

# Hampton College: CEIAG - Provider Access Policy

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## 1. Pupil Entitlement

All pupils in Years 8-13 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 events, assemblies and group discussions and taster events.
- To understand how to make applications for the full range of academic and technical courses.

## 2. Provider Access Requests Procedure

A provider wishing to request access to students should contact: Sarah Chester, CEIAG Co-ordinator, at [schester@hamptoncollege.org.uk](mailto:schester@hamptoncollege.org.uk) or 01733 246820.

## 3. Opportunities for Access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers. This will be integrated into a wider careers plan or strategy for the school. The events listed below are subject to change and this is not an exhaustive list, as events are scheduled outside of the planned programme on an on-going basis, dependent upon need and opportunity:

- November/March Collapsed Days
- Assembly presentations
- Lessons
- Lunchtime presentations or drop-in sessions
- Enrichment Week
- Workshops
- Post 16 Options Evening
- Year 9 Options Evening

Please speak to our Careers Leader to identify the most suitable opportunity for you.

## 4. Granting and Refusing Access to Providers

Access will be provided based on meeting the following criteria:

- Adequate room(s) and equipment are available, based on existing timetable and letting commitments
- Staff are available to attend, taking account of participant numbers and teaching timetables and to ensure DBS regulations are met
- Students are available to attend, depending on the dates requested and curriculum considerations
- Providers offer impartial, unbiased and high quality content, meeting equal opportunity requirements
- Providers are GDPR compliant

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## 5. Safeguarding

The school and Hampton Academies Trust are committed to keeping children safe and our Safeguarding and Child Protection Policy (available on our website) 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, which can be found on our school website.

## 6. Complaints

Complaints from providers will be dealt with under the school's Complaints and Concerns Policy.

## 7. Premises and Facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre/Library, which is managed by the school librarian. The Resource Centre/Library is available to all students at lunch and break times.

### APPROVED BY GOVERNORS:

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SIGNATURE	NAME	DATE
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