



Castle School Provider Access Policy Statement

Introduction

This policy sets out Castle School's arrangements for managing requests from providers of technical education qualifications, apprenticeships and other post-16 education and training providers to speak to pupils about their education and career opportunities.

This policy complies with the statutory responsibilities under Section 42B of the Education Act 1997 and the Provider Access Legislation (PAL).

Castle School is committed to delivering outstanding Careers Education, Information, Advice and Guidance (CEIAG) that prepares every pupil for adulthood through meaningful encounters with employers, colleges, apprenticeship providers and training organisations. Our careers programme is underpinned by the four Preparing for Adulthood outcomes and the eight Gatsby Benchmarks.

Our Careers Vision

Our mission is:

"Providing an atmosphere of self-belief, care and nurture to enable students to fulfil their true potential."

We believe every young person deserves high aspirations and access to a broad range of education, employment and training opportunities regardless of their additional needs.

Pupil Entitlement

Every pupil from Year 7 to Post 16 is entitled to:

- receive independent and impartial careers guidance;
- understand the full range of post-16 and post-18 pathways available;
- meet providers of technical education qualifications and apprenticeships;
- learn from employers about the world of work;
- participate in meaningful workplace experiences;
- receive personalised transition planning appropriate to their individual needs.

Compliance with the Provider Access Legislation

Castle School ensures that all pupils receive **a minimum of six meaningful encounters** with providers of approved technical education qualifications or apprenticeships during Years 8-13, as required by the Provider Access Legislation.



These encounters include opportunities for providers to speak directly with pupils and, where appropriate, parents and carers.

The six encounters are delivered through a combination of:

- Careers Week
- Future Focus Careers Event
- College and Sixth Form presentations
- Apprenticeship provider presentations
- Supported Internship presentations
- Employer engagement activities
- Transition events
- Careers assemblies
- Careers lessons
- Parent information evenings
- Live online presentations where appropriate

Additional encounters are provided throughout the school careers programme.

Opportunities for Provider Access

Providers are invited to contribute to our careers programme through:

- careers lessons;
- assemblies;
- Careers Week;
- Future Focus Careers Event;
- transition events;
- employer workshops;
- technical education presentations;
- apprenticeship talks;
- supported internship information sessions;
- parent/carers information evenings;
- mock interviews;
- workplace visits;
- enterprise activities.

The main periods during which providers are normally invited are:

- **Autumn Term** – Careers assemblies, employer talks, enterprise activities and transition planning.
- **Spring Term** – Careers Week, employer engagement, apprenticeship and college presentations.
- **Summer Term** – Future Focus Careers Event, transition events, supported internship presentations and employer workshops.



The Careers Leader will work with providers to identify the most appropriate opportunity within the annual careers programme.

Work Related Learning

Work Related Learning is an integral part of our Preparing for Adulthood curriculum.

Students participate in:

- enterprise projects every half-term;
- in-school work experience;
- external work placements;
- employer visits;
- volunteering;
- community projects;
- workplace visits;
- travel training where appropriate.

Employer partnerships currently include:

- AkzoNobel
- Asda
- The Alnwick Garden
- Northumberlandia
- Greggs
- Northumberland County Council
- local employers
- local colleges
- supported internship providers
- voluntary organisations.

Previous Providers

Providers who have previously worked with Castle School include:

- Northumberland College
- Newcastle College
- Kirkley Hall College
- Northumberland County Council Supported Employment Team
- Supported Internship providers
- AkzoNobel
- Asda
- The Alnwick Garden
- Northumberlandia
- Greggs
- NHS representatives



- Northumbria Police
- local employers and voluntary organisations.

This list is reviewed annually and continues to grow as new partnerships are developed.

Destinations of Previous Pupils

Our pupils progress to a wide range of destinations including:

- Further Education colleges
- Supported Internships
- Adult Social Care provision
- Community volunteering
- Day opportunities
- Independent or supported living pathways
- Employment where appropriate.

Destination data is collected and monitored for three years after pupils leave Castle School and is used to evaluate the effectiveness of our careers programme.

Live Online Encounters

Castle School welcomes live online encounters where these enhance our careers programme.

Virtual sessions are expected to:

- be interactive;
- provide opportunities for pupil questions;
- comply with safeguarding requirements;
- be delivered using approved school platforms.

Facilities Available to Providers

Providers will have access to:

- classrooms;
- meeting rooms;
- interactive whiteboards;
- presentation equipment;
- internet access where required;
- teaching staff to support communication needs;
- appropriate pupil groups.

The Careers Leader will work collaboratively with providers before each visit to ensure activities are fully accessible and appropriate for pupils with SEND.



Working with Visiting Providers

Before every visit the Careers Leader will:

- agree learning objectives;
- discuss the needs of participating pupils;
- share safeguarding expectations;
- arrange suitable facilities;
- ensure information is impartial and relevant;
- gather evaluation following the event.

Providers are encouraged to use practical, interactive activities wherever possible.

Safeguarding

All visitors must comply with Castle School's Safeguarding and Child Protection Policy.

Visitors must:

- report to Reception;
- sign in;
- wear a visitor badge;
- be accompanied where appropriate;
- follow all safeguarding procedures.

Any online encounters will also comply with the school's safeguarding procedures.

Requests for Access

Providers wishing to request access should contact:

Mary Douglas

Careers and Preparing for Adulthood Coordinator

Telephone: 01670 844322

Email: mary.douglas@castle.ncea.org.uk

Requests should include:

- organisation name;
- contact details;
- proposed activity;
- target year group;
- preferred dates;
- intended learning outcomes;
- equipment required.



Granting or Refusing Access

Access will normally be granted where activities:

- support the school's careers programme;
- meet the needs of pupils;
- provide impartial information;
- comply with safeguarding requirements;
- fit within the school timetable.

Access may be refused where:

- safeguarding requirements cannot be met;
- activities duplicate existing provision;
- the timing is unsuitable due to examinations or curriculum commitments;
- the content is promotional rather than impartial;
- appropriate staffing or facilities are unavailable.

Where possible, an alternative date or format will be offered.

Complaints Procedure

Providers who are dissatisfied with the school's response to a request for access should initially contact the Careers Leader.

If the issue remains unresolved, complaints should be addressed to the Headteacher using the school's Complaints Policy.

If concerns remain after the school's complaints procedure has been exhausted, providers may contact the Department for Education via the Provider Access Legislation guidance.

Monitoring and Evaluation

Castle School evaluates the impact of provider encounters through:

- Compass+;
- Gatsby Benchmark reviews;
- pupil feedback;
- parent/carer feedback;
- employer evaluations;
- destination data;
- work experience records;
- employability portfolios;
- staff evaluation.

This information informs the annual review of the careers programme.



Review

This policy is reviewed annually by the Careers Leader and Senior Leadership Team.

Related Policies

- Careers Programme
- Careers Education Policy
- Work Related Learning Strategy
- Safeguarding and Child Protection Policy
- Complaints Policy
- SEND Information Report
- Preparing for Adulthood Strategy

