



# Thriftwood School & College

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## Provider Access Policy

May 2023

# Provider Access Policy for Secondary Specialist Education with Comprehensive Careers Guidance

## Introduction

This Provider Access Policy, along with the Comprehensive Careers Guidance, outlines the arrangements for managing access requests from external providers of specialist education and career opportunities to students at Thriftwood. The policy aims to ensure compliance with the Department for Education's statutory guidance for careers guidance provision for young people in schools in the United Kingdom. The policy covers aspects such as providing independent careers guidance, working towards the Gatsby Benchmarks, and offering meaningful encounters with employers.

## Designated Careers Leader

Thriftwood has a designated Careers Team who is responsible for managing the school's careers program, coordinating access to external providers, and ensuring that the program complies with the Department for Education's statutory guidance. The Careers Team is the main point of contact for external providers wishing to request access to students.

## Comprehensive Careers Program

Thriftwood is committed to providing a comprehensive careers program that works towards meeting the Gatsby Benchmarks for good career guidance. This includes providing independent careers guidance for all pupils in Years 10 to 13 and offering a range of activities, such as careers fairs, guest speakers, work experience placements, and employer encounters.

## Meaningful Encounters with Employers

Thriftwood will offer every young person at least one meaningful encounter with an employer each year from Years 10 to 13. These encounters may include workplace visits, mentoring, enterprise competitions, or other activities that provide students with insights into various industries and career pathways.

## Provider Access Requests

External providers wishing to request access to students at Thriftwood must submit a request to the School's Careers Team in writing. The request should include:

- a) The name and contact details of the provider, including a designated representative who will serve as the main point of contact for the school.
- b) The purpose of the visit and the target year group(s), with a clear outline of the learning objectives and intended outcomes for students.
- c) The preferred date(s) and time(s) for the visit, as well as any alternative dates in case of scheduling conflicts.
- d) Any specific resources or facilities required for the visit, such as presentation equipment, classroom space, or access to the school's computer network.

## Management of Access Requests

The school's Careers Team will review all access requests and respond within 10 working days. When considering requests, the Careers Team will take into account:

- a) The relevance of the provider's offering to the target year group(s) and the school's curriculum, ensuring that the information presented aligns with students' educational needs and interests.
- b) Availability of staff and facilities, considering the capacity of the school to accommodate the provider's visit without disrupting the normal functioning of the school.
- c) The school calendar and any potential clashes with other events or activities, such as examinations, parent-teacher meetings, or extracurricular commitments.

## Safeguarding

All external providers visiting Thriftwood must adhere to the school's Safeguarding and Child Protection Policy. Providers must provide proof of identity and relevant background checks, such as an enhanced Disclosure and Barring Service (DBS) check, prior to their visit. Additionally, providers must follow the

school's procedures for signing in and out of the premises, wearing identification badges, and reporting any concerns or incidents to the school's designated safeguarding lead.

### **Monitoring and Review**

The school's Careers Team will monitor the effectiveness of the Provider Access Policy and Comprehensive Careers Guidance annually, ensuring that students have access to a range of specialist education opportunities and meaningful encounters with employers. Monitoring activities may include gathering feedback from students, staff, and external providers, as well as evaluating the impact of events and activities on students' education and career development. The policy will be reviewed and updated in line with any changes to the Department for Education's statutory guidance or the school's strategic priorities. The school will also use destination data to assess the effectiveness of its careers program and make improvements where necessary. The Careers Team will be responsible for recording all careers-based activities the students take part in on the online platform Compass<sup>+</sup>.

### **Examples of Provider Access Opportunities**

The following are examples of provider access opportunities that may be facilitated by Thriftwood, in accordance with this policy:

- a) Careers Fairs: External providers may be invited to attend careers fairs, where they can set up stalls and interact with students to provide information about their specialist education offerings.
- b) Guest Speakers: Providers may be invited to deliver presentations or workshops to students, focusing on specific subject areas, industries, or career pathways.
- c) Taster Sessions: External providers may offer taster sessions or workshops, giving students the opportunity to experience their courses or programs in a practical, hands-on manner.
- d) Work Experience and Internships: Providers may collaborate with the school to offer work experience placements or internships for students, providing valuable real-world experience and insight into specific industries or sectors.
- e) Information Evenings: Providers may be invited to participate in information evenings, where parents and students can learn more about the range of specialist education opportunities available.

### **Contact Details**

For any queries or to submit a provider access request, please contact the School's Careers Team:

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By implementing and adhering to this Provider Access Policy and Comprehensive Careers Guidance, Thriftwood is committed to providing a comprehensive and diverse range of specialist education opportunities and career guidance to its students, in line with the Department for Education's statutory guidance for careers guidance provision for young people in schools in the United Kingdom.