



Clapton Girls' Academy is committed to safeguarding and promoting the wellbeing of young people and expects all staff and volunteers to share this commitment.

Provider Access Policy

Coordinator	Vicky Reed
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Agreed by LT on	20 th June 2023
Does this policy need to be agreed by Trustees? If yes, which committee?	Yes Achievement Committee
Agreed by Trustees on	N/A
This policy is communicated by the following means:	
Trustees	Trustee consultation by e-mail when policy reviewed and agreed
Staff	Policy folders on staff SharePoint
Parents	Academy website
Students	Academy website

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1. Introduction

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

2. Student entitlement

All 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 guided preferences events, assemblies and group discussions and taster events;
- To understand how to make applications for the full range of academic and technical courses.

For students of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11). For students in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.

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 students from the provider)
- answer questions from students.

Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters to all students using the [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.



Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our students:

- The Metropolitan Police and London Fire Brigade
- The Civil Service
- NHS England
- Colleges including BSix, Big Creative Education and Mulberry UTC
- Our partners from Reach Out 2 Kids, Sir Robert McAlpine, Jelly London, Linklaters LLP, Greenhouse Sports, University of East London and Goldsmiths, University of London

Destinations of our students

Last year our year 11 students moved to a range of providers in the local area after school:

- The Camden School for Girls
- City and Islington College
- La Swap
- Stoke Newington School and Sixth Form
- Apprenticeships
- Specialist colleges including The BRIT School and ELAM

Last year our year 13 students moved to a range of providers in the local area after school:

- Queen Mary University of London
- King's College London
- Apprenticeship at the General Attorney's Office

3. Management of provider access requests

3.1 Procedure

A provider wishing to request access should contact:

Nikki Storey
CEIAG and Partnerships Manager
Telephone: 0208 985 6641 ext. 263

3.2 Opportunities for access

The academy offers the six provider encounters required by law (marked in bold text) and a number of additional events, integrated into the our careers programme. We will offer providers an opportunity to come into school to speak to students or their parents or carers. Please speak to our CEIAG Leader to identify the most suitable opportunity for you.



Year Group	Autumn	Spring	Summer
7	Parent Information Evening	Financial Literacy Lessons; PU Fair ; Life Skills Education	Life Skills Education
8	Parent Information Evening	Financial Literacy Lessons; Enterprise Focus Day; Careers Fair ; Life Skills Education	Life Skills Education
9	Parent Information Evening	Financial Literacy Lessons; Guided Preferences Focus Day; University Visit ; Careers Fair; Life Skills Education	Life Skills Education
10	Enterprise Focus Day ; Parent Information Evening	Careers Fair ; Life Skills Education	Life Skills Education
11	KS5 Options Focus Day; Sixth Form Open Evening	Careers Fair; Life Skills Education	Life Skills Education; GCSE Results Day Support
12	Parent Information Evening	University and Apprenticeships Fair Visit ; Enterprise Focus Day; Careers Fair ; Life Skills Education	Post-18 Options Focus Day; Life Skills Education; Apprenticeship Club
13	Parent Information Evening; Post-18 Options Focus Day	Post-18 Life Skills Education; Careers Fair; Apprenticeship Club	Results Day support

Providers should contact the academy CEIAG Leader to identify the most suitable available opportunity. Life Skills Education classes and Focus Days are on designated dates and times confirmed at the start of each academic year. The academy reserves the right to confirm or refuse provider access based on whether their offer is relevant to our students and adds value and breadth to existing provision, in addition to whether any costs and staffing requirements involved can be met at the time of the request.

3.3 Premises and facilities

The academy will make the Nightingale hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The academy will also make available audiovisual and other specialist equipment to support provider presentations. This will all be discussed and agreed ~~in writing~~ in advance of the visit with the CEIAG Lead or a member of the relevant year/faculty.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Learning Resource Centre, which is managed by the academy librarian. The Learning Resource Centre is accessible to all students at allocated times.



3.4 Expectations

Providers are expected to abide by our academy standards of professionalism when working with students, including:

- Having a valid DBS certificate and passport if working alone with students
- Maintain professional boundaries with students. Please refer to our Safeguarding Policy – accessible at <https://www.claptongirlsacademy.com/safeguarding>
- Follow online safety guidelines. Please see our Online Safety policy and Email and Internet Usage policy – accessible at (NOTE: currently Email and Internet Usage Policy is not available on this webpage)
- Avoid actions which undermine the academy, staff, students or parents
- Use appropriate channels to raise concerns about students or other staff (in accordance with the 'Guidance on Safer Working Practice for Adults who work with Children and Young People in Educational Settings' – accessible at <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>)

3.5 Monitoring and Evaluation

Providers are expected to comply with monitoring and evaluation procedures as outlined by the CEIAG Lead. These will typically come in the form of a short paper pre- and post-evaluation for students to complete, though this may be adapted for different provisions, e.g. IT-based sessions may have evaluations recorded online.

4. Complaints

Any complaints with regards to provider access can be raised following the school complaints procedure (policy 21) or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk.