

Educational and Employment Provider Access Policy

Introduction:

This policy statement sets out the school's/college's statutory arrangements for managing the access of providers to pupils/learners at the settings for the purposes of giving them high quality careers education and guidance.

This policy refers to the following legislation:

- Section 42A, 42B, 45 and 45A of the Education Act 1997.
- Section 72 of the Education Skills Act 2008
- Schedule 4 (15) of the School Information (England) Regulations 2008

Other policies to be referred to include:

- Adult at Risk Safeguarding Policy and Procedure
- Child Protection Safeguarding Policy and Procedure
- Risk Assessment Policy
- School/College Visitors Policy
- Teaching, Learning, Assessment and Curriculum Policy

Definitions

A provider in this policy includes any persons suitably qualified or equipped person able to discuss, T Levels, apprenticeships, traineeships, supported internships, technical and vocational qualifications, applied qualifications and higher technical skills courses with autistic pupils/learners. Visiting providers should include Further Education Colleges, Studio Schools, University Technical Colleges, Institutes of Technology and a range of providers of apprenticeships and technical options, including Independent Training Providers (ITPs).

Aim:

This policy aims to set out our school's/college arrangements for managing the access of careers education and training providers to pupils/learners for the purpose of giving them information about potential training, career and further education opportunities offered by the providers.

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.

Student Entitlement:

Pupils/Learners from Year 7 up 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 as and when appropriate to them;
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships and supported internships – through options evenings, assemblies and group discussions and taster events;
- To understand different pathways into employment and/or independence once they leave their educational setting.

Management of provider access requests procedure

A provider wishing to request access should contact Ambitious about Autism Employability Lead, info@ambitiousaboutautism.org.uk

Policy Owner	Director of Education	Review Date:	March 2023
Policy No.	132	Version No.	1.0

Opportunities for access

There are a number of events, integrated into our careers programme across the school/college. The programme offers providers an opportunity to come into school and college settings to speak to pupils/learners and/or their parents/carers. There are procedures outlined in our school/college Visitors Policy and Risk Assessment Policy for allowing visitors to the school/college.

Safeguarding

Our adult and child safeguarding protection policy outlines the school/college's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy. Please speak to the Employability Lead to identify the most suitable opportunity for you.

Premises and facilities

The school/college will make classrooms or private meeting rooms available for discussions between the provider and pupils/learners, as appropriate to the activity. The school/college will also make available computer equipment and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Employability Lead and the Employment Lead for each setting.

Roles and Responsibilities

Employability Lead

The employability lead has strategic oversight over the Ambitious about Autism and Ambitious about Autism Schools Trust's career strategy and framework. They will work with the settings staff to ensure visits by education and training providers are managed appropriately and are in accordance with the careers programme for each setting.

SLT

Members of the Senior Leadership Team (SLT) are responsible for the day-to-day management of all aspects of the school's/college's work including ensuring the safeguarding, protection, health and safety of our pupils/learners. They share responsibility with the Governing Body for developing and implementing the policy and procedure for educational provider access, events and activities. They work closely with the class teachers and keep the governing body informed of this area of the school's/college's development through the termly report to governors.

Designated Safeguarding Lead

The DSL takes lead responsibility for child/adult protection and wider safeguarding arrangements.

The Director of Education is the Organisation Lead and has overall responsibility for safeguarding. In the absence of the Director of Education the role will be delegated to another trained member of the Executive Leadership Team.

During term time, the DSL will be available during school/college hours for staff to discuss any safeguarding concerns. See Appendix 1 for a full chart of DSL and Deputy DSL.

When the DSL is absent, the Head of School/College will act as cover for their services. If the DSL and Head of School are not available, the Director of Education will act as cover (for example, during out-of-hours/out-of-term activities).

The DSL will also keep the Organisational Lead informed of any issues and liaise with Local Authority case managers and designated officers for child/adult protection concerns as appropriate. The Organisational Lead in turn will brief and keep updated the Chief Executive and/or Chair of Trustees as appropriate.

Governors

The Governing Body monitors pupil/learner progress and their transitions to ensure each pupil/learner is being provided the best opportunities from their setting and to make sure arrangements are in place to allow a range of education and training providers to have access to all pupils/learners.

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The governing body has a statutory duty to ensure that the necessary provision is made for the safeguarding, protection, health and safety of our pupils/learners. The governors oversee the school's/college's provision and report annually on these areas.

Monitoring

This policy shall be reviewed every year and be circulated amongst each setting's Governing Body for approval.

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Appendix 1: Designated Safeguarding Leads

**Designated Safeguarding Lead
Charity Lead
Director of Education
Viv Berkeley
Tel: 07472580252**

TreeHouse School

Ambitious College

The Rise School

Central Services

**Designated Safeguarding Lead
Assistant Head (PDWB)
Charlotte Spencer
Tel: 07496309761**

**Designated Safeguarding Lead
Head of Campus – CONEL
Jacqui Steel
Tel: 07472560027**

**Designated Safeguarding Lead
Assistant Head of School (Behaviour & Attitudes)
Rajvinder Kaura
07775906188**

**Designated Safeguarding Lead
Director of External Affairs
Alison Worsley
Tel:07850 915 715**

**Designated Deputy Safeguarding Lead
Head of School

Joanna Dziopa
Tel: 07399 299546**

**Designated Deputy Safeguarding Lead
Head of College

Linda Looney
Tel: 07472 584 544**

**Designated Deputy Safeguarding Lead
Head of School

Helen Ralston
Tel: 07709339975**

**Designated Deputy Safeguarding Lead
Participation Programme Manager

Nuala Flewett
Tel: 020 8078 0826**

**Designated Deputy Safeguarding Lead
The Rise School
Family Liaison Administrator and Receptionist
Diane White
Tel: 0208 099 0640**

**Designated Deputy Safeguarding Lead

Assistant Headteacher (Curriculum)
Karen Oliver
Tel:07823 344 536**

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