



THE HARBOUR SCHOOL

Provider Access Policy Statement

| | |
|------------------|---|
| Date reviewed | September 2021 Careers Lead with Careers Stakeholders |
| Date approved | 21/09/2021 |
| Approver | LGB |
| Signature | Carol Tompkins-Owen |
| Next Review date | Sept 2023 |

Abbreviations:

CEIAG – Careers Education Information Advice and Training

EHCP- Education Health and Care Plan

Gatsby Benchmarks- <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>

PCC – Portsmouth City Council

RSHE – Relationships, Sex, Health Education

Contents

| | |
|--|---|
| PAGEREF _Toc74093583 \h Contents | 2 |
| Section 1: Introduction | 3 |
| Section 2: Policy Statement | 3 |
| Section 3: Policy Scope | 3 |
| Section 4: Policy Aims and Objectives | 3 |
| Section 5: Policy Links | 4 |
| Section 6: Roles and Responsibilities | 4 |
| The role of the Local Governing Board:..... | 4 |
| The role of the Headteacher and Leadership team: | 4 |
| The role of teachers and support staff: | 4 |
| The role of parents/carers: | 4 |
| The role of others: | 5 |
| Section 7: The role of PCC / Delta Education Trust | 5 |
| Section 8: Approach..... | 5 |
| Management of provider access requests | 5 |
| Section 9: Practice and policy review process | 7 |

Section 1: Introduction

Schools are required to ensure that there is an opportunity for a range of education and training providers to access [pupils](#) 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.

Section 2: Policy Statement

All pupils in years 8 to 13 at The Harbour 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
- Understand how to make applications for the full range of academic and technical courses.

Section 3: Policy Scope

This policy is for all staff, pupils, parents and carers, members of the local governing board, visitors and partner agencies working within the school.

Section 4: Policy Aims and Objectives

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils 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

Section 5: Policy Links

The Providers and Access Policy Statement links to the following other policies:

- RSHE Policy
- Careers Policy
- Safeguarding and Child Protection Policy
- Code of Professional Conduct

Section 6: Roles and Responsibilities

The role of the Local Governing Board:

- Holding the Headteacher and Leadership to account
- Monitoring the implementation of policy
- Ratifying policy
- Auditing data and measuring progress
- Being committed
- Monitoring, evaluating and reviewing

The role of the Headteacher and Leadership team:

- Integrating CEIAG into School Development Plan
- Developing and reviewing CEIAG in campus curriculum maps
- Assessing progress against the Gatsby Benchmarks
- Monitoring the implementation of policy into practice
- Monitoring the impact of external providers

The role of teachers and support staff:

- Planning and assessment of teaching and learning in CEIAG
- Providing a range of learning experiences for pupils to understand the world of work and participation in society
- Assessing pupils' progress towards outcomes in EHCP's
- Ensuring pupils are ready for their next stage in education, training or employment
- Support carers and parents in accessing events

The role of parents/carers:

- Working together to understand education and careers progression
- Offering support for their child to attend interviews at College and Work Based placements
- Attending parent evenings and webinars

The role of others:

- Working in collaboration to improve outcomes for pupils
- Offering challenge and support

Section 7: The role of PCC / Delta Education Trust

Throughout the year the school will commission and use training and support delivered from both PCC and Delta Education Trust.

Section 8: Approach

Management of provider access requests

Procedure

External providers will need to confirm in writing that they follow the guidance in Keeping Children safe in Education.

External Providers will meet with Campus, Pastoral and Careers leads to understand the context of the school and plan for meeting with pupils.

A provider wishing to request access should contact Campus Leads and Pastoral Area Leads, contact details on our website.

OR:

Telephone: 023 92665664

Email: info@thsportsmouth.org

Opportunities for access

Several events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers, for example:

- Opportunity for guest speakers & workshops
- Opportunity for trips linked to career pathways
- Tutor group opportunities
- Enterprise Day
- Life Skills Work

The Harbour School commissions a Portsmouth City Council Independent Careers Advisor for pupils' personal careers and guidance appointments.

| | AUTUMN TERM | SPRING TERM | SUMMER TERM |
|--------|---|---|------------------|
| YEAR 8 | Career related learning within the curriculum - Raising aspirations | Career related learning within the curriculum - Raising aspirations | Careers workshop |

| | AUTUMN TERM | SPRING TERM | SUMMER TERM |
|---------|--|--|---|
| YEAR 9 | Assembly and tutor group opportunities - employability skills | Key Stage 4 options event | |
| YEAR 10 | Preparation for work through curriculum Assembly and tutor group opportunities - employability skills Pompey in the Community – NCS ASK – write a winning application workshop | Preparation for work through curriculum Networking event with providers and employers CAS ASK Apprenticeships, Introduction to Apprenticeships, TLevels Highbury College Open days Engage Course visits | Preparation for work through curriculum Work experience preparation sessions Work experience, EBP South Careers Information Evenings with PCC & parents/carers CEIAG Interviews PCC |
| YEAR 11 | Preparation for work through curriculum Assembly on opportunities at 16 Event for UTCs Job Centre Plus support for school's programme CEIAG Interviews PCC ASK – write a winning application workshop CEIAG Interviews PCC | Preparation for work through curriculum Post-16 evening Post-16 taster sessions Apprenticeships – support with applications Interview Skills workshop – ASK Programme CEIAG Interviews PCC | Preparation for work through curriculum Recognising your Strengths workshop ASK Programme Introduction to Apprenticeships & TLevels CEIAG Interviews PCC Pompey in the Community – NCS |

Please speak to your Campus Pastoral Area Lead to identify the most suitable opportunity for you.

Granting and refusing access

The Harbour School takes safeguarding seriously, and visitors to our school must adhere to our safeguarding policy. This policy sets out how we will check and verify your identity and the suitability of the visit proposed. The policy can be found on our website.

Granting Access

- Planned and agreed with school staff
- Parents/carers agree to their child working with other agencies

Refusing Access

- Pupil sitting an exam
- Pupil experiencing emotional dysregulation, anxiety or other associated SEMH need
- Parent has not agreed to their child working with other agencies

Safeguarding

All visitors to the school must sign in as directed.

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The school will also make available audio, visual and other specialist equipment to support provider presentations. This will be discussed and agreed in advance of their visit with the Assistant Head Teacher or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant materials in the Careers room for pupils and parents.

Section 9: Practice and policy review process

The Harbour School's Provider Access Policy Statement will follow a regular review with contributions from key stakeholders.