



# Provider Access Policy

## Review Timetable

The Policy will be reviewed every year, as set out below:	
Policy reviewed centrally	n/a
Policy tailored by individual schools	March 2026
Policy ratified by Local Governing Bodies	March 2026
Renewal Date	March 2027

## Contents

Introduction.....	2
Pupil entitlement.....	2
Meaningful provider encounters.....	2
Management of provider access requests Procedure.....	3
Opportunities for access .....	3
Premises and facilities .....	4
Safeguarding.....	4

## Chilmington Green School Provider Access Policy

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

### Pupil entitlement

All pupils in years 8-13 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.
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (Year 8 to 9) and two encounters for pupils during the 'second key phase' (Year 10 to 11). For pupils in the 'third key phase' (Year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for pupils to attend.

These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers;
- explain what career routes those options could lead to;
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider);
- answer questions from pupils.

### Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the making it meaningful checklist [Making it meaningful checklist](#).

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our pupils.

## Management of provider access requests

### Procedure

A provider wishing to request access should contact Rebecca Wood/Hannah Jeffs via [info@chilmingtongreenschool.org.uk](mailto:info@chilmingtongreenschool.org.uk)

### Opportunities for access

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

	Autumn	Spring	Summer
Year 7	<p>Careers sessions in tutor time</p> <p>PSHE Unit on Living in the Wider World</p> <p>Careers introduction assembly</p> <p>STEM Event</p>	<p>Careers sessions in tutor time</p> <p>PSHE Unit on Living in the Wider World</p> <p>University Engagement – Interaction with current students</p> <p>Engagement Activity with employer/industry</p>	<p>Careers sessions in tutor time</p> <p>PSHE Unit on Living in the Wider World</p> <p>Teachers and their past careers – Assembly Week</p>
Year 8	<p>Careers sessions in tutor time</p> <p>PSHE Unit on Living in the Wider World</p> <p>Careers introduction assembly</p> <p>House Charity Engagement with business/provider</p> <p>STEM Event</p>	<p>Careers sessions in tutor time</p> <p>PSHE Unit on Living in the Wider World</p> <p>University Engagement – Interaction with current students</p> <p>Engagement Activity with employer/industry</p>	<p>Careers sessions in tutor time</p> <p>PSHE Unit on Living in the Wider World</p> <p>Provider Engagement</p> <p>Career Pathways – Introduction Assembly</p> <p>Small Targeted Group Meetings with Careers Advisor</p>

Year 9	Careers sessions in tutor time  PSHE Delivery  Careers Assembly – Options Process and Offer Provider Engagement	GCSE Option Support  KS4 Options Assembly  Options Evening - Careers Advisor available for advice and guidance	Careers Fair  Engagement Activity with employer/industry
--------	--	--	--

Please speak to our Careers Leader to identify the most suitable opportunity for you. Alternatively, you are welcome to offer an additional opportunity to our students.

### **Complaints**

Any complaints with regards to provider access can be raised following the schools' complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk)

### **Premises and facilities**

The school will make the main hall, classrooms, or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

All guest speakers/careers visitors will be required to complete our school visits form in advance of their visit and take a copy of our school safeguarding and fire evacuation leaflet from reception.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with the Careers Leader, who will ensure that this is made available to students.

### **Safeguarding**

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

Chilmington Green School facilitates a whole school approach to safeguarding. Any concerns should be raised as soon as possible with the supervising member of staff. Please refer to our [Safeguarding Policy](#) for further information.