

# **HELENA ROMANES SCHOOL**

## **Provider Access Policy**

### **Technical Education and Apprenticeships**

#### **Introduction**

This policy statement sets out the school's arrangements for managing the access of providers to students at the school for the purpose of informing them about approved technical education qualifications or apprenticeships.

This complies with the school's legal obligations under Section 42B of the Education Act 1997, as amended by the Technical and Further Education Act 2017.

#### **Student entitlement**

Students in Years 8 to 13 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;
- 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.

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

##### **Procedure**

A provider wishing to request access should contact the following member of staff:

Mr Chris Dilley, Careers Leader  
Telephone: 01371 872560 or Email: [c.dilley@hrs.education](mailto:c.dilley@hrs.education)

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

A number of events which are integrated into the school careers programme, will potentially offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. Some of these are organised jointly with other secondary schools within Uttlesford District.

The school calendar varies from year to year so providers will need to contact the member of staff named above to identify the most suitable opportunity. The events

are usually arranged well in advance so it is essential that providers contact us early in the academic year in order to be involved in our planning.

### **Rules for granting and refusing access requests**

- Requests for access in the first instance will be based on the judgment of suitability by HRS staff
- Access to students and/or parents will be granted on the understanding that the information and guidance offered by providers is related to technical courses and apprenticeship opportunities only
- Providers will be expected to meet the school's safeguarding requirements, which can be found in the Child Protection & Safeguarding Policy on the school website. If a visitor is to be alone with students at any time, unsupervised by a member of HRS staff, evidence of a DBS check will be required. If a member of staff is present with the visitor this will not be required.
- Providers, on arrival at Visitor Reception, will be expected to follow our signing in procedure and comply with our Instruction to Visitors guidance which is on display

### **Premises and facilities**

Once we have approved a provider, we will work with them to identify the best method for providing access to our students.

The suitability of appropriate rooms and facilities will be discussed and agreed in advance of the visit. The school will liaise regarding Audio Visual and other specialist equipment to support provider presentations.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre or Learning Zone. These areas are available to all students at lunch and break times.

### **This policy links to:**

- HRS CEIAG policy
- HRS Child Protection & Safeguarding policy

**Policy review date: September 2019**