The Chalfonts Community College

Success is an Attitude!

Provider Access Policy

2026 - 2027

Last Reviewed on:	September 2026
New Review due:	December 2027

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1. Aims

This policy sets out The Chalfonts Community College's arrangements for managing requests from education and training providers to access students for the purpose of providing information about the opportunities available to them.

The policy aims to:

- provide a clear procedure for education and training providers wishing to engage with students;
- ensure students have opportunities to learn about a broad range of education, training, technical education and apprenticeship pathways;
- outline the circumstances in which requests for provider access may be granted or refused;
- identify the opportunities available for providers to engage with students as part of the schools careers programme; and
- set out the premises, facilities and arrangements available to providers who are granted access.

2. Statutory requirements

Schools are required to ensure that students in Years 7 to 13 have opportunities to hear from a range of education and training providers about approved technical education qualifications, apprenticeships and other relevant pathways.

Schools must also publish a policy statement setting out the circumstances in which education and training providers will be given access to students.

This requirement is set out in **Section 42B of the Education Act 1997**.

The Chalfonts Community College is committed to providing students with meaningful opportunities to understand the full range of education and training pathways available to them and to make informed decisions about their future.

This policy sets out how the school manages provider access in support of these requirements.

3. Student entitlement

All students in Years 7 to 13 at The Chalfonts Community College are entitled to opportunities to:

1. Find out about technical education qualifications, apprenticeships and other education and training opportunities as part of the schools careers programme.
2. Receive information about the full range of education and training options available at each transition point.

3. Hear from a range of local education and training providers about the opportunities they offer, including technical education and apprenticeships.
4. Participate in activities and events through which providers can engage directly with students. These may include:
    - options events;
    - assemblies;
    - careers fairs;
    - employer and educational pathway workshops;
    - career insight talks;
    - taster activities
5. Develop their understanding of how to make applications for the full range of academic and technical courses and pathways.

The school will seek to provide students with a range of encounters that are appropriate to their age, stage of development and careers education needs.

4. Management of provider access requests

4.1 Procedure

Education and training providers wishing to request access to students should contact:

Mrs Kirsty Vinten
Leader of Employability
Telephone: 01753 881629
Email: kvinten@chalfonts.org

Mr Imran Vahora
Assistant Principal
Telephone: 01753 881609
Email: ivahora@chalfonts.org

Providers should make contact in advance of their proposed visit or activity so that the school can consider the request and identify the most appropriate opportunity for engagement.

Requests will be considered in relation to the school's existing careers programme, the needs of students and the practical arrangements required to support the proposed activity.

4.2 Opportunities for access

The schools careers programme includes a range of opportunities through which education and training providers can engage with students and, where appropriate, their parents/carers.

The following activities form part of the school's careers and employability provision:

Year Group	Opportunities
All Year Groups	Career insight talks; assemblies and form-group activities; PSHCE lessons; National Careers Week; National Apprenticeship Week; careers in the curriculum; careers fairs
Year 7	Introduction to careers and employability; PSHCE – Getting Life Ready, knowledge and skills for the future
Year 8	Career insight talks; career games and skills; introduction to Unifrog
Year 9	Support for GCSE options; activities on Unifrog; tutor-time exercises relating to subject preferences; university visits
Year 10	Preparation for work experience; one week of work experience; post-16 pathways;
Year 11	Employability Skills Day; careers fair; interviews; workshops; post-16 options
Year 12 and 13	Apprenticeship presentations; workshops covering CVs, interview skills, LinkedIn and assessment centres; UCAS

Providers are encouraged to contact the school to discuss the most appropriate opportunity for engagement with students.

4.3 Granting and refusing access

Access to students will be granted or refused based on a case-by-case basis. If students are engaged in important (non-negotiable) activities, access will not be granted, such as during:

1. Exams (internal/External) season
2. Work experience week
3. Sports days

This is not an exhaustive list. The school reserves the right to refuse or rearrange access where this is necessary to protect the educational and operational needs of students and the school.

4.4 Safeguarding

The safety and wellbeing of students is a priority for The Chalfonts Community College.

All providers and visitors must comply with the school's safeguarding and child protection requirements.

The school's Safeguarding/Child Protection Policy sets out the procedures for checking the identity and suitability of visitors.

Education and training providers granted access to students will be expected to comply with the school's safeguarding procedures and any reasonable instructions provided by school staff.

All provider visits and activities will be subject to the school's safeguarding arrangements.

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.

4.5 Premises and facilities

Where provider access is agreed, The Chalfonts Community College can make the following facilities available, subject to availability and the nature of the activity:

- Main Hall or Gym;
- classrooms; and
- meeting rooms.

Appropriate audio-visual and other specialist equipment may also be made available to support provider presentations and activities.

The facilities and equipment required for each visit will be discussed and agreed in advance with the Careers Leader and the Site Team.

Providers may also leave copies of prospectuses or other relevant course literature for inclusion in the LRC.

The careers library is located within the **Learning Resource Centre**, which is available to students during break times, lunch times and after school.

5. Other school policies

All school policies can be found on the school website under about us and then policies.

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs Whitehead, Principal. This policy will be reviewed by Imran Vahora [Assistant Principal] annually. At every review, the policy will be approved by the governing board.

Signed: …… Chair of Governors Date: ……

Signed: ……Principal Date: ……

History

Date	Issue	Status	Comments
March 2022		Amendment Addition Amendment Addition	Change of titles sections 1,3,6 2. Statutory Requirements 4.2 Updated 5. Links to other policies
December 2023		Amendment	Change names of Leader of Employability from Christine to Kirsty
December 2025		Amendment	Date Change and updated email addresses.
September 2026		Amendments & Additions	Grammar and wording changes across points 1-6