

# Stoke Park School



## Careers Provider Access Policy Statement

**Approved by:** Mr P Thomas/ Miss N Rock **Date:** April 2019

**Last reviewed on:** April 2019

**Next review due by:** April 2020

**Approved by LGB:** 10 June 2019

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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 Stoke Park 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

**Should you wish to contact the school in relation to career opportunities and events please contact the Careers Leader. Details are as follows.**

A provider wishing to request access should contact Miss Helen Pinder

Telephone: 024 7645 0215

Email: hpinder@stokepark.coventry.sch.uk

#### 4.2 Opportunities for access

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

	Autumn term	Spring term	Summer term
<b>Year 8</b>	Aspirations and Careers Assembly Registration Careers Activities	Implement Start Programme The Brilliant Club	Careers Day Activity Week
<b>Year 9</b>	Aspirations and Careers Assembly Registration Careers Activities	Implement Start Programme Campus Challenge (Warwick University) The Brilliant Club Option Evening	Careers Day Activity Week
<b>Year 10</b>	Aspirations and Careers Assembly Registration Careers Activities	<i>Networking event with providers and employers</i> The Brilliant Club	Careers Day Activity Week Mock interviews with Industry Champions
<b>Year 11</b>	6 <sup>th</sup> Form Options Evening	Targeted assertive mentoring. Career Interviews. Support with Post 16 applications.	
<b>Year 12</b>	<i>Higher education (HE) fair</i> <i>Post-18 assembly – apprenticeships</i> <i>Academic writing focus for National Academic Writing Competition</i>	Implement Start Programme	Work Experience
<b>Year 13</b>	HE and higher apprenticeship applications	<i>Assembly and small group opportunities - employability skills</i>	A Level results and support with next steps.

Please speak to our Careers Leader, Miss Pinder to identify the most suitable opportunity for you.

### **4.3 Granting and refusing access**

*In this section, you should outline when access to students will be granted or refused. You may choose to present this as a bullet list.*

### **4.4 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.

#### Protocol for all visitors on arrival

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.
- sign in and in doing so provide written confirmation of their name, the organisation they belong to, who they are expecting to meet, the time of their arrival and where applicable their vehicle registration.
- 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.
- be issued with a red or green lanyard with their identification badge, which they will be required to visibly wear at all times.
- 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.

#### Visitor categories

The school manages visitors by placing them into one of two categories:

- i) those who aren't listed on the school's Single Central Record
- ii) those who are, and are therefore on the school's Approved Visitor List

The school's HR Manager is responsible for ensuring that the school has an accurate and up to date Single Central Record. In accordance with Keeping Children Safe in Education 2016, it is a requirement that relevant visitors from external agencies, including teacher supply agencies, are recorded on the Record. The school also records trainee teachers placed by ITT providers, volunteers and subject to frequency of visit and nature of work, contractors.

Visitors who will not be engaging in regulated activity in school, for example parents, carers, people attending interviews, meetings or carrying out work under supervision, are not required to be listed on the school's Record, however the school will list contractors who whilst not working in regulated activity will have access to learners around the school site.

The school's Record informs the Approved Visitor List. The school will always seek to inform visitors if they are required to undergo relevant safeguarding checks prior to their visit to allow them to be placed on the Record and the List. This may include checks being undertaken directly by the school, or receipt by the school of confirmation that an external organisation has carried out the checks. The checks that will be carried out on the visitor's arrival at school are in addition to these checks and must also be completed.

The school will not accept 'blanket' confirmation from external organisations that their staff have been subject to the required checks; confirmation must relate to named individuals and provide information specific to them. Nor will the school accept copies of letters from organisations which are presented by the individual arriving on site; email confirmation must be received directly from the relevant organisation.

#### Protocol for visitors who are not on the school's Single Central Record

Visitors who are not listed on the school's Single Central Record will be provided with a red lanyard. In accordance with Keeping Children Safe in Education 2018 visitors

- must be supervised at all times by a Trust/school colleague who has enhanced DBS and barred list clearance. These colleagues can be identified by their blue staff lanyard.
- must never be allowed to move about the school site unaccompanied or be left unaccompanied in a part of the school where they can access learners.
- must not be asked to provide sight of a DBS certificate.
- must be escorted back to reception to sign out when they leave.

If anyone wearing a red lanyard is not accompanied by a colleague wearing a blue lanyard, they must be challenged and escorted back to school reception.

#### Protocol for visitors who are listed on the school's Single Central Record

- Approved visitors will be provided with a green lanyard if the school is satisfied that all required safeguarding checks have been undertaken and verified on arrival. They:
- Must on their first visit to the school provide sight of photographic ID in the form of a driving licence or passport.

The photographic ID will be viewed by a reception colleague with designated responsibility or a colleague in HR. They will then complete a form to confirm that identity has been verified, and the proof of identity that will be accepted on each subsequent visit; for example a Local Authority or NHS employee identity card. The only driving licence or passport information that will be recorded on the form will be the visitors full name.

- Must, when asked to on any subsequent visits, provide sight of the proof of identity agreed with the school.

In addition to this if a visitor is a supply teacher from a supply agency, a volunteer whose DBS check has been carried out by the Trust or is self-employed they:

- Must on their first visit to the school show their original DBS certificate to the School's HR Manager, HR Assistant or School Business Manager, so that the information therein can be recorded in accordance with the Trust's Policy on the secure handling of information provided by the Disclosure and Barring Service. A copy of this policy will be made available to these visitors when sight of their DBS certificate is requested.

Approved visitors may move freely around the school site to carry out work. They will be allocated a door pass to enable them to do so, and will be responsible for keeping the pass secure and returning it to reception when they leave the school site.

Subject to confirmation from the school's HR Manager that all of the required checks have been completed, trainee teachers placed by ITT providers, and at the discretion of the Headteacher staff from external agencies who work in school on a daily and long term basis, may be given a blue staff lanyard.

#### Protocol for all visitors on leaving the school

- 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.

#### Further guidance

If you have any questions in respect of this Policy during your visit please ask at reception. Prior to your visit please call 02476 450 215 or email [admin@stokepark.coventry.sch.uk](mailto:admin@stokepark.coventry.sch.uk)

#### **4.5 Premises and facilities**

- Visitors must sign in on entering the school building
- Visitors will be issued with either a green or red lanyard and must adhere to the school safeguarding policy at all times
- Visitors must notify the event organiser in advance if they require any of the following services: catering (including tea and coffee etc), ICT, reprographics, toilet facilities, transport, reserved parking or any other additional special requirements.
- Prospectus's and career materials can be left with the event organiser for distribution if appropriate.

#### **5. Links to other policies**

- TFT Visitor Management Policy
- TFT Child Protection Policy
- TFT 16-19 Bursary Fund Policy

#### **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Miss H Pinder.

This policy will be reviewed by the Head of School Miss N Rock annually. At every review, the policy will be approved by the Local Governing Body and the Head of School Miss N Rock.