

SACRED HEART HIGH SCHOOL



CAREERS PROVIDER ACCESS POLICY

APRIL 2026

To be reviewed annually

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1 INTRODUCTION

This policy sets out Sacred Heart High School's arrangements for managing access to students by providers of technical education, apprenticeships and other approved training routes, in order to inform pupils about the full range of post-16 and post-18 options. It fulfils our duties under Sections 42A, 42B, 45 and 45A of the Education Act 1997 and is written with regard to the Department for Education (DfE) statutory guidance "Careers guidance and access for education and training providers" (updated 8 May 2025).

2 LEGISLATIVE AND STATUTORY FRAMEWORK

This policy reflects and should be read alongside:

- Education Act 1997 (Sections 42A, 42B, 45, 45A) and the Education and Skills Act 2008 (Section 72).
- DfE statutory guidance: Careers guidance and access for education and training providers (May 2025).
- Skills and Post-16 Education Act 2022 (Provider Access Legislation).
- Keeping Children Safe in Education (current statutory guidance).
- School Information (England) Regulations 2008 (Schedule 4).
- Equality Act 2010 (Public Sector Equality Duty).

3 ROLES AND RESPONSIBILITIES

3.1 Governing Board

Approves this policy annually and monitors compliance with statutory duties, including the frequency and quality of provider encounters. Where access is denied or restricted, the Board will review the rationale and any subsequent complaints.

3.2 Headteacher

Ensures the policy is implemented, access is facilitated, and that suitable staff, premises and safeguarding arrangements are in place for provider activity.

3.3 Careers Leader

Named Careers Leader: Mr H Williams (Head of Careers) email: hwilliams@Sacredh.lbhf.sch.uk

3.4 Staff and Providers

Staff support logistics and safeguarding during encounters. Providers must comply with this policy, our Safeguarding and Child Protection policy and our Visitors Procedures.

4 STUDENT ENTITLEMENT

All students in Years 7–13 will receive impartial information about the full range of education and training options. From Year 8 onwards, the school will secure a minimum of six “meaningful” encounters with providers of technical education and apprenticeships across the following phases:

- Years 8–9: at least two encounters
- Years 10–11: at least two encounters
- Years 12–13: at least two encounters

Students will also be taught how to research opportunities and make applications for the full range of academic and technical courses. Adjustments will be made to ensure pupils with SEND and other vulnerable groups can access and benefit from encounters.

5 MEANINGFUL ENCOUNTERS AND GATSBY ALIGNMENT

The school uses the updated Gatsby Benchmarks (from September 2025) to plan and review provision. Encounters are designed to be purposeful, inclusive and interactive, giving pupils time to prepare and reflect. Digital engagement may supplement, but not replace, in-person activity where feasible.

6 OPPORTUNITIES FOR ACCESS

Providers may request access for the activities below (illustrative list – the Careers Leader will tailor opportunities by year group):

- Whole-school or year-group careers fairs and expos
- Assemblies and talks focused on apprenticeships, T Levels and HTQs
- Workshops and masterclasses (including employer skills sessions)
- Small-group guidance and Q&A clinics
- Taster activities, campus/centre visits and virtual engagements
- Parent/carer information sessions

7 MANAGEMENT OF PROVIDER ACCESS REQUESTS

7.1 Procedure

Providers should email the Careers Leader with a brief outline of the request, target year group(s), preferred dates/times, and the nature of the information/session. The Careers Leader will coordinate suitable

dates and logistics. A reasonable amount of time will be provided for each session, including Q&A.

A provider wishing to request access should contact:

Mr H Williams Head of Careers

Email: hwilliams@Sacredh.lbhf.sch.uk

7.2 Granting or Refusing Access

Access will be granted or refused based on the following:

- Relevance and benefit to students (e.g., alignment with technical education and apprenticeship pathways).
- Safeguarding compliance and staff availability.
- Quality and impartiality of information provided.
- Availability of appropriate facilities and timetabling considerations.

Where access is declined, the Careers Leader will record the rationale and provide alternative dates or methods where appropriate. Providers may raise concerns via the school's Complaints Policy.

8 SAFEGUARDING, DATA PROTECTION AND RISK MANAGEMENT

- All visitors must comply with the school's Safeguarding & Child Protection Policy and follow our Visitors procedures.
- Sessions will be supervised by school staff; unsupervised access to students is not permitted.
- Any materials provided will be reviewed to ensure they are impartial, inclusive and age-appropriate.
- Any data collection by providers must comply with UK GDPR; student personal data will not be shared without consent.

9 INCLUSIVITY AND ACCESSIBILITY

The school is committed to ensuring that all students, including those with special educational needs and disabilities (SEND), have equal access to career opportunities. The policy will be implemented in a way that promotes inclusivity and diversity.

10 PREMISES AND FACILITIES

Subject to availability, the school will provide suitable rooms (e.g., main hall, classrooms, meeting rooms) and equipment (e.g., projector/IT) to support provider sessions, as agreed in advance with the Careers Leader. Providers may supply prospectuses or digital resources for distribution to students and parents/carers.

11 MONITORING, EVALUATION AND PUBLICATION

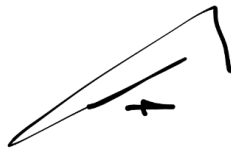
- The Careers Leader will maintain a record of all provider encounters and evaluate their quality and impact, including student and provider feedback.
- The school reports annually to governors on compliance with Provider Access Legislation and Gatsby Benchmarks performance.
- This policy and the provider access statement will be published on the school website.

12 REVIEW AND RATIFICATION

This policy (together with its appendix) has been approved by the Headteacher and the Curriculum Committee of the Governing Body in March 2026 and ratified by the Full Governing Body in April 2026. The policy will be reviewed annually.



Mrs S O'Donovan
Headteacher



Glen Hodgson
Chair of Governors

