

# Baker Clause Policy Statement

## Kingsbury School

### July 2022

## Provider Access Policy Statement

Approved by:

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**Kingsbury School**  
**Science and Mathematics Specialists**  
*Part of the Castle Phoenix Multi Academy Trust*

## **1. 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. 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.

## **2. 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 11 for the purpose 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.

## **3. Student entitlement**

All students in years 8 to 11 at Kingsbury School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a 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 events, assemblies and group discussions and taster events.
- Understand how to make applications for the full range of academic and technical courses.



#### **4. Management of provider access requests**

**4.1 Procedure-** A provider wishing to request access should contact Careers, Aspirations and Guidance Co-Ordinator, Miss Lisa Hill.

Telephone: 01827 872 316

Email: [lisa.hill@castlephoenixtrust.org.uk](mailto:lisa.hill@castlephoenixtrust.org.uk)

#### **4.2 Opportunities for access**

The events/opportunities below, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

<b>Year Group:</b>	<b>Events/Opportunities for providers to come and speak to students:</b>
Year 8	Year 8 Careers Assembly, Careers Week, National Apprenticeship Week and Careers Fair
Year 9	Year 9 Careers Assembly, Careers Week, National Apprenticeship Week and Careers Fair, PD lessons around Decision Making for option choices
Year 10	Year 10 Future Pathway Assembly, Local Provider Assemblies and Parents / Guardians Evening, Work Experience Assembly, Work Experience parent / Guardian Evening, Mock Interview Day.
Year 11	Year 11 Future Pathway Assembly, Local Provider Assemblies, Careers Week, Post 16 Select Evening

#### **4.3 Granting and refusing access**

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g., not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider



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- Number of requests received from this provider and other providers
- Number of requests received for a particular cohort of students

#### **4.4 Premises and facilities**

The school will make the appropriate rooms or areas available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed on in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Hub. We will additionally be happy to widely promote and advertise any vacancies which you may have for part-time work or apprenticeship opportunities on our vacancies board outside the Careers Hub. The Careers Hub is available to all students at lunch and break times and after school until 4pm. Students can access resources during their one-to-one guidance interviews or other appropriate targeted group work.

**On arrival at the school site all visitors must immediately report to the school's main reception. They:**

- Must confirm their name, the purpose of their visit and who they are expecting to meet.
- Must sign in and in doing so provide written confirmation of their name, the organization they belong to, who they are expecting to meet, the time of their arrival and where applicable their vehicle registration.
- Will be made aware of the school's safeguarding procedures and relevant health and safety information, and by signing in confirm their acceptance and understanding of the requirements detailed.
- Will be issued with a red or green lanyard with their identification badge, which they will be required to visibly wear at all times.
- Must be escorted from reception by their school point of contact, unless they are on the school's Approved Visitor List, reception have been notified in advance of their arrival and they have previously attended the school site.

**On leaving the school site, all visitors must:**

- Leave via reception, sign out and return their identification badge, green or red lanyard, and door pass where provided.



## **5. Links to other policies**

- Visitor Management Policy
- Child Protection Policy

## **6. Monitoring arrangements**

The school's arrangements for managing access to education and training providers to students are monitored by Mrs K Williams, Careers Lead. This policy will be reviewed by the Head Teacher, Mr Martin Clarke. At every review, the policy will be approved by the Local Governing Body and the Head Teacher.