

Hospital and Outreach Education AP Academy - Provider access policy statement

1. Aims

This policy statement aims to set out Hospital and Outreach Education (HOE) arrangements for managing the access of education and training providers to pupils for the purpose of giving them information about their offer.

It sets out:

- Procedures in relation to requests for access
- The grounds for granting and refusing requests for access
- Details of premises or facilities to be provided to a person who is given access

2. Statutory requirements

HOE is required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purposes of informing them about approved technical education, qualifications or apprenticeships. However, almost all of HOE pupil are dual registered with their home schools so the statutory requirements are shared between both settings.

HOE must also have a policy statement that outlines the circumstances in which education and training providers will be given access to our pupils.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how HOE complies with these requirements.

3. Pupil entitlement

All pupil in years 8 to 13 at HOE are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of either their home school or HOE's careers programme which provides information on the full range of education and training options available at each transition point
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses

This is a shared responsibility for pupils who are dual subsidiary registered with HOE as an alternative provider.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Carmel Shortland on 01604 662250 or email cshortland@nhoe.org.uk

4.2 Opportunities for access

Events will be organised by HOE according to the needs of individual pupils as each one will have a personalised learning programme which will include careers education. Where appropriate, HOE will offer providers an opportunity to come into HOE to speak to students and/or their parents/carers.

We will also ensure that the pupil's home school provides them with information about the opportunities from their careers programmes

HOE will endeavour to provide as many opportunities as possible, from group sessions to one to ones, depending on the individual pupil needs. This may include:

- Work experience (block of long-term placements)
- Provider events
- School events
- Individual experiences
- College and 6th form visits
- In class speakers from business to describe careers using the different curriculum subjects

Please speak to our careers advisor, Carmel Shortland, to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Access to our pupils will be dependent on the nature and impact of their medical/mental health conditions. HOE will endeavour to encourage pupils to take advantage of all access offered in order to better inform them about future career choices.

Access will not be granted during the exam period.

4.4 Safeguarding

The HOE Safeguarding and Child Protection policy outlines the HOE's procedure for checking the identity and suitability of visitors. Procedures for external visitors to follow can be found in the HOE External Visitor Policy. Education and training providers will be expected to adhere to this policy and to read the HOE Safeguarding leaflet.

4.5 Premises and facilities

HOE will make rooms and specialist equipment available to providers as necessary. This will be organised through liaison with the careers advisor or individual subject teacher. All providers are welcome to leave prospectuses or other information for pupils to read.

5. Links to other policies

This policy should be read in conjunction with:

- HOE Safeguarding and Child Protection Policies
- External Visitors Policy
- Careers Education and Guidance Policy
- HOE statement of compliance for statutory duty for careers

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Cath Kitchen and Carmel Shortland

This policy will be reviewed by Cath Kitchen and Carmel Shortland annually. At every review, the policy will be approved Gary Telford (Careers Governor) and the local advisory board.

Date of policy	October 2020
Date of review	October 2021