Emerald Place Clinic School (EPCS) provider access policy statement

Under Section 42B of the Education Act 1997 and the Skills and Post-16 Education Act 2022 we have a duty to provide pupils in Years 8-13 with access to providers of post-14, post-16 and post-18 education and training. This policy statement sets out how we manage access requests from these providers.

What are pupils entitled to?

Pupils in Years 8 to 13 are entitled to:

- Learn more about technical education qualifications and apprenticeship opportunities, as part of a careers programme which informs pupils of the full range of education and training options available to them at each transition point.
- Hear from a range of local providers about the opportunities on offer, for example, technical education and apprenticeships – this can be achieved through options evenings, assemblies, group discussions, and taster events.
- Understand how to apply to the full range of academic and technical courses available to them.

All pupils in Years 8 to 13 will receive at least six encounters with accredited providers of technical education and apprenticeships. These encounters will be divided accordingly:

- During the first key phase (Year 8 to Year 9) all pupils must attend two mandatory sessions by accredited providers
- During the second key phase (Year 10 and 11) all pupils must attend two mandatory sessions by accredited providers
- During the third key phase (Year 12 and Year 13) there will two sessions by accredited providers – these will be optional for pupils to attend

What opportunities are provided to allow access to pupils?

Via our school careers programme, we offer providers numerous opportunities throughout the school year to speak to pupils and/or their parents.

These sessions will be scheduled during the school's main opening hours and hospital staff and parents will be informed of the events.

The school offers the six provider encounters that are legally required – these are marked with bold text below – and a number of additional events.

In addition, due to the nature of our school, individual pupils will also have access to events & services provided by their 'home school', as well as either face to face or virtual careers events/activities from the school and a timetabled weekly Careers lesson.

Where applicable teachers will also provide Careers guidance within their subject areas.

Our annual schedule of events is as follows:

	Autumn	Spring	Summer
Year 8	Visits/Talks from external business/industry/professional	National Careers Week (March) Visits/Talks from external business/industry/professional	Visits/Talks from external business/industry/professional
Year 9	Visits/Talks from external business/industry/professional	National Careers Week (March) Visits/Talks from external business/industry/professional **KS4 Options event (external)** Mock Careers interview (School staff)	**Careers interview (external)** Visits/Talks from external business/industry/professional
Year 10	**FE College (x2) external visit – post 16 guidance – all pathways**	National Careers Week (March) Visits/Talks from external business/industry/professional	Visits/Talks from external business/industry/professional

	Visits/Talks from external business/industry/professional	Mock Careers interview (School staff)	Virtual/face to face 6th form Work experience or Virtual work experience
Year 11	**FE College (x2) external visit – post 16 guidance – all pathways** Mock Careers interview (School staff) **Post 16 Careers interview (external)** Visits/Talks from external business/industry/professional	National Careers Week (March) Attend National Apprenticeships Show* Visits/Talks from external business/industry/professional **External talk from Careers provider:** Focus on *'T levels and other approved technical education qualifications and apprenticeships'*	Visits/Talks from external business/industry/professional
Year 12	Attend University of Surrey Careers Fair* Attend Higher Education fair/Open days***** Visits/Talks from external business/industry/professional	National Careers Week (March) Mock Careers interview (School staff) Attend National Apprenticeships Show* Visits/Talks from external business/industry/professional Attend Open days for HE*	**Careers interview – post 18 (external)** Visits/Talks from external business/industry/professional **Careers provider - UCAS/personal statement guidance**

		External talk from Careers provider: Focus on *'T levels and other approved technical education qualifications and apprenticeships'*	
Year 13	**Careers provider - UCAS/personal statement guidance** Attend University of Surrey Careers Fair* Visits/Talks from external business/industry/professional	National Careers Week (March) Attend National Apprenticeships Show* Visits/Talks from external business/industry/professional **External talk from Careers provider:** Focus on *'T levels and other approved technical education qualifications and apprenticeships'*	Visits/Talks from external business/industry/professional

During these sessions, at a minimum, providers will be given enough time to:

- Share information about the provider and the approved technical qualifications and apprenticeships they offer.
- Explain what career routes these qualifications and apprenticeships could lead to.
- Provide insights into what it might be like to learn or train with that provider.
- Answer pupils' questions.

Which providers have previously been invited to the school?

- As a new School we have not had previous speakers/visitors. We will have, moving forwards a comprehensive, specific and relevant timetabled programme.

Who should providers contact to discuss events and options?

Providers can speak to our careers leader, Daniel Swan – dswan@elysiumeducation.co.uk , to discuss possible attendance at relevant events.

Our **Child Protection and Safeguarding Policy**, which is on our website, sets out the school's approach to allowing providers into school to speak to our pupils.

What are the rules for granting and refusing access requests?

We will grant access requests that meet the following criteria:

Providers deliver balanced, equal opportunities and appropriate sessions. As we are a small clinic school, to safeguard our pupils, we have had to create specific times when visitors can visit the school. All visitors will be fully supervised throughout.

Visits/sessions will ideally be aligned/scheduled for the day that the main Careers teacher & lessons take place on, although we will plan where relevant for 'special' assemblies or events for which providers may attend or that are pre-arranged/specific provider visits.

Details of premises or facilities available to those given access will be explained and outlined on an individual basis to the providers granted access and after an assessment of need/availability.

Visitors to the school, will be advised to either deliver their sessions in either one or up to two-hour blocks.

Please see the suggested arrival and departure times.

Visitor's Access during the School Day	Suggested Visitors Arrival Time	Suggested Visitors Leaving Time	Length of session
8-8:40 **(Visitor's Access)**	Visitors for can enter the school's main Reception door for sessions planned for 9:00-10:30		
10:35 -10:55 **(Visitor's Access)**	Visitors for can enter the school's main Reception door for sessions planned for 11:00-12:00	Visitors for can leave through the school's main Reception door from 10:35 -10:55. All staff to check that there are no students remaining in the school before opening the door. Visitors must be with a member of staff who is DBS checked whether they have a current DBS or not	9:00-10:30 (90 mins) 11:00-12:00 (60 mins)
12:05-13:25 **(Visitor's Access)**	Visitors for can enter the school's main Reception door for sessions planned for 13:30-15:30	Visitors for can leave through the school's main Reception door from 12:05-13:25. All staff to check that there are no students remaining in the school before opening the door. Visitors must be with a member of staff who is DBS checked whether they have a current DBS or not	13:30-15:30 (120 mins)
3:40 **(Visitor's Access)**		Visitors for can leave through the school's main Reception door from 15:40	

Providers can request access – the process for requesting access is by emailing our careers leader, Daniel Swan – dswan@elysiumeducation.co.ukand all requests will be considered.

What can providers expect once a request has been accepted?

Once we have approved a provider, we will work with them to identify the best method for providing access to our pupils.

We will make an appropriate space or provide technological support to enable online delivery, with the required supervision to host discussions between providers and pupils. We will also make the necessary presentation equipment available to providers.

Arrangements will be discussed in advance between our Careers leader and a nominated member of the provider's team.

Providers are welcome to leave a copy of their prospectus and other relevant course literature at the main Reception desk for the school.

How are complaints regarding provider access managed?

If you have a complaint relating to the school's provider access arrangements, you can raise it in line with the school's **Complaints Procedures Policy**.

Approval and review

See the Careers Policy