



Provider Access Policy

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1. Purpose of Policy

Bohunt Education Trust (the Trust) has introduced this Policy to provide the operational framework within which its ethos of Enjoy Respect Achieve is delivered by all member schools to manage the access of the providers to pupils at the school for the purpose of giving them information about the provider's education and/or training offer. This Policy ensures all member Schools are meeting their legal duties and charitable purposes effectively in this specific regard.

This policy applies to all pupils in Years 7–13 and to all approved education and training providers seeking access to pupils during the school day.

2. Legislation and Guidance

This Policy complies with and discharges the Trust's legal duties with respect to:

- Section 42A, 42B, 45 and 45A of the Education Act 1997
- Section 72 Education and Skills Act 2008
- Skills and Post 16 Act 2022
- Education (Careers Guidance in Schools) Act 2022

This policy is written in accordance with the statutory duty known as the *Baker Clause*, which requires schools to ensure that all pupils in Years 8–13 have access to information about approved technical education qualifications and apprenticeships.

This policy also complies with our funding agreement and articles of association and the DfE's statutory guidance January 2023, Careers Guidance and Access for Education and Training Providers.

3. Definitions

Careers Hubs Local Authority funded groups bringing together schools, colleges, employers, apprenticeship providers in local areas

CEAIG Careers Education Advice Information and Guidance

Local Skills Improvement Plans Employer led initiatives in local areas supported by Department for Education

4. Equalities Assessment Impact Statement

The Trust is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation. We are committed to eliminating discrimination and recognise children's diverse circumstances. We ensure that all children have the same protection, regardless of our duties under the Equality Act 2010. We have reviewed the effect of this policy on those who may face additional or different barriers to securing its benefits than the population as a whole and have identified the following:

- Some students with special educational needs and disabilities, including students with an Education, Health and Care Plan;
- Looked after and previously looked after children;
- Some students from ethnic backgrounds, particularly Gypsy, Roma and Traveller;

- Some students from backgrounds for whom entry to further or higher education or training is first generation.

The Trust and Schools will take reasonable steps to ensure that provider access activities are accessible and inclusive, including reasonable adjustments, targeted support and alternative formats where required.

5. Roles and Responsibilities

5.1 All Staff

5.2 Trust Board

The Trust Board retains overall accountability for the delivery of statutory careers education, advice, information and guidance and for ensuring all Schools comply with their legal duties with respect to careers education, advice, information and guidance in full including working with Careers Hubs and Local Skills Improvement Plans as required,

5.3 CEO

The Board delegate the oversight of the operation of the Trust's compliance with careers education, advice information and guidance to the CEO.

5.4 Heads of Schools

The CEO delegates the implementation of this policy and the wider requirements for careers education, advice, information and guidance to each Head of School with respect to the School.

5.5 Local Governing Bodies

This policy is reviewed and approved annually by the Local Governing Body; all member Schools' careers programmes and engagement with Local Skills Improvement Plans are reviewed by the Board's Education Committee. The Local Governing Body receives an annual report from the Careers Lead on the impact of this Policy and other statutory reporting relating to careers education and access, including local authority verified destinations data; working with local skills improvement plans and careers hubs.

6. Student Entitlement

Students in all years in member Schools (years 7-13) are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on a full range of education and training options at each transition point (post year 11 and post year 13)
- To hear from a range of local providers about the provision they offer, including technical education and apprenticeships – this can be delivered via a range of mediums including assemblies, open evenings, careers website, group discussion and taster events, or at provider's choice, provision of live online engagement with students where technical requirements allow
- To understand how to make and submit applications for a full range of academic and technical/ vocational courses including apprenticeships, higher level qualifications and T levels

- Receive at least 6 opportunities during school hours to engage directly with either face to face or through virtual means; at least two of these will be mandatory and occur across Years 8 and 9 and at least two will be mandatory and will occur in Years 10 and 11. For students in Year 12 to 13, two more opportunities will be offered which students in Year 12 to 13 may choose to attend.

Delivery of this entitlement supports the School's commitment to the Gatsby Benchmarks for good careers guidance, particularly Benchmark 7.

7. Contact for access requests

A provider wishing to access the School should contact Louise Groves (Careers Assistant), via email at lgroves@petersfieldschool.com or telephone at 01730 263119

Approved providers include further education colleges, sixth form colleges, independent training providers, universities, and apprenticeship and technical education providers recognised by the Department for Education.

8. Opportunities for access

8.1 Programme

A number of events, integrated into the school careers programme, will offer providers an opportunity to access school and speak to students/ parents. These may be virtual or face to face.

Year	What
7	• EBP South Careers Fair • University Outreach (Y7, 8, 9s) • Drop in Careers Clinic • Game Changer Week • Introduce UNIFROG • Skills Builder Programme - Developing skills for employment • National Careers Week and National Apprenticeship week activities • Ignite workshops
8	• Use of UNIFROG careers activities in tutor time • Research on careers • Curriculum pathways • University Outreach (Y7, 8, 9s) • Drop in Careers Clinic • Game Changer Week • National Careers Week and National Apprenticeship week activities • Ignite workshops • Work experience - Student host / Office runner
9	• SEN Careers Guidance • University Outreach (Y7, 8, 9s) • Drop in Careers Clinic • Careers Fair @TPS • Game Changer Week 5

	• Regular emails about Careers • National Careers Week and National Apprenticeship week activities • Live TPS Careers Padlet to access post 16 resources and opportunities • Ignite workshops • Use of UNIFROG careers activities in tutor time • Personal Development Unit of work
10	• Bohunt Sixth Form Taster Day • Chichester College Taster Day • Parents Information Evening • CareersFair@TPS • Independent Careers Advice • Mock Interview Day • Use of UNIFROG careers activities in tutor time • CV writing workshop • Drop in Careers Clinic • Game Changer Week • OUS Mentoring Programme • Work Experience options • Opportunity to apply for the University programme • Regular Emails about Careers • National Careers Week and National Apprenticeship week activities • Live TPS Careers Padlet to access post 16 resources and opportunities • Ignite workshops • Personal Development unit of work
11	• College Assembly Roadshow week • Parents Information Evening • Weekly assemblies on Future Focus • University Programme • Apprenticeship & T Level Workshop • Destination Survey • CareersFair@TPS • Use of UNIFROG careers activities in tutor time • Independent Careers Advice • Drop in Careers Clinic • Regular emails about Careers • National Careers Week and National Apprenticeship Week activities • Live TPS Careers Padlet to access post 16 resources and opportunities • Ignite workshops • Key group workshops on apprenticeships, employability skills and extra careers appointment • Personal development unit of work
Other	• Staff training • School Leavers Destination Survey • IAG Careers Networking

	● Assemblies – mostly Y10 including Mock Interview Day, Taster Days, college information ● Achieve the Gatsby Benchmarks ● Department making students aware of careers in their subject area. ● STEM, AMA and PSHE liaison. ● Work with the Careers & Enterprise Team and Business Coordination
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Access requests from approved providers will not be unreasonably refused and will be considered in line with the School's careers programme and safeguarding requirements.

8.2 Schedule

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.

9. Safeguarding

In accordance with our Child Protection and Safeguarding Policy, we ask all providers who will have the opportunity for regular contact with children to ensure the appropriate DBS is in place. Online protocols and policies will be shared and providers must adhere to these when activities are undertaken virtually. Where providers will only have occasional contact with children an appropriate DBS may not be required but any person onsite agrees to follow all policies and processes and in particular to remain accompanied at all times where required by the School's policies and processes.

10. Premises and Facilities

The school will ensure that suitable venues are made available for discussions between providers and students. Online facilities will also be made available to all those that require them for virtual activities and experiences where possible.

Requirements regarding technical support and suitable facilities will be agreed in advance of the visit with the Careers lead or member of the careers team.

Providers are welcome to leave relevant course literature and prospectus with the Careers Lead. Students will have access to this information at break, lunch, during 1:1 guidance meetings and during tutor time as well as at appropriate other opportunities during the School day

11. Training for staff, volunteers, governors/Trustees

Staff will receive training and development as follows:

1. Staff in charge of careers provision: Careers Leader training [essential]
2. Support/admin staff with careers responsibilities: Introduction to Careers [desired]
3. SLT in charge of careers: CEC Leadership training

4. Careers Link Governor: CEC Governor training

I2. Monitoring provisions

This policy is reviewed and approved annually by the Local Governing Body; all member Schools' careers education, advice, information and guidance compliance are reviewed by the Board's Education Committee. The Local Governing Body receives an annual report from the Careers Lead on the impact of this Policy and other statutory reporting relating to careers education and access, including local authority verified destinations data, engagement with Careers Hubs and Local Skills Improvement Plans where required.

I3. Links to other policies

- Child Protection and Safeguarding Policy
- Complaints Policy
- Curriculum Statement
- SEND Policy
- Accessibility Plan
- Equalities Objectives