



St Bede's Catholic High School

Provider Access Policy Statement

Under Section 42B of the Education Act 1997, as of 2 January 2018, we have a duty to provide pupils in years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

Rational

Our aim is to help young people to learn to make decisions and manage transitions as learners and workers. It is essential that school contributes to the preparation of our young people for the opportunities, responsibilities, and experience of adult life. Our careers programme provides the knowledge and skills they need to make informed choices and achieve economic wellbeing in later life. The impact will be measured as we track student destinations, focus on preventing NEET (not in education, employment or training), audit our programme against Gatsby benchmarks in addition to our internal processes around attainment, personal development and wellbeing.

What are pupils entitled to?

Pupils must be allowed to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer; for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

Who handles our access requests?

Any provider wishing to request access and discuss events and options should contact either:

- Mrs Lisa Turpin, Careers Co-ordinator l.turpin@sbchs.co.uk or,
- Mrs Cheryl Haigh, school administrator c.haigh@sbchs.co.uk

School telephone no. 01695 574039

What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and parents/carers.

Our annual schedule of events can be found here:

<https://www.sbchs.co.uk/wp-content/uploads/2019/11/CEIAG.pdf>

This link will take you to the table of events shown on the following pages:



CEIAG AT ST. BEDE'S CHS



YEAR GROUP	ACTIVITIES			GATSBY BENCHMARK
	AUTUMN	SPRING	SUMMER	
7		<p><u>HOT SEATING WITH ALUMNI</u> Pupils have the opportunity for face to face Q & A with a number of professions.</p> <p><u>TENNER CHALLENGE</u> MATHS</p> <p><u>EDUCATION IN PERSONAL RELATIONSHIPS</u> issues covered: puberty relationships with friends/family bereavement PSHE</p>	<p><u>LIVE LINK TO ARCTIC SCIENTIFIC RESEARCHERS</u> During the study of fantastic places the pupils look at Svalbard where the researchers are based each year. GEOGRAPHY</p>	1,2,4,5
8		<p><u>TENNER CHALLENGE</u> MATHS</p>	<p><u>INTRODUCTION AND LOG ON TO KUDOS</u></p> <ul style="list-style-type: none"> o covering questions about themselves to link up suitable careers o opportunity to find out skills and qualifications required o ability to read case studies and see real working environments <p>PSHE</p>	1,2,3,4,7,8
9	<p><u>ONE TO ONE DROP-INS</u> Available to pupils for options advice.</p>	<p><u>OPTIONS ASSEMBLY, PARENTS GUIDANCE EVENING AND INDIVIDUAL INTERVIEW</u></p> <p><u>ATTENDANCE AT INTERACTIVE CAREERS FAIR</u> The purpose of the event is to:</p> <ul style="list-style-type: none"> o Inspire them about future Careers and 	<p><u>OPTIONAL ONE TO ONE (continues)</u></p>	1,2,3,4,5,7,8

		<p>Opportunities</p> <ul style="list-style-type: none"> o Provide information about Higher Level Studies and career progression with employers, Universities and apprenticeship o Understand more about the world of work & skills needed to succeed o Open their eyes to careers they may have never considered and what employers are looking for o Links with business professional allowing direct Q&A <p><u>FINANCIAL CAPABILITY</u> Off time-table event working with professionals and students from Edge Hill University. MATHS</p> <p><u>TENNER CHALLENGE</u> MATHS</p>		
10	<p><u>INDUSTRY VISIT FOR IT STUDENTS (TBA)</u> IT</p> <p><u>FUTURE U</u></p>	<p><u>MOTIVATIONAL ASSEMBLY</u> Given by Business professional</p> <p><u>TENNER CHALLENGE</u> MATHS</p>	<p><u>POST 16 COLLEGE TASTER SESSIONS</u></p> <ul style="list-style-type: none"> o They will attend at least 2 institutions <p><u>BUSINESS AND ENTERPRISE WEEK</u></p> <ul style="list-style-type: none"> o Off timetable days covering: skills for work and life, finance and enterprise skills o Whole year entered into national enterprise competition o All pupils will have a mock interview with a business professional <p><u>LINKS WITH EMPLOYERS</u></p> <ul style="list-style-type: none"> o CV writing in ENGLISH LESSONS o Athlete talks in PE 	1,3,4,5,6,7,8
11	<p><u>POST 16 ASSEMBLIES BY PARTNER COLLEGES</u> Covering courses available and apprenticeship options. <u>LUNCH DROP-INS</u></p>	<p><u>INTERVIEWS FOR POST 16 INSTITUTIONS TAKE PLACE</u></p> <p><u>OPTIONAL ONE TO ONE OPPORTUNITY</u></p>	<p><u>TRANSITION SUPPORT</u> Pupils can RECEIVE support at any time.</p> <p><u>RESULTS DAY AND BEYOND.....</u> ←</p>	1,3,4,7,8

<p>All colleges attend at least one session covering their courses and apprenticeship offers. Pupils get the opportunity to ask lots of questions in a quieter atmosphere.</p> <p><u>PERSONAL STATEMENT WORKSHOP</u> All pupils have opportunity to get their statement started.</p> <p><u>APPRENTICESHIP WORKSHOPS</u> Specific opportunity to find out about and apply for apprenticeships (link with LMI).</p> <p><u>APPLICATION WORKSHOPS</u> Additional help for those that want it.</p> <p><u>ASSEMBLY AND PARENTS GUIDANCE EVENING</u></p> <ul style="list-style-type: none"> o All pupils receive guidance about preparation for exams. o Parents are also invited to an exam guidance and preparation evening in which post 16 institutions attend. 	<p><u>APPRENTICESHIP WORKSHOPS CONTINUE</u></p>		
--	---	--	--

School Safety Protocols for Visitors

Our Child Protection and Safeguarding Policy,

<https://www.sbchs.co.uk/wp-content/uploads/2021/04/Child-Protection-Safeguarding-Policy-April-21.pdf>

and safeguarding visitors leaflet (below) set out the school's approach to allowing providers into school to speak to our pupils.

<p>This guide has been produced to help staff and visitors establish the safest possible learning and working environments which safeguard young people and reduce the risk of staff being falsely accused of improper or unprofessional conduct.</p> <p>All pupils have the right to be treated with respect and dignity.</p> <p>SBCHS has zero tolerance to aggressive behaviour from pupils, staff, visitors and parents/carers.</p> <p>For staff :</p> <ul style="list-style-type: none"> • Staff should wear identity badges at all times. • Staff should swipe in the building at the start of the day and swipe out when leaving the premises. • Safeguarding concerns should be factual and accurate at all times and submitted online or if there is an ICT problem via manual back up system. • Staff should avoid one to one in areas of school without visibility to other staff – privacy but not isolated. • Risk assessments should be done by all middle Leaders of areas of risk for staff and pupils. • All adults working with children must have undergone safeguarding checks. 	<ul style="list-style-type: none"> • All staff should report all incidents even if they think they are minor. It is good practice to share information and the DSL will manage this on the behalf of staff. Early referrals are vital to support children in keeping them safe (KCSIE 2020). <p>We will always be polite and show respect to you</p> <p>In return we ask the same from you</p> <p>We ask that you treat others as you would like to be treated yourself</p> <p>WE DO NOT TOLERATE FROM MEMBERS OF OUR COMMUNITY:</p> <ul style="list-style-type: none"> • Physical Violence • Verbal Abuse or Threats • Racial or Sexual Discrimination • Alcohol or Drug Abuse • Sexual Violence and/or sexual harassment • Any form of bullying <p>If you require further guidance you can contact Debra Harris on 01695 570335 or d.harris@sbchs.co.uk</p> <p>Or</p> <p>Philip Denton on 01695 570335 or p.denton@sbchs.co.uk</p> <p>Dan Morgan on 01695 570335 or d.morgan@sbchs.co.uk</p> <p>Updated 24.09.2020 DHA</p>	<p>ST BEDE'S CATHOLIC HIGH SCHOOL</p>  <p>Safeguarding Children</p> <p>2020</p> <p>An information and advice leaflet for visitors to school for the protection of everyone</p>
--	--	---

St Bede's Catholic High School

Safeguarding Children

Keeping Children Safe in Education (Sept 2020)

We can all play a part in keeping children safe whilst working on or visiting the school site. This is whether you are directly employed by the school, or working as a contractor or sub-contractor, or a volunteer.

Keeping Ourselves Safe

We must also take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone on the school site, whatever our role. To keep yourself safe please follow this:

For all adults in school

DO...

- Wear your visitors' badge at all times.
- Report any unacceptable behaviour from a pupil by ringing main reception on 120 who will contact the SLT on call.
- Be aware that any contact made outside of the school environment as a result of you coming into contact with a pupil whilst you are on a school site, may have an impact on your employment.

DO NOT...

- Instigate verbal or physical contact with pupils (this applies both on and off site)
 - Respond to verbal or physical contact from pupils. If this occurs, or you have any other concerns about pupil behaviour, then report it to the member of school staff who is working with you.
 - **Give any personal information to any pupil, for example your name, address, telephone or mobile number, email address or personal websites.**
 - **Accept or respond to a pupil attempting to give you personal information, for example their name, address, telephone or mobile number, email address or personal information.**
 - Accept physical or verbal abuse from a pupil. DO NOT respond yourself, but report it immediately to a senior member of staff or the reception ext 120 if you do not know who they are or if they are unavailable.
 - Make personal comments, judgements or observations about a pupils behaviour, background or family. Never make a comment to a child that you would not make in front of another adult or a member of the child's family.
 - Use your mobile phone, iPod or any other electronic equipment in places where pupils may be present e.g. corridors, classrooms, canteen, playground, reception area etc.
- PLEASE FOLLOW THE ADVICE IN THIS LEAFLET AND KEEP YOURSELF AND OUR PUPILS SAFE!**

For Visitors

If a child makes a verbal or written disclosure to you...

DON'T...

promise confidentiality

ask leading questions

investigate

DO...

listen

reassure the child

tell them you will have to pass on the information to a permanent member of staff at SBCHS

make a written account in black or blue ink, sign, date and write your full name.

Report your concerns to a member of staff who is working with you. They will report this to the DSL. If in a classroom with a phone ring the main reception on 120 and explain your situation. If there is no phone present escort yourself and pupil to main reception.

Safeguarding Team

Designated Safeguarding Lead (DSL)

Mrs Debra Harris (Assistant Headteacher)

Backup Safeguarding Leads

Mr Philip Denton (Headteacher)

Mr Dan Morgan (Deputy Headteacher)

What are the rules for granting and refusing access requests?

We actively encourage a range of post-16 providers to share their offers with our students. In this way, students at St Bede's Catholic High School will have a range of knowledge allowing them to make informed decisions.

What can providers expect once a request has been accepted?

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

We will make the school hall, classrooms and private meeting rooms available to host discussions between providers and pupils. We will also make available appropriate presentation equipment and technical support.

Arrangements will be discussed in advance between our Careers Co-ordinator and a nominated member of the provider's team.

Can providers leave prospectuses for pupils to read?

Providers are welcome to leave a prospectus and other relevant course literature with the Careers Co-ordinator or the school librarian for display in the LRC. Any electronic versions will be shared through our website, through emails to the year group, or Schoolcomms.

Approval and review

This policy statement will be reviewed by the Standards & Effectiveness committee on 20th May 2021.

The next review will take place on May 2022.

Signed: _____ Chair of Governors

Signed: _____ Headteacher