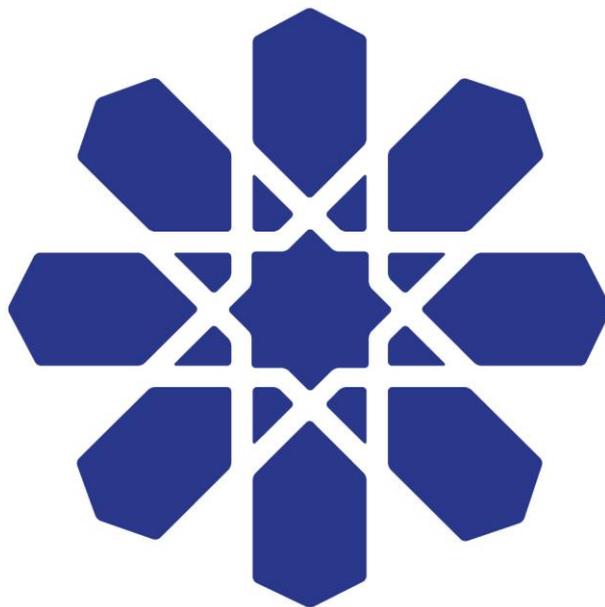


Provider access policy statement

London East Academy



LONDON EAST ACADEMY

ISLAMIC SECONDARY SCHOOL FOR BOYS

Approved by:	Hussain Shefaar	Date: Date15/08/2021
Last reviewed on:	[01/09/2021]	
Next review due by:	[Review as necessary]	

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1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students 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

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 7 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

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

This policy shows how our school complies with these requirements.

3. Student entitlement

All students in years 7 to 11 at London East Academy are entitled to:

- › Find out about technical education qualifications and apprenticeship opportunities as part of our 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

4. Management of provider access requests

4.1 Procedure

For visitors attending in a professional capacity, you should check their ID and be assured that they've had the appropriate DBS check.

- Will need to bring ID, unless they're named on the approved visitors/contractors list
- Must only use the designated visitor entrance (2nd floor office of LEA)

- Need to sign in the Inventory system and include their name, organisation, who they are visiting and car registration (if applicable)
- Must read the safeguarding information when signing in and sign to confirm
- Will be escorted to their point of contact or their point of contact will collect them from reception

A provider wishing to request access should contact the schools' office.

Telephone: 0207 650 3070

Email: admin@eastlondonmosqueschool.co.uk

4.2 Opportunities for access

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

In the following table, there are examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 8	PSHE lessons and tutor group opportunities Assembly opportunities.		Careers workshop in dropdown week
YEAR 9	Assembly and tutor group opportunities - employability skills PSHE lessons and tutor group opportunities	Key Stage 4 options event	Careers workshop in dropdown week
YEAR 10	Assembly and tutor group opportunities - employability skills PSHE lessons and tutor group opportunities	Networking event with providers and employers	Work experience preparation sessions Work experience
YEAR 11	Assembly on opportunities at 16 Skills for London Event (done online this year (2021)) College visits PSHE lessons and tutor group opportunities	Apprenticeships – support with applications Creating CVs and personal statements	

Please speak to our Careers lead [Mubarak Omar] to identify the most suitable opportunity for you.

4.3 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors.

Education and training providers will be expected to adhere to this policy.

4.4 Premises and facilities

- Laptops & internet access/ projectors
- Seminar rooms/ Halls/ classrooms/ ICT suite
- The career's officer will request booking for the facilities and equipment required with the school's office
- The office manager will book facilities external to the school premises with the events office and request equipment required
- providers can leave prospectuses or other material for students to read

5. Links to other policies

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by the office manager.

This policy will be reviewed by [Mubarak Omar] annually.

At every review, the policy will be approved by the governing board.