



THE ACADEMY OF
**ST FRANCIS
OF ASSISI**

Provider Access Policy Statement

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Date Policy Last Reviewed:	May 2023
Person Responsible for Policy:	Headteacher
Governing Committee:	Full Governing Body
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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 students 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 students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must provide a minimum of 6 encounters with technical education or training providers to all pupils in years 8 to 13 (see more detail in section 2.1 below).

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

This is outlined in section 42B of the [Education Act 1997](#), the [Skills and Post-16 Act 2022](#) and on page 43 of guidance from the Department for Education (DfE) on [careers guidance and access for education and training providers](#).

This policy shows how our school complies with these requirements.

2.1 The 6 Encounters Schools Must Offer To All Pupils In Years 8 To 13

Schools must offer:

- 2 encounters for pupils during the 'first key phase' (year 8 or 9)
 - All pupils must attend
 - Encounters can take place any time during year 8, and between 1 September and 28 February during year 9
- 2 encounters for pupils during the 'second key phase' (year 10 or 11)
 - All pupils must attend
 - Encounters can take place any time during year 10, and between 1 September and 28 February during year 11

- 2 encounters for pupils during the 'third key phase' (year 12 or 13)
 - Pupils can choose to attend.
 - Encounters can take place any time during year 12, and between 1 September and 28 February during year 13.

These encounters must happen for a reasonable period during the standard school day. Schools can continue to provide complementary experiences but encounters outside of school hours won't count towards these requirements.

Schools must ask each provider to provide the following information as a minimum:

- Information about the provider and the approved qualifications or apprenticeships they offer
- Information about what careers those qualifications and apprenticeships can lead to
- What learning or training with the provider is like
- Answers to any questions from pupils

All students in year 8 to 11 take part in an annual industry event that provides students with information about post 16 study routes. At these events students will have multiple meaningful interactions with providers.

2.2 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils.

1 encounter is defined as 1 meeting/session between pupils and 1 provider.

Meaningful live online engagement is also an option at our school.

3. Student entitlement

All students in years 8 to 11 at the Academy of Saint Francis of Assisi 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 career fairs, options events, assemblies, and external visits.
- 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 Andrew Bunting [Associate Assistant Head Teacher] or Caroline Swarbrick [Careers and Employability Manager]

Telephone: [\[0151 260 7600\]](tel:01512607600)

Email: BuntingA@asfa.allsaintsmat.org SwarbrickC@allsaintsmat.org

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 students and/or their parents/carers:



	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8		<p>Industry, and careers marketplace. Providing access to training and apprenticeship information.</p> <p>Meet the professional's event for pupils, giving an overview of local, regional, and national opportunities and skills requirement</p>	
YEAR 9	<p>Visits to industry and post 16 education providers.</p> <p>Visits to universities in preparation for options.</p>	<p>Industry, and careers marketplace. Providing access to training and apprenticeship information.</p> <p>Meet the professional's event for pupils, giving an overview of local, regional, and national opportunities and skills requirement</p>	<p>No encounters – encounters must have taken place by 28 February</p>
YEAR 10	<p>Trips to industry and post 16 education providers.</p>	<p>Industry, and careers marketplace. Providing access to training and apprenticeship information.</p> <p>Meet the professional's event for pupils, giving an overview of local, regional, and national opportunities and skills requirement.</p>	<p>Shaping futures assemblies.</p> <p>ASK apprenticeships assemblies.</p> <p>Post-16 providers assemblies.</p> <p>University taster days.</p>
YEAR 11	<p>Mock interviews</p> <p>Post-16 provider open evenings</p> <p>Post-16 apprenticeships assembly</p> <p>Meetings with careers adviser</p> <p>Post-16 applications</p>	<p>Industry, and careers marketplace. Providing access to training and apprenticeship information.</p> <p>Meet the professional's event for pupils, giving an overview of local, regional, and national opportunities and skills requirement</p>	<p>No encounters – encounters must have taken place by 28 February</p> <p>Confirmation of post-16 education and training destinations for all pupils</p>

Please speak to our Careers and Employability Manager Caroline Swarbrick to identify the most suitable opportunity for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

4.3 Granting & Refusing Access

Access to students will be granted during the following events:

- Morning assemblies
- PSHE careers lessons
- Careers and industry events including the Market place and meet the professionals.
- Year 11 mock interviews

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy.

- All visitors must sign in and always wear your lanyard/visitor's badge.
- Be aware that verbal interaction with students may be interpreted by them as offensive or as harassment. Even if this was not your intention.
- Report any unacceptable behaviour from a student to a Head of Year
- Be aware that contact made outside of the academy environment as a result of you coming into contact with a student whilst you are on the academy site, may have an impact on your employment.
- Do not instigate verbal or physical contact with students (this applies both on and off site) unless it is appropriate and a part of an agreed reason for your visit.
- Do not respond to verbal or physical contact from students. If this occurs, or you have any concerns about student behaviour, then report it to the member of academy staff who is working with you.
- Do not give any personal information to any student, for example your name, address, telephone or mobile number, email address or personal websites.
- Do not accept or respond to a student attempting to give you personal information, for example their name, address, telephone or mobile number, email address or personal websites.
- Do not accept physical or verbal abuse from a student. DO NOT respond yourself but report it immediately to a senior member of staff.
- Do not be in an unsupervised one to one situation with a student.

Keeping Children Safe

We can all play a part in keeping children safe whilst working on or visiting the academy site. This is whether you are directly employed by the academy, 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 academy site, whatever your role.

If a child discloses to you:

- Do not promise confidentiality.
- Do not ask leading questions.
- Do not investigate.
- Do listen.
- Do reassure the child.
- Do tell them you will have to inform the Designated Safeguarding Lead.
- Do make a written account.

Report your concerns to the member of staff who is working with you. They will report this to the Designated Safeguarding Lead. All visitors and members of staff must recognise that the safety and wellbeing of students is our paramount concern. Any child protection concerns must be reported to the Designated Lead for Safeguarding.

4.5 Premises & Facilities

Rooms and facilities are bookable on request, please outline your requirements for the sessions planned by contacting Andrew Bunting (Associate Assistant Head Teacher). All rooms have Clever Touch Screen, academy guest WiFi is available on request.

5. Previous providers

In previous years we have invited the following providers from the local area to speak to our pupils:

- The Academy of St Nicholas
- Liverpool College
- King David High School
- The Belvedere Academy
- The Blue Coat School
- The Studio School Liverpool
- Liverpool Media Academy
- LIPA Sixth Form College
- Carmel College
- Liverpool Life Sciences UTC
- Hugh Baird College
- Archbishop Blanch
- Carmel College
- City of Liverpool College
- Myerscough College
- The University of Central Lancashire
- Edge Hill University

- Liverpool Hope University
- Liverpool John Moores University
- Liverpool University

6. Pupil destinations

Previous 11 pupils moved to a range of providers in the local area after school:

- The Academy of St Nicholas
- Liverpool College
- King David High School
- The Belvedere Academy
- The Blue Coat School
- The Studio School Liverpool
- Liverpool Media Academy
- LIPA Sixth Form College
- Carmel College
- Liverpool Life Sciences UTC
- Hugh Baird College
- Archbishop Blanch
- Carmel College
- City of Liverpool College

7. Complaints

Any complaints related to provider access can be raised following the school complaints procedure <https://asfaonline.org/wp-content/uploads/2022/10/14c.-Trust-Complaints-Procedure-Mar-2021.pdf> or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

8. Links to other policies

› Safeguarding/child protection policy

https://asfaonline.org/wp-content/uploads/2022/11/Keeping_children_safe_in_education_2022.pdf

› Careers guidance policy

<https://asfaonline.org/wp-content/uploads/2021/09/Trust-CEIAG-Policy-Jan-2020.pdf>

› Curriculum policy

<https://asfaonline.org/curriculum-offer/> (No curriculum policy on the website)

› Complaints policy

<https://asfaonline.org/wp-content/uploads/2022/10/14c.-Trust-Complaints-Procedure-Mar-2021.pdf>

9. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Andrew Bunting.

This policy will be reviewed by Andrew Bunting, annually.

At every review, the policy will be approved by the governing board.