



# STOPSLEY HIGH SCHOOL

## CEIAG Stopsley High School

### Provider Access Policy Statement for Service Providers

#### **Management of provider access requests A**

provider wishing to request access should contact:

Miss Louise Lynch (Careers Adviser)

Telephone: 01582 870935

Email: [llynch@stopsleyhighschool.co.uk](mailto:llynch@stopsleyhighschool.co.uk)

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#### **Employers/Employees**

Will have opportunities to book workshops, assemblies/presentations in school with a named careers person

Careers lead/adviser in school will facilitate meetings between employers/employees and students

Employers/employees can expect to be given designated time slots in school to engage with students

A clear booking process will be available on the school website to enable employers to book engagements in school

The school agrees to advertising employer vacancies to our wider school community

The school agrees to advertising employer open events to our wider school community

#### **Colleges/Universities**

Both will have access to book assemblies to deliver to students

The named careers lead/adviser will inform and invite college/university into school for careers fair, presentations, and workshops

Colleges will have equal access to students, college open days will be advertised and promoted to students

College will be able to book external taster days for students

Named careers adviser will provide all college lists, websites and updates to students

In line with the new data protection legislation colleges will have access to student names

Colleges can expect to be invited into school for parents evenings, Year 11 parents meetings, apprenticeship evenings

Careers adviser in school will actively promote ALL college open days and University aspiration trips

## **Apprenticeship providers**

Apprenticeship providers will have access to book assemblies to deliver to students

The named careers lead/adviser will inform and invite the provider into school for careers fair, presentations, apprenticeship evening and work shops

Apprenticeship providers will be able to advertise their apprenticeship vacancies on the school website, in the school newsletter and on our twitter feed

A clear booking process will be available on the school website to enable apprenticeship providers to book engagements in school

Apprenticeship providers can expect to be invited into school for parents evenings, Year 11 parents meetings, apprenticeship evenings

Careers adviser in school will actively promote ALL apprenticeship open events

## **Granting and refusing access**

Access to our learners will be offered during times when they are undertaking Personal and Social Development or careers sessions to ensure that the learner's education is not interrupted. However, permission may not be granted in the following circumstances:

- A request is made when exams are taking place
- A request is made when some learners are on work experience to ensure access for all
- Failure to comply with our Safeguarding and/or PREVENT arrangements

## **Safeguarding**

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

## **Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students is monitored by Miss Lynch Stopsley High School Careers advisor.

The policy will be reviewed by Miss Lynch Careers advisor. At every review, the policy will be approved Mr Bernie Dunn Careers link governor and Mrs Karen Johns Headteacher.