



Southview School Provider Access Policy Statement

Introduction

This policy statement sets out Southview 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:

- Pupils' entitlement to receive information about technical education qualifications and apprenticeships
- How providers can request access to our pupils
- The opportunities we will provide for providers to access our pupils
- Our safeguarding and approval process

This policy is published in line with our legal obligations under Section 42B of the Education Act 1997, as amended by the Skills and Post-16 Education Act 2022 (the 'Baker Clause').

Pupil Entitlement

All pupils in years 8 to 13 at Southview School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities as part of our careers programme
- 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 available to them

Management of Provider Access Requests

Who to Contact

Providers wishing to request access to our pupils should contact:

Lisa Ranfield

Role: Careers and Post-16 Provision Lead

Email: Lisar@southview.essex.sch.uk

Telephone: 01376425372

Megan Garrity

Role: Careers Teaching Lead

Email: Megang@southview.essex.sch.uk

Telephone: 01376425372

What We Need from Providers

When requesting access, providers should provide the following information:

- Details of the organisation and the qualifications/apprenticeships you offer
- The year group(s) you would like to speak to
- How many pupils you would ideally like to speak to
- Whether you are requesting a single encounter or a series of encounters
- The proposed date(s) and time(s) of the encounter
- What format the encounter will take (e.g., assembly, workshop, 1:1 discussions, virtual session)
- What equipment or resources you will need from the school
- Whether the session will be accessible for pupils with physical and/or neurological impairments

Our Approval Process

We will:

1. Review your request within **10 working days**
2. Check that the opportunity is appropriate for our pupils' needs and ages
3. Complete safeguarding checks in line with our safeguarding policy
4. Confirm whether we can accommodate your request and suggest alternative dates if needed
5. Discuss any reasonable adjustments needed to ensure the session is accessible for all our pupils

We will approve requests where:

- The content is appropriate and relevant to our pupils
- The provider has appropriate safeguarding measures in place
- The session can be made accessible for pupils with physical and neurological impairments
- The opportunity aligns with our careers programme and the Gatsby Benchmarks

Opportunities for Access

Southview School offers a range of opportunities for providers to access our pupils throughout the academic year. These include:

Scheduled Provider Encounters

Year Group	Autumn Term	Spring Term	Summer Term
Year 8	Careers and Work Skills Lessons In school provider visits	Careers and Work Skills Lessons In school provider visits	Careers and Work Skills Lessons In school provider visits
Year 9	Careers and Work Skills Lessons In school provider visits	Careers and Work Skills Lessons In school provider visits	Careers and Work Skills Lessons In school provider visits
Year 10	Careers and Work Skills Lessons Work experience preparation	Careers and Work Skills Lessons Work experience preparation	Careers and Work Skills Lessons Work experience preparation
Year 11	Careers and Work Skills Lessons Post-16 options event Work experience	Careers and Work Skills Lessons Transition support Work experience	Careers and Work Skills Lessons Transition support Work experience
Year 12	Post-Southview options event Work experience Apprenticeship workshops University/college visits	Work experience Apprenticeship workshops University/college visits	Work experience Apprenticeship workshops University/college visits

Year Group	Autumn Term	Spring Term	Summer Term
Year 13	Post-Southview options event Work experience Apprenticeship workshops University/college visits	Work experience Apprenticeship workshops University/college visits	Work experience Apprenticeship workshops University/college visits
Year 14	Post-Southview options event Work experience Apprenticeship workshops University/college visits	Work experience Apprenticeship workshops University/college visits	Work experience Apprenticeship workshops University/college visits

Additional Opportunities

Providers may also request access for:

- **Assemblies** - to speak to larger groups of pupils
- **Careers lessons** - to deliver targeted sessions within our PSHE/careers curriculum
- **Small group workshops** - for pupils with specific interests or needs
- **1:1 or small group discussions** - for pupils requiring personalised support
- **Virtual sessions** - where in-person visits are not possible
- **Parents/carers evenings** - to provide information to families

Accessibility and Reasonable Adjustments

At Southview School, we are committed to ensuring that all provider encounters are accessible for our pupils, who have a range of physical and neurological impairments.

We ask all providers to:

- Consider accessibility when planning their sessions (e.g., use of accessible venues, materials in alternative formats)
- Be prepared to adapt their delivery to meet the needs of pupils with communication difficulties, sensory impairments, or learning disabilities

- Provide materials in advance where possible, so we can prepare pupils and make any necessary adaptations
- Work with our staff to ensure sessions are inclusive and engaging for all pupils

We will support providers by:

- Discussing individual pupil needs in advance (with appropriate consent)
- Providing accessible venues with appropriate equipment (e.g., hearing loops, wheelchair access)
- Arranging for support staff to be present during sessions where needed
- Offering advice on how to adapt materials and delivery methods
- Creating resources to support sessions.

Safeguarding

Our school is committed to keeping pupils safe. All provider encounters must comply with our safeguarding policy.

Before any provider encounter, we will:

- Conduct appropriate safeguarding checks, including DBS checks where required
- Ensure all visitors sign in at reception and wear a visitor badge
- Brief providers on our safeguarding procedures and expectations
- Ensure all sessions are supervised by a member of school staff

Providers must not:

- Be left alone with pupils unless they have an enhanced DBS check
- Take photographs or videos of pupils without prior written consent
- Share pupils' personal information

Premises and Facilities

Southview School will make suitable spaces available for provider encounters, including:

- Accessible meeting rooms and classrooms
- The school hall for larger events
- ICT facilities for virtual sessions or interactive presentations
- Accessible toilet and changing facilities

We will provide:

- Access to standard presentation equipment (projector, screen, laptop)
- Wi-Fi access where required
- Support from our careers leader and/or support staff
- Refreshments for longer sessions (where appropriate)

Providers are responsible for bringing any specialist equipment or materials they require.

Monitoring and Evaluation

We will:

- Keep a record of all provider encounters, including which pupils participated



- Gather feedback from pupils and staff after each encounter
- Use this information to evaluate the effectiveness of our provider access arrangements
- Report on provider encounters to our governing board as part of our careers programme review

Complaints Procedure

If a provider is dissatisfied with our response to a request for access, they should contact:

Julian Cochrane (Head Teacher)

Email: Julianc@southview.essex.sch.uk

Telephone: 01376503505

We will review the complaint and respond within **10 working days**.

Links to Other Policies

This policy should be read in conjunction with:

- Our safeguarding and child protection policy
- Our equality and accessibility policies
- Our SEND policy

Policy Review

This policy will be reviewed annually by the careers leader and governing board.

Policy approved by: Julian Cochrane

Date approved: 1/7/25

Next review date: 1/7/27