**External Provider Access Policy**

**Introduction**

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 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**

A provider wishing to request access should contact the school Careers Lead: Martin Hickman, Assistant Head Teacher, Telephone: 0203 780 3609; Email: hickmanm@eastbrookschool.org

**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 speak to our Careers Leader to identify the most suitable opportunity for you.

Year 7 Assembly slots related to careers may include speakers from Post-16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers

Year 8 Assembly slots related to careers may include speakers from Post-16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers. Students may visit workplaces

Year 9 Assembly slots related to careers may include speakers from Post 16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers. Students may visit workplaces. Year 9 Option Evening may include visitors from Post 16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers

10 Year Parents Evening may include visitors from Post-16 Education/Apprenticeship Providers. Assembly slots related to careers may include speakers from Post-16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers. There will be visits from Employers/Apprenticeship Providers and students may visit workplaces

Year 11 Visits from Apprenticeship Providers may be arranged. Year 11 Parents Evening may include visits from Post-16 Education/Apprenticeship Providers. Assembly slots related to careers may include speakers from Post-16 Education/Higher Education/Apprenticeship Providers/Alumni/Past Students/Employers

**Granting and refusing access**

The school will facilitate any reasonable request for external providers to speak to students. The school reserves the right to refuse access to a provider if there is an issue surrounding safeguarding, or it is deemed to be unreasonable.

**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. Copies of the Safeguarding Policy can be found on our website.

**Premises and facilities**

The school will make the main halls, 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 at the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

*Approval and review Approved October 2021* by Governors

Next review: 2022