



## ST WILFRID'S CATHOLIC SCHOOL

### PROVIDER ACCESS POLICY

“For I know the plans I have for you,’ declares the Lord, ‘plans to prosper you and not to harm you, plans to give you hope and a future.” [Jeremiah 29:11]

#### Introduction

This policy statement sets out the schools’ arrangements for managing the access of providers to students at the school for the purpose of giving them information about the providers education or training offer. This complies with the school’s legal obligations under section 42B of the [Education Act 1997](#).

#### 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 policy shows how our school complies with these requirements.

#### Student entitlement

All students in years 8 to 13 at St Wilfrid’s 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

#### Procedure

A provider wishing to request access should contact Claire Franke, Careers Leader.

Telephone: 01293 421421 Email: [C.Franke@stwilfrids.com](mailto:C.Franke@stwilfrids.com)

### **Opportunities for access**

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

Providers are welcome to leave a copy of their prospectus or other relevant documents or course literature at reception. This will be passed onto Claire Franke who will make this accessible for students in the library area.

Please speak to our careers advisor (Claire Franke– see contact details above) to identify the most suitable opportunity for you.

### **Granting and refusing access**

Students and parents have the right to refuse to partake in careers activities and trips.

### **Safeguarding**

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

Education and training providers will be expected to adhere to this policy.

### **ARRANGEMENTS: Visitor/Access Control**

Access to the building will be via the Reception and will be controlled and supervised by the Receptionist and or admin staff. The Senior Administrator shall ensure that a record of all visitors to the establishment is maintained (with the exception of the peak am / pm reception and collection periods). All visitors shall wear an official visitor's identification badge.

Visitors with a West Sussex approved DBS check that allows them to work in multiple school as if they were staff will be given a green lanyard and allowed to work in the school unaccompanied by staff.

All other visitors will be given a red badge and will be accompanied by a member of staff at all times.

### **Premises and facilities**

The facilities we have available at St Wilfrid's include:

- St Wilfrid's has a large assembly hall with professional audio, projector, stage and the possibility of professional lighting. There is a small conference room that backs on to our chapel. We have access to a variety of class rooms including ICT suites.
- Facilities can be booked by making contact with the careers leader above or with an individual year leader.
- Providers are welcome to provide prospectuses with our careers leader or librarian for students to peruse.

**Approved by:** Claire Franke **Date:** 24/05/2022

Governors approval **Date:** 24/05/2022

**Last reviewed on:** 11/06/2021

**Next review due by:** September 2023