mrs Jill Halliwell Careers Leader

Telephone: 01670 516374

Email: jill.halliwell@collingwood.northumberland.sch.uk

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers.

Please see our Collingwood School Career's Programme to find more about opportunities offered to our young people and speak to our Careers Leader to identify the most suitable opportunity for you.

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 AV and other specialist equipment to support provider presentations. This will all be discussed and agreed 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 in the school's transition room.

The transition room is available on a daily basis and Careers Leader is available for meetings every Thursday from 1.40pm

Safeguarding

Schools and colleges are not entitled to require a Disclosure and Barring Service (DBS) check for a visitor who is in the school for a "one-off" visit. However, head teachers and appropriate members of SLT should decide on the appropriate level of supervision for the duration of the visit.

Approval and review

Date established by governing body:

Spring Term 2018

Date for full implementation:

Immediately

Date for review:

Spring Term 2019

Signed:[Mr Clive Taylor] Chair of Governors

[Mr Richard Jones] Head teacher

[Mrs Jill Halliwell] Careers Leader