

BBG ACADEMY ACCESS PROVIDER POLICY



| | | | |
|---|---|--|--|
| Summary | Academy Arrangements for Managing Access of education and training providers to the Academy | | |
| Responsible Person/Author: | Ian Aindow – Assistant Head Teacher for Student Experience | | |
| Applies to: (please circle/delete as appropriate) | Staff <input checked="" type="checkbox"/> | Student <input checked="" type="checkbox"/> | Community <input checked="" type="checkbox"/> |
| Ratifying Committee | Standards Committee | | |
| Version: | 1 | | |
| Available On: | Compliance Library | <input checked="" type="checkbox"/> | Website <input checked="" type="checkbox"/> |
| Effective from: | 5 April 2021 | | |
| Date of Next Formal Review: | September 2021 | | |
| Review Period | Annual | | |
| Status | Statutory | | |
| Owner | The Rodillian Multi Academy Trust | | |
| Version | 1 | | |

Document Control

| Date | Version | Action | Amendments |
|------------|---------|---------------------------|------------|
| April 2021 | 1 | New Policy Format created | |

Contents

| | |
|---|---|
| Document Control..... | 2 |
| Contacting the Academy to request access | 3 |
| Introduction..... | 3 |
| Scope and purpose of this policy and who it applies to..... | 3 |
| Publication of this Policy | 3 |
| Responsibility for this Policy..... | 4 |
| Aim of this Policy | 4 |
| Management of provider access requests | 4 |
| Procedure | 4 |
| Opportunities for access | 4 |
| Premises and facilities | 4 |

| | |
|---|---|
| Person Responsible: | 4 |
| Table 1- Annual Calendar of Events..... | 5 |
| Monitoring | 6 |
| Appendix 1 - Equality Impact Assessment | 7 |

Contacting the Academy to request access

1. A provider wishing to request access should contact Ian Aindow, Assistant Head Teacher for student experience. Telephone 01274 871224 or E-mail: ianaindow@bbgacademy.com

Introduction

2. The Rodillian Multi Academy Trust (“the Trust”) is a successful educational trust and all our students play their part in making it so. We are committed to providing a quality education for all our students this includes giving them opportunities to speak with other educational institutions and employers about opportunities open to them.

Scope and purpose of this policy and who it applies to

3. This policy statement sets out the Academy’s arrangements for managing the access of providers to students at the Academy for the purposes of giving them information about the provider’s education or training offer. This complies with the Academy’s legal obligations under [Section 42B of the Education Act 1997](#).
4. This policy is aimed at ensuring all students in Years 8 to 13 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 evenings, assemblies and group discussions and taster events.
 - To understand how to make applications for the full range of academic and technical courses.

Publication of this Policy

5. This policy will be available on the Trust and Academy websites and be available to all Parents, Carers, Students, Members of the public, Staff, Members, Trustees and Local Review Board Members.
6. Following any review of the policy resulting in an updated version being adopted by the Trust Board, staff will be advised by email/alert where they may access it and advised as to whether

they are required provide confirmation that they have read the document via the Compliance Library.

7. Appropriate training and guidance will be provided to staff by the Attendance and Welfare team regarding the implementation of the policy for appropriate staff in relation to any new or revised procedures and guidelines within an appropriate timescale.
8. Guidance on any aspect of this policy can be obtained from the Assistant Headteacher for student experience whose email address is iaindow@bbgacademy.com.

Responsibility for this Policy

9. The Trust Board has overall responsibility for the effective operation of this policy and for ensuring effective compliance. The Trust Board has delegated day to day responsibility for operating the policy to the Trust Executive, the Local Review Boards and the Principal at each Academy.

Aim of this Policy

10. To ensure that students find out about technical educational qualifications, apprenticeship opportunities and education and training options available at transition points and understand how they can make applications for academic and technical courses.

Management of provider access requests

Procedure

11. A provider wishing to request access should contact: Ian Aindow, Assistant Head Teacher Student Experience, 01274 871224, iaindow@bbgacademy.com

Opportunities for access

12. A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents – please see Annual Calendar of Events.
13. Please speak to our named Careers Leader to identify the most suitable opportunity for you. The Academy's policy on safeguarding sets out the approach to allowing providers into school as visitors to talk to our students. The Safeguarding Policy is available on our website www.rodillianacademytrust.co.uk

Premises and facilities

14. The Academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We will also make available Audio Visual and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader. Providers are welcome to leave a copy of their prospectus or other relevant course literature with our Careers Leader who will distribute the relevant information to students.

Person Responsible: Ian Aindow (Assistant Head Teacher)

Table 1- Annual Calendar of Events

| | Autumn Term* | Spring Term | Summer Term |
|----------------|--|---|--|
| Year 7 | Visit to University (rewards trip day) | | School bulletin career of the week page. |
| Year 8 | Camp week career presentations by employers and employees. Careers integrated into subject time. StartProfile website rolling form time program in computer rooms. | Career week assembly and registration programme. Options evening parental presentations. Careers integrated into subject time. StartProfile website rolling form time program in computer rooms. | Careers integrated into subject time. StartProfile website rolling form time program in computer rooms. School bulletin career of the week page. |
| Year 9 | Camp week career presentations by employers and employees. Careers integrated into subject time. StartProfile website rolling form time program in computer rooms. | Career week assembly and registration programme Career week seminar Options evening parental presentations and assemblies Careers integrated into subject time. StartProfile website rolling form time program in computer rooms. | Careers integrated into subject time. StartProfile website rolling form time program in computer rooms. School bulletin career of the week page. |
| Year 10 | Careers integrated into subject time. StartProfile website rolling form time program in computer rooms. | Career week assembly and registration programme. Post 16 providers invited to attend parents' evenings. Careers integrated into subject time. StartProfile website rolling form time program in computer rooms. | Post 16 providers invited to attend parents' evenings. Visit to local Post 16 providers. Post 16 provider assemblies. Post 16 provider open days signposted through bulletin. School bulletin career of the week page. Careers integrated into subject time. StartProfile website rolling form time program in computer rooms. |
| Year 11 | GET INTO assemblies. GET INTO tutor time rotation. Careers guidance interviews. Mock college interviews | Career week assembly. Careers guidance interviews. Post 16 provider weekly assemblies. College interviews. | School bulletin career of the week page. |

| | Autumn Term* | Spring Term | Summer Term |
|--|---|--|-------------|
| | <p>Apprenticeship selection day role play.</p> <p>Post 16 providers invited to attend parents' evenings.</p> <p>NCS presentations and support with applications.</p> <p>Post 16 provider open days signposted through bulletin.</p> <p>Careers integrated into subject time.</p> <p>StartProfile website rolling form time program in computer rooms.</p> | <p>GET INTO intervention during form time for individuals who have not yet applied.</p> <p>Post 16 provider open days signposted through bulletin.</p> | |

*Autumn 2020 external events did not take place. Careers week Employer presentations and University experience are planned for July 2021

Monitoring

- The Assistant Head teacher for Student Experience will monitor the implementation and effectiveness of the policy. They will monitor the relevant legislation, guidelines and information forthcoming from the relevant statutory sources, for any recommendation or changes. There will be a full review of the Policy by the stated review date where recommendations will be made for consideration by the Trust Board.

Appendix 1 - Equality Impact Assessment

Equality, Diversity, Cohesion and Integration Screening

As a Trust via the public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration. Please also take due regard of Equalities considerations.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

| | |
|--|---|
| Organisation: Rodillian Multi- Academy Trust | Department responsible for the Policy: Attendance |
| Lead Person: Ian Andow | iaindow@bbgacademy.com |

| |
|--|
| 1. Title: <<Policy Title>> |
| Is this a: <input checked="" type="checkbox"/> Policy If other, please specify |

| |
|--|
| 2. Please provide a brief description of what you are screening |
| Policy |

| | | |
|--|------------|-----------|
| <p>3. Relevance to equality, diversity, cohesion and integration <i>All the Trust's policies affect service users, employees or the wider community. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.</i> <i>The following questions will help you to identify how relevant your proposals are.</i> <i>When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).</i></p> | | |
| Questions | Yes | No |
| Is there an existing or likely differential impact for the different equality characteristics? | | / |
| Have there been or likely to be any public concerns about the Policy or proposal? | | / |

| | | |
|--|--|---|
| Could the proposal affect how services are organised, provided, located and by whom? | | / |
| Could the proposal affect our workforce or employment practices? | | / |
| Does the proposal involve or will it have an impact on? <ul style="list-style-type: none"> Eliminating unlawful discrimination, victimisation and harassment Advancing equality of opportunity Fostering good relations | | / |

| |
|---|
| 4. Considering the impact on equality, diversity, cohesion and integration |
| <i>If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment. Please provide specific details for all three areas below (use the prompts for guidance).</i> |
| <ul style="list-style-type: none"> Scope of the proposal – all students. Who is likely to be affected – students. Equality related information – is held on individual academy and Trust records and gathered through Equal Opportunities Monitoring Forms. Gaps in information and plans to address - the Trust intends to work to further improve processes relating to the gathering of equality related information across the organisation. Consultation and engagement activities with those likely to be affected – ongoing feedback from students, the Policy is made available to staff and is on our website. |
| <ul style="list-style-type: none"> Key findings <p>We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The HR Team is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas.</p> <p>The Policy has taken into account religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act.</p> <p>We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.</p> |
| <ul style="list-style-type: none"> Actions <p>The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.</p> |

| | | |
|--|-----------------------------------|---------------|
| 5. Governance, ownership and approval | | |
| Please state here who has approved the actions and outcomes of the screening | | |
| Name | Job title | Date |
| Adam Marham | Head of Governance and Compliance | 26 April 2021 |
| | | |

| | |
|--|---------------|
| 6. Publishing | |
| This screening document will act as evidence that due regard to equality and diversity has been given. | |
| Date screening completed | 26 April 2021 |
| Date agreed at Trust Board | 4 May 2021 |