



KING'S LEADERSHIP
ACADEMY BOLTON

SCHOOLS OF CHARACTER
MAKING GREAT LEADERS

PROVIDER ACCESS POLICY



GREAT SCHOOLS
TRUST

Document Control

This document has been approved for use within	All GST Secondary Schools
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Introduction

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

Who is responsible for this policy?

The trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework or Trust framework. The trust has delegated day-to-day responsibility for implementation and day-to-day operating of the policy to each schools Local Academy Council (LAC) and the principal of each secondary school.

The Local Academy Council and senior leadership team (SLT) at each trust secondary school has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

Entitlement

Student entitlement

Students in Years 8-11 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
- 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:

Name: Ms L Martin

Job Title: [/careers leader](#)

Contact method: l.martin@kingsbolton.com

Name: Mr B Jones

Job Title: [SLT link for careers leader](#)

Contact method: b.jones@kingsbolton

Name: Jane Wells

Job Title: [Independent careers adviser](#)

Contact method: jane.wells@greatermanchester-ca.gov.uk

Opportunities for access

A number of events, integrated into the Kings Leadership Academy Bolton, careers information, education, advice and guidance (CIEAG) programme, will offer providers an opportunity to speak to students and/or their parents or carers.

	Autumn Term	Spring Term	Summer Term
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Year 7	ASPIRE Sessions Assembly Employability Skills STEM Club Meet the Professionals Employability Skills Flightpaths Using lead practitioners as subject experts in careers Linking life skills	ASPIRE Sessions Assembly Employability Skills STEM Club Meet the Professionals UNIFROG Using lead practitioners as subject experts in careers Linking life skills	ASPIRE Sessions Assembly Employability Skills STEM Club Meet the Professionals World of work Cultural visit Using lead practitioners as subject experts in careers Linking life skills
Year 8	ASPIRE Sessions Assembly STEM Club Meet the Professionals Using lead practitioners as subject experts in careers Linking life skills	ASPIRE Sessions Assembly STEM Club LMI Meet the Professionals Using lead practitioners as subject experts in careers Linking life skills	ASPIRE Sessions Assembly Employability Skills Meet the Professionals Cultural week and PSHE Using lead practitioners as subject experts in careers Linking life skills
Year 9	ASPIRE Sessions Assembly LMI Meet the Professionals Using lead practitioners as subject experts in careers Linking life skills	ASPIRE Sessions Assembly Employment v Self Employment Meet the Professionals Cultural trip Using lead practitioners as subject experts in careers Linking life skills	ASPIRE Sessions Assembly Equality, Diversity and Challenging Stereotypical Thinking Meet the Professionals Using lead practitioners as subject experts in careers Linking life skills
Year 10	ASPIRE Sessions Assembly Meet the Professionals Using lead practitioners as subject experts in careers Linking life skills	ASPIRE Sessions Assembly Work Placements Meet the Professionals Using lead practitioners as subject experts in careers Linking life skills	ASPIRE Sessions Assembly Meet the Professionals Cultural trip Using lead practitioners as subject experts in careers Linking life skills
Year 11	ASPIRE Sessions Assembly Mock Interviews CVs Application Forms Job Club Careers Fair Meet the Professionals	ASPIRE Sessions Assembly Meet the Professionals	

In order for the most suitable option to be chosen, students and their families should contact the Careers Leader or a member of the CIEAG team at their school.

The trust/schools safeguarding policy which can be found on the trust/school website sets out the trust's approach to allowing providers into school as visitors.

Premises and Facilities

As appropriate, the school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students.

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 the visit with the schools Careers Leader or a member of the CIEAG team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the career's library. The careers library is available to all pupils at lunch and break times.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Equalities Statement

Under the public sector equality duty (PSED), all schools/academies must have due regard to the need to eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Equality Act 2010; to advance equality of opportunity between those who share a relevant protected characteristic and those who do not share it and to foster good relations across all protected characteristics. This means academies must take into account equality considerations when policies are being developed, adopted and implemented.

Monitoring, Evaluation and Review

The policy will be promoted and implemented throughout all trust secondary academies. Principal's will monitor the operation and effectiveness of the arrangements referred to in this policy at the school.

The principal will review this policy annually in consultation with the trust and other trust secondary schools by delegated authority from the trust board.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Local Academy Council and/or the Trust Board for further discussion and endorsement.

Linked Policies

- Safeguarding Policy
- CIEAG Policy
- Visitors Policy

Other Related Documents

This policy should be a working document that is fit for purpose. It represents the school ethos and ensures consistency and quality across the school. It is also related to the following legislation:

- Health and Safety at Work etc Act 1974
- Education Act 1996
- Equality Act 2010

In addition, the following documentation is also related to this policy:

- Careers guidance and access for education and training providers (DfE, 2022)
- Careers strategy: making the most of everyone’s skills and talents (DfE, 2017)
- Equality Act 2010: Advice for Schools (DfE)
- Keeping Children Safe in Education: Statutory Guidance for Schools and Colleges (DfE)

Summary of Changes in this Version

Page No	Paragraph Number	Information
6/7		Removal of the bullet point referring to independent schools and change from 2021 to 2022 in the bullet point that says ‘Careers guidance and access for education and training providers’ as guidance has recently been updated