



Bishop Justus School Policies

Policy Title: Provider Access Policy

LT Responsibility: Headteacher

Review Body: Aquinas Advisory Council

Date: December 2017

Review: December 2018

Introduction

This policy statement sets out the Bishop Justus Church of England School's arrangements for managing the access of providers to students at the school for the purposes of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

Student entitlement

Students in years 8-13 are entitled:

- To find out about technical education qualifications and apprenticeships 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 evenings, assemblies and group discussions and taster events.
- To 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: Theodora Chamberlain, Guidance Manager and WEX Coordinator at least four weeks prior to any planned event. The school will endeavour to give access at the requested time however the school's own daily structure and internal calendar will be considered in the first instance and advice given to suitable timings and dates.

Telephone: 0208 315 8130; Email: theodora.chamberlain@bishopjustus.bromley.sch.uk

Opportunities for access

A number of events, integrated into Bishop Justus' careers programme offers providers opportunities to come into school to speak to students and/or their parents/carers. Please refer to Appendix 1 for a Summary of our Annual Calendar of Events.

Appendix 1: Annual Calendar of Events Summary

	Autumn Term	Spring Term	Summer Term
Year 8	Event for University Technical and Further Education Colleges	Life skills – assembly and tutor group opportunities.	Life skills – assembly and tutor group opportunities
Year 9	Event for University Technical and Further Education Colleges <i>'Speed Networking' event with providers and employers</i>	KS4 options event. Learner to look at options available and links to post 16 courses. Careers Fair on 14 th March 2018 to inform students about jobs, apprenticeships and further education programmes. Event for University Technical and Further Education Colleges. (<i>'Speed Networking' event with providers and employers</i>). Apprenticeship sessions to support those students seeking apprenticeships. Skills analysis: What do employers want and how to develop those skills?	
Year 10		Careers Fair on 14 th March 2018 to inform students about jobs, apprenticeships and further education programmes. Event for University Technical and Further Education Colleges. (<i>'Speed Networking' event with providers and employers</i>).	Life skills – assembly and tutor group opportunities. Year 10 Alternative Taster day – visit to or from Bromley College and/or other providers.

	Autumn Term	Spring Term	Summer Term
		<p>NCS Stall to attract interest and programme class workshops.</p> <p>Apprenticeship sessions to support those students seeking apprenticeships.</p> <p>Skills analysis: What do employers want and how to develop those skills?</p>	
Year 11	<p>Life skills – assembly and tutor group.</p> <p>Opportunities at 16.</p>	<p>National Apprenticeship Week.</p> <p>Post 16 evening.</p> <p>Post 16 taster sessions.</p>	
Year 12	<p>National Citizenship (NCS) programme launch and signup stall.</p> <p>Post 18 assembly – Apprenticeships.</p> <p>NCS recruitment.</p> <p>Career Ready Enrichment – introduction to the world of work.</p> <p>Bromley Collegiate: Teacher training.</p>	<p>Career Ready Mentoring, master classes and workplace visits.</p> <p>National Apprenticeship Week.</p> <p>Small group sessions: future education, training and employment options.</p>	<p>Small group sessions: future education, training and employment options.</p> <p>Career Ready.</p> <p>Work experience preparation.</p>
Year 13	<p>Workshops – HE and higher apprenticeship applications.</p> <p>Career Ready.</p> <p>Visits from industry and universities.</p> <p>Life Skills sessions.</p>	<p>National Apprenticeship Week.</p> <p>Career Ready.</p> <p>Visits from industry and universities.</p>	<p>Career Ready.</p> <p>University and industry visits - BJS UCAS Event.</p>

	Autumn Term	Spring Term	Summer Term
<u>Other possible activities not yet timetabled</u>			
Employers to be invited to talk formally/informally with students interested in a particular career.			
Employers, employees or trainees or alumni students invited for Q and A with students.			
Mini enterprise for Year 11 and/12 Business Studies students			

Please speak to our named Guidance Manager and WEX Coordinator to identify the most suitable opportunity for you. The school policy on safeguarding and child protection <https://www.aquinastrust.org/about/policies> sets out the school's approach to allowing providers into school as visitors to talk to our students. We follow the procedures set out by the Bromley Safeguarding Children Board, London Safeguarding Children Board and guidance issued by the Department for Education. All providers will also have to meet the requirements of our Visiting Speakers Policy on <http://www.bishopjustus.bromley.sch.uk/>. Visitors who fail these requirements will be refused access.

Premises and Facilities

The school will provide access to our main hall, classrooms and other meeting rooms for provider contacts with our students. AV will be available and other specialist equipment to support provider presentations. Please discuss and agree your needs with the Guidance Manager and WEX Coordinator prior to visiting.

Providers are welcome to leave course literature in school with our Guidance Manager and WEX Coordinator for dissemination.

The Academy processes personal data in accordance with the data protection principles embodied in the General Data Protection Regulations (GDPR). The Academy complies with the requirements of the GDPR as detailed in the Trust Data Protection Policy. All staff are aware of the principles of data protection and will not process personal data unless necessary. The Academy safeguards the personal data it collects through the operation of the Trust's data protection policy and processes and the IT Policy. In addition, the Academy has taken steps to ensure that all its contracts that process data have the GDPR compliant provisions.

Approval and Review

Approved *December 2017* by Aquinas Advisory Council Member at Curriculum and Standards Committee

Next review: *December 2018*

Signed: Liz Carter, Chair of Aquinas Advisory Council

Simon Murphy, Headteacher

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