



The Grey Coat Hospital

Provider Access Policy

POLICY NAME: Provider Access Policy

GOV COMMITTEE: Curriculum Committee

POLICY REVIEW TIMING: Annual

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. Specifically, it outlines:

- 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

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.

Student entitlement

All students in Years 7 to 13 at The Grey Coat Hospital 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 - through options evenings, assemblies and group discussions and taster events
- Understand how to make applications for the full range of academic and technical courses

Management of provider access requests

Procedure

A provider wishing to request access should contact: The Assistant Headteacher, Cecily Cole, via the Contact Us Form on the school website.

Opportunities for access

Our provision includes various opportunities for students to access a range of events. These are integrated into the careers programme and PSHCE curriculum, alongside the school hosting and / or arranging for students to attend one-off events that provide such opportunities. Events are typically delivered internally, integrated into the school careers programme, and offer providers an opportunity to come into school to speak to pupils and/or their parents and carers. Please see an outline below:

	Autumn Term	Spring Term	Summer Term
Year 7	Unifrog enrolment and sessions	Just Give Charity Project Unifrog sessions	Unifrog sessions WRL event
Year 8	Unifrog sessions	Unifrog sessions WRL event	Community and careers unit in PSHE lessons Unifrog sessions
Year 9	WRL event Spark Workshop	Options Guidance Setting goals and choices unit in PSHE Options meetings	Employability skills unit in PSHE
Year 10		National Apprenticeship week University visits	Work Experience Preparation and Placement
Year 11	Transition Guidance Assemblies Career interviews and Assemblies Information on open evenings	Career interviews and Assemblies Transition Day including opportunities for visiting speaker	Career interviews and Assemblies
	Next Steps PSHE programme	National Apprenticeship week	
Year 12	Speakers Programme every week	Speakers Programme every week	Speakers Programme every week Work Shadowing University and UCAS guidance
Year 13	Speakers Programme every week University and UCAS guidance	Speakers Programme every week	Speakers Programme every week
All years	Speakers are engaged for all year groups when possible and relevant. Years 7-11 have an annual Charity Week when they raise funds for a charity of their choosing.		

Please speak to our Careers Co-ordinator to identify the most suitable opportunity for you.

The Grey Coat Hospital's policy on Safeguarding sets out the approach to allowing providers into school as visitors to talk to our students. The Safeguarding Policy is available on our website www.gch.org.uk. Education and training providers will be expected to adhere to this policy.

Process of Registering Visitors

1. Staff who are aware of / inviting / arranging the visit of the visiting adult(s) must advise the school ahead of the visit of this by completing the online visitor form. This will automatically alert reception staff and Lucy Powell (Holder of the Single Central Record for Safeguarding purposes) and the visit is logged.
2. In order to complete the online form, Staff should consult the Visitor Vetting Checks Guidance Document which can be found on the GCH Sharepoint Staff Portal, or contact Lucy Powell who can advise what paperwork / ID visitors must bring with them. This is communicated to the visitor / the visitor's employer (as appropriate).
3. When the visit happens, the ID documents (usually a DBS and Photo ID) are verified by reception staff and the agreed arrangements are put in place. (If relief staff are on reception they should contact Lucy Powell, Barry Ashford or Sara Archer to verify the visitor's identity.
4. If the visitor does not have the required Identification documents, they can only be admitted onto the premises if they are accompanied at all times by a member of staff and are required to wear a red lanyard which indicates this.

Premises and facilities

The Grey Coat Hospital can make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We will also make available audio visual and other specialist equipment to support provider presentations. Arrangements will be discussed and agreed in advance of the visit with the Assistant Headteacher. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Co-ordinator who will distribute the relevant information to pupils.