



National
Autistic
Society



Vanguard
School

Provider Access Policy

The Careers Education Programme is led by:

Monawra Rahman – Careers Education Lead

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t: 0208 059 6310

1 Introduction

- 1.1 This policy statement sets out the school's arrangement 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.
- 1.2 This complies with the school's legal obligations under Section 42B of the Education Act 1997.

2 Pupil entitlement

- 2.1 All pupils in years 8-13 are entitled:
 - 2.1.1 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;
 - 2.1.2 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;
 - 2.1.3 To understand how to make applications for the full range of academic and technical courses

3 Management of provider access requests

3.1 Procedure

A provider wishing to request access should contact the school office (VanguardOffice@nas.org.uk) or:

Sandra Harrison – Interim Principal
Telephone: 0208 059 6310
Email: sandra.harrison@nas.org.uk

Monawra Rahman – Careers Education Lead
Telephone: 0208 059 6310
Email: monawra.rahman@nas.org.uk

3.2 Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school and speak to pupils or their parents or carers. An overview of the careers programme is attached on the next page. Please speak to our Careers Education Lead, Miss Rahman, to identify the most suitable opportunity for you.

Employers are welcome to speak to our learners at any time of the academic year (September – July).

Term	Year 7	Year 8	Year 9*	Year 10*	Year 11*	Year 12*	Year 13*
Autumn	<p>How is secondary different?</p> <p>Introduction to Unifrog – Skills, qualities and aspirations</p> <p>Introduction to the world of work</p>	<p>Personal skills and qualities</p> <p>Aspirations – what is important to me</p> <p>SMART goal setting</p> <p>Unifrog Personality and Interest profiling</p>	<p>Personal skills and qualities</p> <p>Exploring job roles and challenging stereotypes</p> <p>Unifrog Personality and Interest profiling</p>	<p>How is KS4 different? – SMART goal setting</p> <p>Planning the Future 1:1 meetings</p> <p>Unifrog Personality and Interest profiling</p> <p>Researching post-16 options & LMI</p>	<p>Check-in: Planning the Future</p> <p>Researching post-16 options & LMI</p> <p>Unifrog Personality and Interest profiling</p>	<p>How is KS5/Sixth Form different? – SMART goal setting</p> <p>Personal skills, qualities and aspirations</p> <p>Post-18 pathways assembly</p> <p>Unifrog Personality and Interest profiling</p>	<p>Check in: Planning the Future</p> <p>Post-18 pathways assembly</p> <p>Application support for Post-18 options</p> <p>Unifrog Personality and Interest profiling</p>
Spring	<p>Exploring different careers and job sectors</p> <p>Challenging stereotypes and valuing differences</p>	<p>Exploring different careers and job sectors</p> <p>Workplace Values / Top 10 Employer Skills</p>	<p>Researching post-16 options</p> <p>Labour Market Information (LMI)</p> <p>Interview & CV skills – one-to-one and workshops</p>	<p>Personal Finance & Budgeting skills</p> <p>Health & Safety/ Law in the work place</p> <p>CV & interview workshops; one-to-one career guidance</p>	<p>Application support for FE and/or employment</p> <p>CV and Interview skills – one-to-one and workshops</p> <p>Work Experience</p>	<p>Exploring different career pathways & workplace values</p> <p>Health & Safety/ Law in the work place</p> <p>CV and interview skills</p> <p>Finance skills</p>	<p>One to one support from Careers Team and Advisor</p> <p>Application support for FE and/or employment</p> <p>Year 13 revision focus</p>
Summer	<p>Skills building - focusing on the 8 essential skills</p>	<p>Skills building - focusing on the 8 essential skills</p>	<p>Personal Finance & Budgeting Skills</p> <p>Post-16 pathways assembly</p>	<p>Work Experience</p> <p>Labour Market Information (LMI)</p>	<p>Y11 revision focus</p> <p>One-to-one career support drop in</p>	<p>Work Experience</p> <p>Essential Life Skills</p>	<p>Y13 revision focus</p> <p>Next Step Transition</p> <p>Essential Life Skills</p>

* - Personal Guidance (Gatsby Benchmark 8) will be provided to students throughout the academic year

Whole School / Ongoing Events

National Apprenticeship Week – February
 National Careers Week – March
 British Science Week – March
 Industry specific visits and guest speakers – throughout the year

Ongoing Events throughout the Year for Y10-13

Further and Higher Education visits / Taster days
 Applications and interviews
 Volunteering / Work Experience – Spring/Summer Term
 Post-16 and Post 18 Options Parents Meetings

3.3 Granting and Refusing Access

3.3.1 Access to Vanguard School will only be granted to external agencies and visitors following the fulfilment of the school's safeguarding criteria.

3.3.2 All visits must be arranged through the proper contact channels and with the knowledge of the school Career Education Lead. All visits must be arranged to fit into the school calendar at mutually agreed times convenient to both the school and the provider.

3.4 Safeguarding

3.4.1 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.

Protocol on arrival at school site, during visit and departure

On arrival at the school site, all visitors must immediately report to the school's main reception. They must:

- confirm their name, the purpose of their visit and who they are expecting to meet.
- sign in and in doing so, provide written confirmation of their name, the organisation they belong to, who they are expecting to meet, the time of their arrival (and where applicable, their vehicle registration)
- be made aware of the school's safeguarding procedures and relevant health and safety information and by signing in confirm their acceptance and understanding of the requirements detailed
- be issued with a red visitor lanyard with their identification badge, which they will be required to visibly wear at all times

Visitors will be accompanied at all times by their school point of contact, unless they are on the school's Approved Visitor List (where reception have been notified in advance of their arrival and they have previously attended the school site).

On departure, all visitors must leave via reception, sign out and return their visitor lanyard (and door pass where provided).

If you have any questions in respect of this policy during your visit, please ask at reception. Prior to your visit, please call 02080 596 310 or email VanguardOffice@nas.org.uk

Premises and facilities

The school will make the main hall, classrooms or the library available for discussions between the provider and students, as appropriate to the activity. The school will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Education Lead or the Principal.

Providers are welcome to leave a copy of their prospectus or other relevant course literature/resources at the Careers Resource Corner (in the library), which is managed by the

Careers Education Lead. The Resources Centre is available to all students throughout the school day.

Approval and review

This policy has been reviewed and approved by the Local Governing Body of Vanguard School and the Principal.

Signed:

Fleur Bothwick

Fleur Bothwick
Chair of Governors

Sandra Harrison

Sandra Harrison
Interim Principal

Last reviewed on: January 2022

Next review due: September 2022