



SGS Providers Access Policy

Spring Term 2024

Approved by: Education Committee		Date: February 2024
Last reviewed:	Spring Term 2023	
Next review date:	Spring Term 2025	

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1. Purpose of Policy

Bohunt Education Trust (the Trust) has introduced this Policy to provide the operational framework within which its ethos of Enjoy Respect Achieve is delivered by all member schools to manage the access of the providers to pupils at the school for the purpose of giving them information about the provider's education and/or training offer. This Policy ensures all member Schools are meeting their legal duties and charitable purposes effectively in this specific regard.

2. Legislation and Guidance

This Policy complies with and discharges the Trust's legal duties with respect to:

- Section 42A, 42B, 45 and 45A of the Education Act 1997
- Section 72 Education and Skills Act 2008
- Skills and Post 16 Act 2022
- Education (Careers Guidance in Schools) Act 2022

This policy also complies with our funding agreement and articles of association and the DfE's statutory guidance January 2023, Careers Guidance and Access for Education and Training Providers.

3. Definitions

Careers Hubs: Local Authority funded groups bringing together schools, colleges, employers, apprenticeship providers in local areas

CEAIG: Careers Education Advice Information and Guidance

Local Skills Improvement Plans: Employer led initiatives in local areas supported by Department for Education

4. Equalities Assessment Impact Statement

The Trust is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to eliminating discrimination and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of our duties under the Equality Act 2010. We have reviewed the effect of this policy on those who may face additional or different barriers to securing its benefits than the population as a whole and have identified the following:

- Some students with special educational needs and disabilities, including students with an Education, Health and Care Plan
- Looked after and previously looked after children
- Some students from ethnic backgrounds, particularly Gypsy, Roma and Traveller
- Some students from backgrounds for whom entry to further or higher education or training is first generation

5. Roles and Responsibilities

5.1 All Staff

All enquiries relating to this policy should be made to Claire Monahan Assistant Head i/c Sixth Form and Careers Line Manager.

Sarah Linsdell - Careers Lead

Marie Harding - Careers Adviser.

5.2 Trust Board

The Trust Board retains overall accountability for the delivery of statutory careers education, advice, information and guidance and for ensuring all Schools comply with their legal duties with respect to careers education, advice, information and guidance in full including working with Careers Hubs and Local Skills Improvement Plans as required,

5.3 CEO

The Board delegate the oversight of the operation of the Trust's compliance with careers education, advice information and guidance to the CEO.

5.4 Heads of Schools

The CEO delegates the implementation of this policy and the wider requirements for careers education, advice, information and guidance to each Head of School with respect to the School.

5.5 Local Governing Bodies

This policy is reviewed and approved annually by the Local Governing Body; all member Schools' careers programmes and engagement with Local Skills Improvement Plans are reviewed by the Board's Education Committee. The Local Governing Body receives an annual report from the Careers Lead on the impact of this Policy and other statutory reporting relating to careers education and access, including local authority verified destinations data; working with local skills improvement plans and careers hubs.

6. Student Entitlement

Students in all years in member Schools (years 7-13) are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on a full range of education and training options at each transition point (post year 11 and post year 13)
- To hear from a range of local providers about the provision they offer, including technical education and apprenticeships – this can be delivered via a range of mediums including assemblies, open evenings, careers website, group discussion and taster events, or at provider's choice, provision of live online engagement with students where technical requirements allow
- To understand how to make and submit applications for a full range of academic and technical/ vocational courses including apprenticeships, higher level qualifications and T levels
- receive at least 6 opportunities during school hours to engage directly with either face to face or through virtual means; at least two of these will be mandatory and occur across Years 8 and 9 and at least two will be mandatory and will occur in Years 10 and 11. For students in Year 12 to 13, two more opportunities will be offered which students in Year 12 to 13 may choose to attend.

7. Contact for access requests

A provider wishing to access School should contact Sarah Linsdell (slinsdell@sgs.uk.net) 01903 814555

8. Opportunities for access

8.1 Programme

A number of events, integrated into the school careers programme, will offer providers an opportunity to access school and speak to students/ parents. These may be virtual or face to face. Details can be provided by contacting our careers department.

8.2 Schedule

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:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- 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)
- answer questions from pupils.

9. Safeguarding

In accordance with our Child Protection and Safeguarding Policy, we ask all providers who will have the opportunity for regular contact with children to ensure the appropriate DBS is in place. Online protocols and policies will be shared and providers must adhere to these when activities are undertaken virtually. Where providers will only have occasional contact with children an appropriate DBS may not be required but any person onsite agrees to follow all policies and processes and in particular to remain accompanied at all times where required by the School's policies and processes.

10. Premises and Facilities

The school will ensure that suitable venues are made available for discussions between providers and students. Online facilities will also be made available to all those that require them for virtual activities and experiences where possible.

Requirements regarding technical support and suitable facilities will be agreed in advance of the visit with the Careers lead or member of the careers team.

Providers are welcome to leave relevant course literature and prospectus with Careers team. Students will have access to this information at break, lunch, during 1:1 guidance meetings and during tutor time as well as at appropriate other opportunities during the School day.

11. Training for staff, volunteers, governors/Trustees

Our careers team access training through our local careers hub and disseminate it to school staff as appropriate.

12. Monitoring provisions

This policy is reviewed and approved annually by the Local Governing Body; all member Schools' careers education, advice, information and guidance compliance are reviewed by the Board's Education Committee. The Local Governing Body receives an annual report from the Careers Lead on the impact of this Policy and other statutory reporting relating to careers education and access, including local authority verified destinations data, engagement with Careers Hubs and Local Skills Improvement Plans where required.

13. Links to other policies

- Child Protection and Safeguarding Policy
- Curriculum Statement
- SEND Policy
- Accessibility Plan
- Equalities Objectives
- Complaints Policy and Procedure – should you need to make a complaint please refer to the [Complaints Policy and Procedure](#) on our website