



Benfield School

Careers: Provider Access Statement

Control Sheet

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1.0	November '22	S. Goldsmith	Approved via LGC Chair's Action on 08/11/22.
Version	Revision Date	Changed By	Note of Revision
2.0	March '23	L. Cope / P. Anderson	Addition to 4.3, including GDPR statement. Formatting updated. Approval by LGC on 13/03/23.
3.0	March '24	S. Goldsmith	Edited 4.2 removal of year 13 and addition of year 7. Updated the careers related events and activities for each year group for the current academic year. 'Students' replaced with 'pupils' for consistency. Updated section 5. Approved by Chair's Action (delegated) on 13/03/24.

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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to pupils 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 pupils in years 7 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must have a policy statement that outlines the circumstances in which education and training providers will be given access to these pupils.

This is outlined in section 42B of the [Education Act 1997](#).

This policy statement shows how our school complies with these requirements.

3. Pupil entitlement

All pupils in years 7 to 11 at Benfield School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our 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, e.g. through activities and events such as options events, assemblies, 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 Sarah Goldsmith, Assistant Headteacher.

Telephone: 0191 2656091 Email: s.goldsmith@neatat.org.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

	AUTUMN TERM	SPRING TERM	SUMMER TERM
Year 7	Into University sessions	Careers workshop Internal careers fair with external provider	Careers workshop
YEAR 8	Into University sessions	Careers workshop Internal careers fair with external provider	Careers workshop
YEAR 9	Into University sessions My big career event	Key Stage 4 options event Internal careers fair with external provider	Careers workshop
YEAR 10	Into University sessions NE1 insight sessions Norland Nannies workshop	NE1 insight sessions Internal careers fair with external provider	Work experience preparation sessions Work experience
YEAR 11	FE/HE provider talks Into University sessions 1:1 Careers support session/destination pathway Targeted NE1 insight sessions	ESH winning session My Big Career External trip to St James careers fair 1:1 Careers support session/destination pathway FE/HE provider talks	1:1 Careers support session/destination pathway

Please speak to the PSHCE Lead or Personal Development Lead to identify the most suitable opportunity.

4.3 Granting and refusing access

Providers are prohibited from taking any personal information, including photos, of pupils/young people they have access to for the duration of their visit. Providers are prohibited from publishing any photos of pupils online.

Providers are permitted to reshare any online content, including photos, subject to it being first published by Benfield School.

4.4 Safeguarding

Our Safeguarding & Child Protection Policy outlines the school's procedure for checking the identity and suitability of visitors. Please see this policy for further information.

We use a lanyard system for staff and pupils to identify signed in guests on site:-

- Dark blue – staff who have been hired and are employed by NEAT academy trust who have had

all statutory checks from KCSIE 2023.

- Green – DBS checked guest.
- Red – No DBS and must be always escorted.

Education and training providers will be expected to adhere to this policy.

4.4 Premises and facilities

IT and other facilities to aid presentation will be available to visitors through prior arrangement with Sarah Goldsmith.

5. Links to other policies and documents

- Safeguarding & Child Protection Policy
- Personal Data Breach Procedure
- Data Protection Policy
- Curriculum documents

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to pupils are monitored by The Assistant Headteacher, and quality assured by the Headteacher.

This policy will be reviewed annually by The Assistant Headteacher and the Link Governor for Careers. At every review, the policy will be approved by the Local Governing Committee.