



# The Hinckley SCHOOL

## Careers Provider Access Policy 2023-24

<b>Date of Last Review:</b>	<b>September 2023</b>
<b>Reviewed by:</b>	<b>Mark Boast</b>
<b>Approved by Governors on:</b>	<b>October 2023</b>
<b>Frequency of review:</b>	<b>Annually</b>
<b>Date of Next Review:</b>	<b>September 2024</b>

## 1. Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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](#).

## 2. Pupil Entitlement

All pupils in years 8 to 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.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (year 8 to 9) and two encounters for pupils during the 'second key phase' (year 10 to 11). For pupils in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

1. share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
2. explain what career routes those options could lead to
3. provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
4. answer questions from pupils.

## 3. Meaningful Provider Encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the [Making it meaningful checklist](#).

Whilst our pupils prefer in person, face-to-face interactions, meaningful online engagement is possible when a face to face encounter is not possible. We are therefore open to providers that are able to provide live online engagement with our pupils.

## 4. Management of Provider Access Requests

### 4.1 Procedure

A provider wishing to request access should contact either:

Mark Boast, Careers Leader

Telephone: 01455 632183 ext: 130 Email: [mboast@thehinckleyschool.co.uk](mailto:mboast@thehinckleyschool.co.uk)

Helen Thompson, Careers Advisor

Telephone: 01455 632183 ext: 131 Email: [hthompson@thehinckleyschool.co.uk](mailto:hthompson@thehinckleyschool.co.uk)

## 4.2 Opportunities for access

The school offers the six provider encounters required by law along with a number of additional events, integrated into the school careers programme. We will offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Personal Development Leader to identify the most suitable opportunity for you.

Year group	Events / Opportunities for providers to come and speak to students
Year 8	Careers Assembly, Technical Education and Apprenticeship Information Encounters, Annual Careers and Pathways Fair, Employer Insight Days
Year 9	Careers Assembly, Annual Careers and Pathways Fair, GCSE Options Evening
Year 10	Careers Assembly, Technical Education Apprenticeship Information Encounters, Annual Careers and Pathways Fair, Mock Interviews and CV writing, Meet the Professionals Day
Year 11	Careers Assembly, Annual Careers and Pathways Fair
Year 12	Careers Assembly, Technical Education and Apprenticeship Information Encounters, Annual Careers and Pathways Fair, Mock Interviews and CV Writing, Work Experience
Year 13	Careers Assembly, Career insight talks and workshops, Technical Education and Apprenticeship Information Encounters, Annual Careers and Pathways Fair

## 4.3 Granting and refusing access

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from this provider and other providers
- Number of requests received for a particular cohort of students

- Quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis by the Personal Development Leader and the Head teacher.

#### 4.4 Safeguarding and Management of Visitors

Our separate Safeguarding and Visitor Management Policies outline the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to these policies which can be found in full on the policies and reports section of our website or via the links below in section 5.

#### 4.5 Premises and facilities

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

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.

#### 5. Links to other policies

- [Visitor Management Policy](#)
- [Child Protection Policy](#)

#### 6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Mr Boast, Personal Development Lead. This policy will be reviewed by the Head Teacher Ms Hickman. At every review, the policy will be approved by the Local Governing Body and the Head Teacher.