

Michael Hall

a Steiner Waldorf School

Provider Access Policy Statement

Policy Owner	Compliance Officer
Formally endorsed by	Council of Trustees
Endorsement Date	May 2019
Next Review Date	May 2020

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 class 7 to 12 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 classes 7 to 12 at Michael Hall 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

A provider wishing to request access should contact the Upper School Co-ordinator.

Email: UpperSchoolCoordinator@michaelhall.co.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 or invite our students to attend events that they are running.

	Autumn term	Spring term	Summer term
Class 7	Main lesson timetable teaching business structure.		Job modelling location visits
Class 8	<i>Upper School Presentation evening – Options evening</i>	<i>Introduction to Fast Tomato</i>	Work Experience Preparation Sessions
Class 9	<i>Tutor group opportunities - employability skills</i>	<i>Careers Evening (informed by choices gathered by Fast Tomato)</i> <i>Introduction to the National Careers Service</i>	<i>Work experience preparation sessions</i> <i>Work experience</i>
Class 10	<i>Tutor group opportunities at 16</i> <i>6th Form Presentation evening</i>	<i>Careers Evening (informed by choices gathered by Fast Tomato)</i> <i>6th form open evening</i> <i>A level taster sessions</i> <i>Apprenticeships fair</i> <i>Apprenticeships – support with applications</i>	
Class 11	<i>Post-18 assembly – apprenticeships</i> <i>Career Fair</i>	<i>Higher education fair</i> <i>Careers Evening (informed by choices gathered by Fast Tomato)</i> <i>Industrial Tour</i>	<i>Small group sessions: future education, training and employability skills</i>
Class 12	<i>UCAS Work shop</i>	<i>HE and Higher Apprenticeship Applications</i>	

	<p><i>Tutor assistance with Personal Statements for UCAS applications</i></p> <p><i>HE and higher apprenticeship applications</i></p>	Mock Interviews	
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All in house events including class actives may make use of external speakers and experts. Class teachers and Guardians will be responsible for communicating these opportunities and events to the students and their families.

4.3 Granting and refusing access

Access to students will be managed by the school and at no time will students personal data be shared any providers of third parties without gaining consent. (Please see the schools privacy notice)

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

- Where providers are visiting the school they will use be provided with suitable room/space allocation depending on their requirements and where possible any required technology and visual aids (Laptops, projectors, etc)
- Any such requirements will be communicated to the Site Facilities manager and will be risk asses accordingly.
- Providers will be given the opportunity to leave prospectuses or other material for students to read but will not be permitted to collect students personal contact details. Any further contact with students should be made via the Upper School Coordinator who will seek consent for any request for direct contact.

5. Links to other policies

- Safeguarding/child protection policy
- Data Protection Policy
- Privacy Notice

6. Monitoring arrangements

The school’s arrangements for managing the access of education and training providers to students is monitored by the Faculty Chairs with the support of the safeguarding team.

This policy will be reviewed by Upper School Co-ordinator, annually. At every review, the policy will be approved by the Director of Learning.