





# Blue Coat Church of England Academy

## Provider Access Policy Statement

|                                    |   |                                    |
|------------------------------------|---|------------------------------------|
| Date:                              | January 2019  | (Original – reviewed January 2021) |
| Prepared by:                       |   |                                    |
| Ratified by the Governing Body on: |   |                                    |
|                                    | Signature   |                                    |
| Principal                          |  | Mr D Smith                         |
| Chair of Governors                 |  | Mr H Bishop                        |
| Review date:                       | January 2023  |                                    |

From Ephesians 4 v 1:

"I urge you to walk in a manner worthy of the calling to which you have been called".

## Careers Leader – Mrs R Devlin

### Contact Details

Careers Leader: Mrs R Devlin

Telephone: 01922 720558

Email: [st-devlin-r@bluecoatacademy.org](mailto:st-devlin-r@bluecoatacademy.org)

### Roles and Responsibilities

- To plan, organise and facilitate the careers education in the school
- To ensure that all students are given and have access to good careers guidance
- To provide opportunities for students to get a better understanding of potential work and progression routes
- To monitor proposed destinations – to ensure students are making choices that are both appropriate and aspirational
- To analyse data on previous destinations to inform planning and the needs of students
- To undertake an annual review of CEIAG provision and report to the school governors and Head teacher
- To ensure statutory guidance is achieved by September 2020

## Independent Careers Adviser: Carol Facey

Telephone: 01922 720558

Email: [st-facey-c@bluecoatacademy.org](mailto:st-facey-c@bluecoatacademy.org)

### Roles and Responsibilities

Our careers adviser at Blue Coat Church of England Academy is Carol Facey. Carol is based in the careers room next to the safeguarding office on Wednesdays and Fridays. All students in Year 11 and Year 13 are offered a minimum of one careers guidance interview - although more can be requested if further support is required. Self and parent/carer referrals can also be made and students in all years can request an appointment by attending a drop-in session at break, lunchtime or after school until 3.30pm. Parents/carers may also attend the interview, with prior notice. Students may also be referred for an interview by a member of the Senior Leadership Team, Head of Year, Pupil Progress Team, Form tutors or Teaching and Support Staff.

All pupils in all years have access to a careers advisor by referral or personal request.

## External Enterprise Advisor: Mrs Donna Brown

Contracts and Stewardship Manager, Walsall Housing Group

Email: [donna.brown@whgrp.co.uk](mailto:donna.brown@whgrp.co.uk)

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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 Blue Coat Church of England Academy are entitled to:

- To find out about technical education qualifications and apprenticeships
- To find out about 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

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact Mrs R Devlin, Assistant Principal – Careers Lead.

Telephone: 01922 720558

Email: [st-devlin-r@bluecoatacademy.org](mailto:st-devlin-r@bluecoatacademy.org)

## 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. This is detailed in the Bakers Clause statement and the dates are updated each academic year based on the school calendar but an overview of these opportunities are listed below.

| Events                    | Description   |
|---------------------------|---|
| Assemblies                | A formal opportunity to speak to students regarding offer. Assemblies within themes and appropriate weeks relevant to students will be considered e.g. National Careers Week  |
| PD days                   | Four days each academic year the timetable is collapsed for personal development curriculum including PSHE and RHSE as well as Careers. A formal or informal gathering with certain year groups or students could take place at this time |
| Careers Fair              | KS3<br>KS4<br>KS5<br>Around transition points students have an opportunity to explore available options including technical, vocational and apprenticeship routes as well as FE and HE providers.   |
| Y12 Futures Week          | A formal opportunity to share non-academic routes with Y12 students as part of a week of exploration in terms of available next steps and opportunities for Y12 students.   |
| Y13 Post 18 Options Event | Y13 event where providers may wish to attend to inform students about their technical, vocational or apprenticeship routes.   |
| Y11 into 12 Options Event | Y11 event where providers may wish to attend to inform students about their technical, vocational or apprenticeship routes.   |
| Y9 into 10 Options Event  | Y9 event where providers may wish to attend to inform students about their technical, vocational or apprenticeship routes.  |
| Y8 into 9 Options Event   | Y8 event where providers may wish to attend to inform students about their technical, vocational or apprenticeship routes.  |

In term 2 all pupils in all year groups have the opportunity to apply to become a volunteer West Midlands Police Cadet.

Please speak to our Careers Lead to identify the most suitable opportunity for you.

## 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.

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

The school will make the main hall, classroom or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will make available AV and other specialist equipment to support providers with the delivery of presentations. This will be discussed and agreed in advance of the visit with the Careers Leader.

Providers are welcome to leave a copy of their prospectus or relevant literature at the Careers Library in the Learning Resource Centre. The LRC is available to all students before and after school, lunch and break times.

The following information and details need to be provided with requests and inquiries:

- The name of the training, vocational or apprenticeship provider you represent
- The aim of the presentation or visit
- Proposed date and time
- The number of pupils the presentation is aimed at
- The duration of the presentation
- The target group
- What facilities/special equipment the presentation requires
- The names and contact details of visiting staff
- What support from school staff is required on the day

If the request is notification of an event at an offsite venue, please include timings of the day, a list of other invited schools and providers, any accessible funding streams for transport costs and a risk assessment of the venue.

All requests should be emailed at least 6 weeks (a school half term) in advance of the proposed date. All requests will be given due consideration by the Careers Lead and Senior Leadership Team.

Requests can be refused if:

- They impinge on students preparation for public or internal exams
- They clash with other school events such as visits, other speakers, sports days, school photographs, Personal Development days, internal or public exams
- The school is unable to provide staff to support the visit due to previous school commitments
- Sufficient rooms or facilities are not available due to timetabling commitments or building work

For requests that are approved, Blue Coat Church of England Academy will provide clear instructions before the event on visitor parking, visitor registration, a contact member of staff and their contact details, the room to be used and the presentation facilities this room offers.

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

- Safeguarding/child protection policy

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Mrs R Devlin, Assistant Principal.

This policy will be reviewed by Mrs R Devlin, Assistant Principal annually. At every review, the policy will be approved by the Governing Body and Head teacher.

Included in this, is an annual review of the provision with recommendations for further impact and engagement.

The Compass Benchmark Tool is used to inform our careers provision planning. As part of the review, information and feedback is gathered in a number of ways:

- Student voice surveys
- Staff voice surveys
- Employer and visitor feedback
- Collation of destination data