



Provider Access Policy Statement

This Provider Access Policy Statement should be read in conjunction with the Careers and Independent Advice and Guidance (CEIAG) Policy.

Meopham School

Equalities Statement

In our Trust we work to ensure that there is equality of opportunity for all members of our community who hold a range of protected characteristics as defined by the Equality Act 2010, as well as having regard to other factors which have the potential to cause inequality, such as, socio-economic factors. For further information, please see our Equalities Policy.

Document Management

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Next review date:	November 2024
Approved by:	Board of Trustees
Responsible for:	Secondary Improvement Team

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 Meopham 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, e.g. through activities and events such as options events, assemblies and taster events;
- 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 Vicky Wrighton, Senior Assistant Headteacher

Telephone: 01474 814646

Email: vicky.wrighton@swale.at

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
Year 7	Employer Encounters in Construction and Medicine, Future Doctors Talk, Subject Careers Week in English and Drama and Humanities, Careers Fayre	Employer Encounters in Hospitality, Retail and Public Services, National Apprenticeship Week, National Careers Week, Subject Careers Weeks in Maths, Art, DT, Music, Health and Social Care, Science and Business	Employer Encounters in Travel Industry, Hair and Beauty and Media, Subject Careers Weeks in Sport, French/Spanish
Year 8	Employer Encounters in Construction and Medicine, Future Doctors Talk, Subject Careers Week in English and Drama and Humanities, Careers Fayre	Employer Encounters in Hospitality, Retail and Public Services, National Apprenticeship Week, National Careers Week, Subject Careers Weeks in Maths, Art, DT, Music, Health	Employer Encounters in Travel Industry, Hair and Beauty and Media, Subject Careers Weeks in Sport, French/Spanish

		and Social Care, Science and Business	
Year 9	Employer Encounters in Construction and Medicine, Future Doctors Talk, Subject Careers Week in English and Drama and Humanities, Careers Fayre	Employer Encounters in Hospitality, Retail and Public Services, National Apprenticeship Week, National Careers Week, Subject Careers Weeks in Maths, Art, DT, Music, Health and Social Care, Science and Business	Employer Encounters in Travel Industry, Hair and Beauty and Media, Subject Careers Weeks in Sport, French/Spanish
Year 10	Employer Encounters in Construction and Medicine, Future Doctors Talk, Subject Careers Week in English and Drama and Humanities, Work Experience assembly and Parents' Evening, Careers Fayre	Employer Encounters in Hospitality, Retail and Public Services, National Apprenticeship Week, National Careers Week, Subject Careers Weeks in Maths, Art, DT, Music, Health and Social Care, Science and Business	Employer Encounters in Travel Industry, Hair and Beauty and Media, Subject Careers Weeks in Sport, French/Spanish, Year 10 Work Experience week
Year 11	Employer Encounters in Construction and Medicine, Future Doctors Talk, Subject Careers Week in English and Drama and Humanities, Kent	Employer Encounters in Hospitality, Retail and Public Services, National Apprenticeship Week, National	

	<p>Choices Talk, Career presentation in Social Care, Careers Fayre</p>	<p>Careers Week, Subject Careers Weeks in Maths, Art, DT, Music, Health and Social Care, Science and Business</p>	
Year 12	<p>Employer Encounters in Construction and Medicine, Future Doctors Talk, Subject Careers Week in Science. Work Experience assembly, Careers Fayre. Work Experience Parent meeting</p>	<p>Employer Encounters in Hospitality, Retail and Public Services, National Apprenticeship Week, National Careers Week, Subject Careers Weeks in Maths, Art, DT, Music, Health and Social Care, Science and Business, Year 12 Work Experience Week</p>	<p>Employer Encounters in Travel Industry, Hair and Beauty and Media, Subject Careers Weeks in Sport, French/Spanish</p>
Year 13	<p>Employer Encounters in Construction and Medicine, Future Doctors Talk, Subject Careers Week in Science, UK University and Apprenticeship Fayre, Careers Fayre</p>	<p>Employer Encounters in Hospitality, Retail and Public Services, National Apprenticeship Week, National Careers Week, Subject Careers Weeks in Maths, Art, DT, Music, Health and Social Care, Science and Business</p>	

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

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting and refusing access

Meopham School reserves the right to decline requests for a number of reasons. These include (but not restricted to) the following:

- if such attendance would provide an imbalanced view of available provision (e.g. several apprenticeship providers at an event and no colleges);
- if the provider's input would not be relevant to a particular event;
- if the request is not timely (e.g. students have already heard from similar providers during the year, or if they are involved in end of year exams);
- if the information is not seen to be in the best interest of pupils (e.g. if the provider is promoting a 'hard-sell' of their provision, rather than enabling students to make an informed decision; or there are concerns about the ethics or quality of the provision).

In such cases, the Careers Leader would inform the provider of this decision and the reason why. If the provider wishes to appeal this decision, they can contact Vicky Wrighton with responsibility for Careers & Employability at the school.

4.4 Safeguarding

Our Child Protection and Safeguarding Policy outlines the school's procedures for checking the identity and suitability of visitors.

This can be found here

Education and training providers must adhere to this policy.

4.5 Premises and facilities

The school will make the main hall, 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 Headteacher or careers leader as appropriate. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the school for sharing with students at other times.

5. Links to other policies

This can be read in conjunction with the Meopham School Child Protection and Safeguarding policies and the Careers Education, Information, Advice and Guidance (CEIAG) Policy. Both can be found on the website.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the Headteacher.

This policy will be reviewed by the Board of Trustees annually. At every review, the policy will be approved by the Board of Trustees.