



Provider Access Policy

Responsible Board/Committee	Education & Welfare Committee
Policy Type	School Policy
Policy Owner	Deputy Headteacher
Statutory	Yes
Publish Online	Yes
Last Review Date	September 2025
Review Cycle	<i>*Annual</i> This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	September 2026
Version	1

Date Agreed: October 2025	Date for review: September 2026
Chair of Governing body: <i>Nicola Smith</i>	Date signed: October 2025

King Edward VI Northfield School for Girls: Provider Access Policy

Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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.

Pupil entitlement

All pupils in years 7-11 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- to hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Management of provider access requests

Procedure

A provider wishing to request access should contact Mrs S Miles (Careers Adviser)

Telephone: 0121 464 8346; Email: s.miles@nsg.kevibham.org

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

Year 7-9	Assemblies and PSHE careers sessions (opportunities throughout the year) Online and in person encounters with employers and FE providers. Careers Fayre (October)
Year 10	Assemblies and PSHE careers sessions (opportunities throughout the year) CV and application surgeries (May/ June) Careers Fayre (October Year 9 only)
Year 11	Assemblies and PSHE careers sessions (opportunities throughout the year) Interview preparation and mock interviews (October/ November) Careers Fayre (October)

Please speak to our Careers Leader to identify the most suitable opportunity for you.

Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member **of the school**.

Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Advisor or the School Library **(via reception)**. The Library is available to all students at lunch and break times.

Safeguarding procedures

All visitors to the school will be asked for enhanced DBS/photo identity badge upon arrival or a safeguarding disclosure letter **(letter of assurance)** if they have this, the policy is that they will be issued with a blue lanyard and will be able to be left unattended around school. This is unlikely to happen and will never happen for long periods of time or with individuals and small groups of pupils.

If visitors do not have an enhanced DBS/photo identity badge then they will be issued with a red lanyard and not be allowed to be left unattended, they will always be accompanied by a member of staff.

Approval and review

Approved October **2025** by the Local Governing Board

Next review: October **2026**

Signature _____

Chair of the Governing Board