



Provider Access Policy

The Futures Trust and Stoke Park School are committed to safeguarding and promoting the welfare of children and young people and require all staff, volunteers and visitors to share this commitment

Date of last review: July 2025

Approved by: Ann-Marie

Frequency of review: Annually

Date of next review: July 2026

1. Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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](#).

2. Pupil Entitlement

- Every year, from the age of 11, pupils should participate in at least one meaningful encounter with an employer.
- By the age of 16, every pupil should have had meaningful experiences of workplaces.
- By the age of 18, every pupil should have had at least one further meaningful experience.
- By the age of 16, every pupil should have had meaningful encounters with providers of the full range of learning opportunities, including sixth forms, colleges, universities and ITPs.
- By the age of 18, all pupils who are considering applying to higher education should have had at least two visits to higher education providers to meet staff and learners.
- Every pupil should have at least one personal guidance meeting with a careers adviser by the age of 16, and a further meeting by the age of 18. Meetings should be scheduled in the careers programme to meet the needs of pupils.

In addition to the experiences and encounters listed above schools must provide students with:

- Regular access to information about careers, pathways and the labour market to inform their own decisions on study options or next steps.
- Opportunities to learn how the knowledge and skills developed in each curriculum subject will help them to gain entry to, and be more effective workers within, a wide range of careers.

3. 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](#).

Whilst our pupils prefer in person, face-to-face interactions, meaningful online engagement is possible when a face to face encounter is not possible. We are therefore open to providers that are able to provide live online engagement with our pupils.

Providers will be expected to adhere the following when providing meaningful encounters with our students:

1. Share information about the organisation and the approved technical education qualification and apprenticeships that the provider offers
2. Explain what career routes those options could lead to
3. 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)
4. Answer questions from pupils

Provider encounters will be scheduled during the main school hours and the provider will be allocated an appropriate amount of time to complete any tasks or presentations.

4. Management of Provider Access Requests

4.1 Procedure

A provider wishing to request access should contact either:

Helen Pinder Assistant Headteacher – Student Experience and Careers Lead Telephone: 02476450215 Email: hpinder@stokepark.coventry.sch.uk

Elizabeth Dye, Careers Advisor

Telephone: 02476450215 Email: EDYE@stokepark.coventry.sch.uk

4.2 Opportunities for access

The school offers

- A minimum of seven meaningful encounters with employers across years 7-13.
- Meaningful encounters with providers from the full range of learning opportunities, including sixth forms, colleges, universities and ITP's by the age of 16.

We will also offer providers an opportunity to come into school to speak to pupils or their parents or carers.

Please speak to our Careers Leader if you have any opportunities that you feel would benefit our students.

4.3 Granting and refusing access

We will always try to provide access wherever possible. Access to students may be granted / refused based on the following criteria:

- The needs of the students
- The needs of the curriculum
- Timing of request (e.g. not during busing exam / assessment periods)
- Timing of the school day
- Nature of request from the provider
- Number of requests received from this provider and other providers
- Number of requests received for a particular cohort of students
- Quality of previous interactions with our students

This list is not exhaustive and each access request will be considered on a case by case basis by the Careers Leader and the Head of School.

4.4 Safeguarding and Management of Visitors

Our separate Safeguarding and Visitor Management Policies outline the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to these policies which can be found in full on the policies and reports section of our website or via the links below in section 5.

4.5 Premises and facilities

On arrival at the school site all visitors must immediately report to the school's main reception.

They:

- Must confirm their name, the purpose of their visit and who they are expecting to meet.
- Must sign in and in doing so provide written confirmation of their name, the organization they belong to, who they are expecting to meet, the time of their arrival and where applicable their vehicle registration.
- Will be made aware of the school's safeguarding procedures and relevant health and safety information, and by signing in confirm their acceptance and understanding of the requirements detailed.
- Will be issued with a red or green lanyard with their identification badge, which they will be required to visibly wear at all times.
- Must be escorted from reception by their school point of contact, unless they are on the school's Approved Visitor List, reception have been notified in advance of their arrival and they have previously attended the school site.

On leaving the school site, all visitors must:

- leave via reception, sign out and return their identification badge, green or red lanyard, and door pass where provided.

5. Links to other policies

- [TFT Visitor Management Policy](#)
- [SPS Child Protection and Safeguarding Policy](#)

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Miss Pinder Assistant Headteacher – Student Experience and Careers. This policy will be reviewed by the Head Teacher Miss Smith. At every review, the policy will be approved by the Local Governing Body and the Head Teacher.

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