



L.E.A.D. Academy Trust  
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# L.E.A.D. ACADEMY TRUST

# Provider Access Policy

## Policy/Procedure management log

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# Policy statement on provider access

## The Birley Academy: Provider Access Policy

### 1 Introduction

High quality careers education and guidance in school or college is critical to young people's futures. It helps to prepare them for the workplace by providing a clear understanding of the world of work including the routes to jobs and careers that they might find engaging and rewarding. It supports them to acquire the self-development and career management skills they need to achieve positive employment destinations. This helps pupils to choose their pathways, improve their life opportunities and contribute to a productive and successful economy.

As the number of apprenticeships rises every year, it becomes increasingly important that all young people have a full understanding of all the options available to them post-16 and post-18 including wider technical education options such as T-Levels and Higher Technical Qualifications.

### 2 Commitment

The academy is committed to ensuring there is an opportunity for a range of education and training providers to have access to pupils, for the purpose of informing them about approved technical education qualifications and apprenticeships.

The academy is aware of the responsibility to set pupils on the path that will secure the best outcome, enable them to progress in education and work, and give employers the highly skilled people they need. That means acting impartially, in line with the statutory duty, and not showing bias towards any route, be that academic or technical.

The academy endeavours to ensure that all pupils are aware of all routes to higher skills and can access information on technical options and apprenticeships (The Department of Education, July 2021: "Baker Clause": supporting pupils to understand the full range of education and training options, and the Provider Access Legislation, January 2023).

### 3 Aims

The academy's policy for access to other education and training providers has the following aims:

- To develop the knowledge and awareness of our pupils of all career pathways available to them, including technical qualifications and apprenticeships.
- To support young people to be able to learn more about opportunities for education and training outside of school before making crucial choices about their future options.
- To reduce any drop out from courses and avoid the risk of pupils becoming NEET (Young people not in education, employment or training).

### 4 Pupil entitlement

This policy statement sets out the academy's arrangements for managing the access of providers to the academy for the purpose 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. It is part of a wider strategy for careers at the academy

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

**For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the 'first key phase' (Years 8 to 9) and two encounters for pupils during the 'second key phase' (Years 10 to 11).**

These provider encounters will be scheduled during the main academy hours, and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers.
- explain what career routes those options could lead to.
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider).
- answer questions from pupils.

The academy expects all pupils to attend each encounter. Encounters are timed to inform pupils' consideration of post-14, post-16 and post-18 options and progression to the next stage of education or training.

## **5 Meaningful provider encounters**

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the 'making it meaningful checklist' (see Appendix 4).

Meaningful online engagement is also an option. At the academy we are open to providers that can provide live online engagement with our pupils.

## 6 Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

Name and address of organisation Address	Activity	Year group and number of pupils involved
The Sheffield College Granville Road Sheffield S2 2RL	<b>Post 16 Options - Introduction Assembly</b> A Levels / Vocational / Apprenticeships	<b>Year 9</b> Students 220- October 2024 <b>Year 8</b> Students 210 January 2025 <b>Year 11</b> students 214 - Sept 2025
Meadowhead School and 6 <sup>th</sup> Form School Dyce Lane Sheffield S8 8BR	<b>Post 16 Options -Introduction Assembly</b> A Levels / Vocational / Apprenticeships	<b>Year 11</b> students 214 - Sept 2025
All Saints Sixth Form Granville Road Sheffield S2 2RJ	<b>Post 16 Options - Introduction Assembly A</b> Levels / Vocational / Apprenticeships	<b>Year 9</b> Students 220- October 2024 <b>Year 8</b> Students 210 January 2025
Opportunity Sheffield - Apprenticeship AIG Economy Skills and Culture Sheffield City Council Howden House Sheffield S1 4PL	<b>Post 16 Options - Introduction Assembly</b> A Levels / Vocational / Apprenticeships	<b>Year 9</b> Students 220- October 2024 <b>Year 8</b> Students 210 January 2025 <b>Year 11</b> students 214- Sept 2025
All Saints Sixth Form Granville Road Sheffield S2 2RJ	<b>Post 16 Event - Parent/Student Event</b> Employer/Provider Guidance	Year 11 students 100 - October 2023 130 - October 2024 125 - October 2025
Notre Dame High School Fulwood Road Sheffield S10 3BT	<b>Post 16 Event - Parent/Student Event</b> Employer/Provider Guidance	Year 11 students 100 - October 2023 130 - October 2024 125 - October 2025
King Edwards VII 6 <sup>th</sup> Form Glossop Road Sheffield S10 2PW	<b>Post 16 Event - Parent/Student Event</b> Employer/Provider Guidance	Year 11 students 100 - October 2023 130 - October 2024 125 - October 2025
Meadowhead School Dyce Lane Sheffield S8 8BR	<b>Post 16 Event - Parent/Student Event</b> Employer/Provider Guidance	Year 11 students 100 - October 2023 130 - October 2024 125 - October 2025
Eckington School 6 <sup>th</sup> Form Dronfield Road Eckington Sheffield S21 4GN	<b>Post 16 Event - Parent/Student Event</b> Employer/Provider Guidance	Year 11 students 100 - October 2023 130 - October 2024 125 - October 2025
Mercia 6 <sup>th</sup> Form Carternowle Road Sheffield S7 2DY	<b>Post 16 Event - Parent/Student Event</b> Employer/Provider Guidance	Year 11 students 100 – October 2023 130 - October 2024
Thomas Rotherham College Moorgate Road Rotherham S60 2BE	<b>Post 16 Event - Parent/Student Event</b> Employer/Provider Guidance	Year 11 students 100 - October 2023 130 - October 2024 125 - October 2025
Learning Curve Training 2 <sup>nd</sup> Floor Orchard House Leopold Street Sheffield S1 2GY	<b>Post 16 Event - Parent/Student Event</b> Employer/Provider Guidance	Year 11 students 100 – October 2023 130 - October 2024
Army AFCO Townhead House 10 - 14 Townhead Road Sheffield S1 2EE	<b>Post 16 Event - Parent/Student Event</b> Employer/Provider Guidance	Year 11 students 100 – October 2023 130 - October 2024

Amey Olive Grove Depot Olive Grove Depot Sheffield S2 3DE	<b>Post 16 Event</b> - Parent/Student Event Employer/Provider Guidance	Year 11 students 100 – October 2023 130 - October 2024
CTS Training High Court Chambers Sheffield S1 2EP	<b>Post 16 Event</b> - Parent/Student Event Employer/Provider Guidance	Year 11 students 100 – October 2023 130 - October 2024
Leslie Francis Hairdressing 54-56 Fargate Sheffield S1	<b>Post 16 Event</b> - Parent/Student Event Employer/Provider Guidance	Year 11 students 100 – October 2023 130 - October 2024
RAF Townhead House 10 - 14 Townhead Road Sheffield S1 2EE	<b>Post 16 Event</b> - Parent/Student Event Employer/Provider Guidance	Year 11 students 100 – October 2023 130 - October 2024
Scott Anson Decorators Ltd 11-13 Birley Moor Crescent Sheffield S12 3AS	<b>Post 16 Event</b> - Parent/Student Event Employer/Provider Guidance	Year 11 students 100 – October 2023 130 - October 2024
SUFC Community Trust Firhill Crescent Sheffield S4 7DR	<b>Post 16 Event</b> - Parent/Student Event Employer/Provider Guidance	Year 11 students 100 - October 2023 130 - October 2024 125 - October 2025
SWFC Community Programme Penistone Road North Hillsborough Sheffield S6 1QB	<b>Post 16 Event</b> - Parent/Student Event Employer/Provider Guidance	Year 11 students 100 - October 2023 130 - October 2024 125 - October 2025
Powertherm Ltd Francis House Orgreave Drive Sheffield S13 9AR	<b>Inspiration Day – Employer Encounter</b> Post 16 Encounter FE / HE HEPP	<b>Year 9 Students</b> 207 October 2023 221 October 2024 210 October 2025
SYTH Northern General Hospital Herries Road Sheffield S5 YAU		
City Fibre Sheffield Programme H/O London WC2E 9HE		
Amey Streets Ahead Olive Grove Depot Sheffield S2 3GE		
South Yorkshire Police Moss Way Police Station Moss Way Sheffield S20 7XX		
South Yorkshire Fire & Rescue Service Birley Fire Station Moor Valley Birley Sheffield S20 5FA		
HEPP –Sheffield Hallam University Howard Street Sheffield S1 1WB		
J Hobson - Engineer - <b>Alumni</b>		
C Richardson - Senior CSI - <b>Alumni</b>		
P Cannetti – NHS Clinical Support - <b>Alumni</b>		
G Stacey – Entrepreneur Business Owner – Art	<b>“Guess my Role” Employer Carousel</b>	<b>Year 8 Students</b> 221 January 2023 207 January 2024 221 February 2025
VINCI Building 17 Navigation Court Calder Park Wakefield WF27BJ		
Orthopaedic Arthroplasty & Trauma STH Operating Theatres Sheffield		
Sheffield City Councillor		
The Great Escape Game St James House Vicar Lane Sheffield S1 2EX		
Clinical Trials Research Unit, The University of Sheffield,		

Regent Court, 30 Regent Street, Sheffield, S1 4DA	<b>Inspiration Day – Employer Encounter</b> Post 16 Encounter FE / HE HEPP	<b>Year 7 Students</b> 207 March 2023 209 March 2024		
Pemberton Properties Ltd Carr Lane Dronfield Sheffield				
CIPS South Yorkshire Branch Communications				
Personal Trainers, Sheffield				
RGIS LLC Office 24 Woodbourn Business Centre Jessell Street, Sheffield S9 3HY				
ARUP Sheffield ( <b>Alumni</b> ) 9 <sup>th</sup> Floor St Pauls Place Norfolk Street Sheffield S1 2JE				
Weston Park Hospital Cancer Charity - Sheffield				
CSI West Yorks Police ( <b>Alumni</b> )				
Sheffield Children's Hospital ( <b>Alumni</b> )				
Greencore Group Links Business Park Barlborough Chesterfield S43 4XA				
NHS, Clinical Engineering Dept				
B Braun Medical Brookdale Road Sheffield S35 2PW			<b>Student Mock Interviews</b> <b>Employer Encounter Led</b>	<b>Year 11 Students</b> 208 December 2023 214 November 2025
N G Bailey Carbrook Hall Road MBP3 Meadowhall Sheffield S9 2EQ				
Job Centre Plus (DWP) Hillsborough Jobcentre - South Yorkshire District Jobs & Careers Service Operations Department for Work and Pensions Sheffield S6 2GG				
Gripple Ltd Old West Gun Works Savile Street East Sheffield S4 7UQ				
HSBC Crystal Peaks Shopping Centre 10 Peaks Mount Sheffield S20 7PH				
Reed Recruitment Suite 6D 6th Floor The Balance 2 Pinfold Street Sheffield S1 2GU				
Virgin Money Sheffield Store 66 Fargate Sheffield S1 2HE				
United Living Property Services Ltd Rotherham (remote access)				
Linbrooke Services Ltd Unit 11 Provincial Park, Nether Lane, Ecclesfield, Sheffield S35 9ZX				
Aviva, Pomona, 6 Pear Street, Sheffield, S11 8JJ				
Open Construction Ltd Wath Upon Dearne Rothrham S63 7DX				
Mattress online UK The Old School House Alderson Road Sheffield S2 4UD				
Michael Page Recruitment Ground Floor Ventana House Sheffield Digital Campus 2 Concourse Way Sheffield S1 2BJ				
Army AFCO Townhead House				

10 - 14 Townhead Road Sheffield S1 2EE	
SUFC Community College Firhill Crescent Sheffield S4 7DR	
Access Sports Academy St Georges Park Sheffield	
Opportunity Sheffield - Ask Apprenticeships Moorfoot Building Sheffield S1 4PL	
Withers & Rodgers Solicitors Arundel Gate Sheffield S1 2SN	
Qualitas Sports Bochum Parkway Sheffield S8 8JR	
Various Employers / Local Companies	

## 7 Destinations of our pupils

Last year, 2025 Leavers, our Year 11 pupils moved to range of providers in the local area after leaving the academy:

Name and address of organisation Address	Pupils attending 219		Type of sustained education
	number	%	
The Sheffield College Granville Road Sheffield S2 2RL	140		A' Level / BTEC/ T-level
Rotherham College (RCAT) Town Centre Campus Eastwood Lane Rotherham S65 1HG	1		A' Level / BTEC/ T-level
Thomas Rotherham College Moorgate Road Rotherham S60 2BE	2		A' Level / BTEC/ T-level
Chesterfield College Infirmary Road Chesterfield S41 7NG	1		A' Level / BTEC/ T-level
Longley Park 6 <sup>th</sup> Form College Horninglow Road Sheffield S5 6SG	3		A' Level / BTEC/ T-level
Barnsley College 49 Church Street Barnsley S70 2TX	2		A' Level / BTEC/ T-level
Bishop Burton Equestrian College Beverley East Yorkshire	1		A' Level / BTEC/ T-level
College (Other Districts)	3		A' Level / BTEC/ T-level
All Saints Sixth Form Granville Road Sheffield S2 2RJ	8		A' Level / BTEC/ T-level
King Edwards VII 6 <sup>th</sup> Form Glossop Road Sheffield S10 2PW	1		A' Level / BTEC/ T-level

Notre Dame High School Fulwood Road Sheffield S10 3BT	5		A' Level / BTEC/ T-level
Meadowhead 6 <sup>th</sup> Form School Dyce Lane Sheffield S8 8BR	8		A' Level / BTEC/ T-level
Eckington School 6 <sup>th</sup> Form Dronfield Road Eckington Sheffield S21 4GN	1		A' Level / BTEC/ T-level
Chapelton Academy	1		A' Level / BTEC/ T-level
Sheffield Park Academy	1		A' Level / BTEC/ T-level
Silverdale School 6 <sup>th</sup> Form	1		A' Level / BTEC/ T-level
UTC Sheffield City Centre 111 Matilda Street Sheffield S1 4QF	3		T Level
Landmarks Specialist College Littlemoor House Eckington Sheffield S21 4EF	1		
Kenwood Academy Specialist Hilltop School Larch Road Maltby Rotherham S66 8AZ	1		
Moved out of partnership area into Education	2		
Learning Curve Training	3		
NACRO Training	2		
Advanced Modern Apprenticeships	5		Apprenticeship
Foundation Modern Apprenticeship	9		
Local Sports Academy	5		L1 L2 L3 Course
Worksop Town FC	1		
Chesterfield FC	1		
Employment	3		
<b>NEETS</b>	<b>4</b>		

## 8 Management of provider access requests

### 8.1 Procedural Requirements around requests for access

All provider access requests should be directed to the academy's careers lead using the telephone number and/or email address below. Any provider access request will only be approved by the headteacher once the vetting and due diligence process has been completed.

A provider wishing to request access to the academy should contact:

Name	Ann Pemberton
Job Title	Careers Lead
Telephone	0114 2392531
Email	annpemberton@birleysecondaryacademy.co.uk

Any provider requesting access must provide the information outlined on the provider access request form provided (Appendix 1) to the academy's careers lead three months prior to any request for access being accepted.

When considering each provider's access request,

- The headteacher will nominate a member of the senior leadership team who is responsible for the oversight of the vetting of providers and the maintenance of an accurate and comprehensive record of providers (Appendix 3).
- Prior to any proposed event, providers will be asked to provide the academy with the names of speakers who will be representing them. Failure to disclose this information may result in the event not being progressed.
- The nominated senior leader will task a member of staff to complete a vetting and due diligence check to ensure that speakers are not controversial as well as any necessary safeguarding checks.
- Details of speakers representing providers will be recorded on the record of providers (Appendix 3) to show that the visit has been agreed to by the nominated senior leader.
- The nominated senior leader will ensure that for representatives of these providers, staff at the academy take a photocopy of any identification.
- The member of staff tasked with completing the vetting and due diligence check will complete part of the external speakers vetting and due diligence report (Appendix 2) recording the personal details of the speaker (name, provider they represent etc.), the open-source checks that have been completed, and the outcome of both the vetting and due diligence checks.
- The senior leader will make a final decision to progress the provider and/or speaker based on the recommendation given by the member of staff and information submitted by the provider.
- Once the checks have been completed, the nominated senior leader will task a member of staff at the academy with updating the record of providers (Appendix 3). This record is maintained throughout the year and not completed retrospectively. It may be subject to internal verification.
- Following the completion of vetting and due diligence checks on a provider, the careers lead/member of staff organising the proposed event will be informed by the nominated senior leader of the outcome.
- Providers will be informed by a member of staff at the academy of the decision and if approved, the academy's expectations for their delivery, including the need to ensure that there is no political indoctrination or discourses which would undermine the rule of law, the fundamental British values of democracy and harmony between faiths and cultures and safeguarding responsibilities.
- The vetting and due diligence process will aim to take between 4-6 working weeks following receipt of the provider's initial request and provider access request form.

- Where provider's requests are declined, the senior leader responsible for this decision will give the provider a brief explanation of the reasons behind why the request has been declined.
- During each academic year the academy will accommodate a maximum number of provider access requests as is deemed reasonable by the headteacher while still adhering to statutory requirements.

## 9 Times available for access to providers

The Birley Academy will offer providers of technical education or apprenticeships an opportunity to come into the academy to speak to pupils during assemblies, timetabled careers or life lessons, and careers or raising aspirations events that The Birley Academy is arranging. Pupils may also travel to visit another provider as part of a trip to be organised in partnership with The Birley Academy/L.E.A.D. Academy Trust]

For the academic Year 2025-26, the times The Birley Academy can offer providers of technical education or apprenticeships access to come into the academy to speak to pupils during term time are:

Day	Morning (am)	Activity	Afternoon (pm)	Activity
Monday	22 September 2025	Y11 Post 16 – FE 6 <sup>th</sup> Form School Information Presentation		
	10 November 2025	Y9 Inspiration Days FE 6 <sup>th</sup> Form School Information Presentation  FE College Presentation		
	19 January 2026	Y8 Inspiration Days FE 6 <sup>th</sup> Form School Information Presentation		
	16 March 2026	Y7 Apprenticeship Ready Information Presentation		
	29 June 2026	Y10 Work Experience Experience of the Workplace		
Tuesday	23 September 2025	11 Post 16 – FE College Information Presentation		
	11 November 2025	Y9 Employer Encounter Carousel		
	20 January 2026	Y8 Apprenticeship Ready Information Presentation		
	17 March 2026	Y7 Inspiration Days Introduction to - FE 6 <sup>th</sup> Form School		

	30 June 2026	Information Presentation Y10 Work Experience Experience of the Workplace		
Wednesday	12 November 2025 21 January 2026 26 February 2026 18 March 2026 1 July 2026	Y9 Employer Encounter Carousel  Y8 STEM Theatre Production "The Material World"  Y7 Employer Encounter Assembly  Y10 Work Experience Experience of the Workplace	Y8 "Guess my Role" Employer Encounter Carousel	
Thursday	25 September 2025 13 November 2025 27 November 2025 22 January 2026 19 March 2026 2 July 2026	Y11 Post 16 – Apprenticeship Ready Information Presentation  Y9 Employer Encounter Carousel  Y11 Mock Interviews Employer Encounter  Y8 HE/HEPP Presentation  Y7 FE Introduction College Presentation  Y10 Work Experience Experience of the Workplace		
Friday	14 November 2025 20 January 2026 20 March 2026 3 July 2026	Y9 Introduction to HE / HEPP  Y8 FE College Presentation  Y7 HE Introduction to HE / HEPP Presentation  Y10 Work Experience Experience of the Workplace		

## 10 Meaningful Encounters

The academy ensures that these encounters take place during Year 8 (or between 1 September and 28 February during year 9), at any time during year 10 (or between 1 September and 28 February during year 11).

The encounters required by law are **marked in bold text**. A number of additional events are integrated into the academy's careers programme.

	Autumn Term	Spring Term	Summer Term
Year 8	<ul style="list-style-type: none"> <li>IMPACT- Y8 students can participate in a university led scheme.</li> <li>STEM Careers Theatre Production</li> </ul>	<ul style="list-style-type: none"> <li>Inspiration Day- employers, HEPP and representatives from college and sixth form attend a Q&amp;A event.</li> <li>Science Week Employers Encounters</li> </ul>	
Year 9	Student 1:1 Meeting with careers adviser <ul style="list-style-type: none"> <li><b>Inspiration Week Employers, HE/HEPP and FE representatives from college and sixth form Apprenticeship Ready attend a Q&amp;A event.</b></li> </ul>	<ul style="list-style-type: none"> <li>KS4 Options event – Post 14 consideration, college, apprenticeship provider attending to give presentations to pupils</li> <li>Y9 Options small group workshops</li> </ul>	<ul style="list-style-type: none"> <li>Access to Sheffield Programme Y9 students can participate in a university led scheme.</li> </ul>
Year 10	Student 1:1 Meeting with careers adviser <ul style="list-style-type: none"> <li><b>Post 16 technical education options assembly - Further Education College – 6<sup>th</sup> form schools – HEPP Uni</b></li> <li>Life Skills – work experience preparation sessions</li> </ul>	<ul style="list-style-type: none"> <li>Technical/vocational tasters at local college/ training providers, 6<sup>th</sup> Form Schools</li> <li>Access to Sheffield Programme Y9 students can participate in a university led scheme.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Technical/vocational tasters at local college/ training providers, 6<sup>th</sup> Form Schools</li> <li>Work Experience one week block</li> </ul>
Year 11	Student 1:1 Meeting with careers adviser <ul style="list-style-type: none"> <li>Creative Careers work Experience 3 x days</li> <li><b>Y11 Post 16 Provider Assemblies – Apprenticeships/Training</b></li> <li>Post 16 provider open evenings.</li> <li>Mock Interviews</li> </ul>	<ul style="list-style-type: none"> <li>Post-16 Application Process support</li> <li>Access to Sheffield Programme Y9 students can participate in a university led scheme.</li> <li>Apprenticeship Workshops</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation of post-16 education and training destinations for all pupils</li> </ul>

Pupils should speak to the careers leader to identify the most suitable opportunities for them.

## 11 Ground for granting or refusing requests for access

At the academy, our grounds for granting or refusing a provider access request will be based around a combination of factors. These include:

- The academy's vetting process
- Reputability of the provider requesting access and/or any other providers who form part of the educational organisation.

- The needs and aspiration of the pupils attending the event(s)
- Safeguarding duty
- The academy environment and compatibility with the educational environment

## **12 Premises and facilities**

The academy will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The vast majority of rooms are fitted with computers, projectors and digital screens. Computer suites can be arranged with prior notice.

The academy will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the career's leader or a member of their team.

Before any visit, the careers leader will work closely with any provider, to make any suitable arrangements for the audience, including any necessary adaptations for those pupils who may have special educational needs and/or disabilities.

Providers will be met and supervised by a member of the [Careers Team/Academy's Staff] who will facilitate the encounter.

## **13 Live or visual encounters**

Meaningful online engagement is also an option, and the academy is open to providers that can provide live online engagement with our pupils.

## **14 Information**

Following their visit, providers are welcome to leave a copy of their prospectus or other relevant course literature at the [careers resource centre or equivalent], which is managed by the [librarian or equivalent]. The careers resource centre or equivalent is available to all pupils at lunch and break times.

## **15 Management**

The careers leader is responsible to the relevant senior leadership team line manager for coordinating all provider access requests in a timely and effective manner.

## **16 Parents and carers**

Where possible, leaders encourage parental involvement. On occasions, parents may be invited to attend particular events to meet with providers so that they can help support their child make choices about their next steps in education, employment and training.

## **17 Complaints:**

If anyone has a complaint about the academy not complying with these duties or considers that the academy has not complied with its legal duties and the statutory guidance on Careers Guidance and access for education and training providers, this should be resolved locally using the academy's complaints policy.

Complainants should lodge their complaints or objections initially to Ann Pemberton email: [annpemberton@birleysecondaryacademy.co.uk](mailto:annpemberton@birleysecondaryacademy.co.uk) who will also raise the complaint with the headteacher, Victoria Hall, of the Academy.

## **18 Monitoring, review and evaluation**

This policy is monitored and evaluated annually by the senior leadership team in accordance with whole school monitoring and evaluation processes.

## APPENDIX 1

### Provider access request form



Please use this form to submit your provider access request to the academy:

Please try to provide as much notice as possible in the case of date sensitive events, visits, etc.

**Once completed, email the form to [annpemberton@birleysecondaryacademy.co.uk](mailto:annpemberton@birleysecondaryacademy.co.uk)** and a member of academy staff will be in touch.

<b>Name and address of your organisation</b>	
<b>Telephone number of your organisation</b>	
<b>Your name and job title</b>	
<b>Your email address</b>	
<b>Date of form submission</b>	
<b>Date of proposed event</b>	
<b>Give a brief outline of your organisation below (<u>bullet points will suffice</u>)</b>	
<b>What and why</b>  Give details of your event  Include any specific reasons for the activity taking place, the type of qualification(s) or apprenticeships you intend to speak about etc.  Include information about the careers to which those technical education qualifications or apprenticeships might lead.  Include a description of what learning or training with the provider is like as well as your provider's academic success rates for the last 3-years.	

<p><b>Who</b>          Include names and year groups of any pupils you want to speak with and names and titles of any specific staff.</p>	
<p><b>When and where</b>          Include details of when the activity will happen.          Include details of where the activity will happen if not within the academy.</p>	
<p><b>Details of any other organisation(s) involved (if applicable)</b></p>	

**For help in completing this form or for advice on whether will be accepted, please telephone the academy directly on 0114 2392531**

**Please note: The academy does not allow any form of provider photography during provider access events.**

## APPENDIX 2

### External speakers vetting and due diligence report.

#### Vetting and Due Diligence Report



PERSONAL DETAILS			
Name of individual			
Previous name (e.g., maiden name)			
Current occupation			
Previous occupation(s)			
SOURCE CHECKS			
Google <a href="http://www.google.co.uk">www.google.co.uk</a>	<input type="checkbox"/>	<b>Other</b> (following Google or other links)	
<a href="http://www.deeperweb.com">www.deeperweb.com</a>	<input type="checkbox"/>	Newspaper articles	<input type="checkbox"/>
Previous employers' website(s)	<input type="checkbox"/>	Websites and blogs	<input type="checkbox"/>
Companies House records <a href="https://beta.companieshouse.gov.uk">https://beta.companieshouse.gov.uk</a>	<input type="checkbox"/>	Pamphlets, newsletters etc.	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	YouTube <a href="http://www.youtube.com">www.youtube.com</a>	<input type="checkbox"/>
LinkedIn <a href="http://www.linkedin.com">www.linkedin.com</a>	<input type="checkbox"/>		<input type="checkbox"/>
'X' <a href="https://x.com/">https://x.com/</a>	<input type="checkbox"/>		<input type="checkbox"/>
<a href="http://snapbird.org">http://snapbird.org</a> (*)	<input type="checkbox"/>		
CONCERNS			
▪			
RECOMMENDATION			
Low risk - proceed			<input type="checkbox"/>
Minor risk - areas of concern to be explored with the individual			<input type="checkbox"/>
High risk - individual should not be progressed			<input type="checkbox"/>
<b>Checks completed by</b>		<b>Date completed</b>	
<b>ASSESSMENT OF RISK (to be completed by SLT)</b>			
<i>Having considered the emerging evidence, please indicate the final decision to progress. Where minor risks have been identified, please explore with the individual and record outcomes below.</i>			
<b>Signed</b>			<b>Date</b>

(\*) Login with 'X' account and authorise this app (it will not post to your feed). Allows search beyond 10-day limit.

### GOOGLE SEARCH TIPS

1. **“ ” Quotation marks** ask Google to limit searches to exact terms. Use “+” to include 2 or more search terms.
2. Use [www.google.com/me](http://www.google.com/me) to include removed articles from Europe.
3. \* **Wildcard**. Use when a broad search of a variety of spellings is required – i.e. Amy, Ami, Amiee
4. **Time Frames**. When searching for documents within a certain timeframe separate dates with .. to limit your search. e.g. “education primary school2 2011..2013
5. **Filetype**. Use this when limiting search results to specific file types e.g. “education primary school” Ofsted reports filetype:pdf
6. **Site**. Use this operator when limiting a search to results from a specific website. e.g. “education primary school” site:bbc.co.uk/news
7. **Removing irrelevant results**. Use a dash (-) before a term to remove that reference from search results to reduce the number of irrelevant search results. e.g. “education primary school” –rabbits-fireworks-“one direction”
8. Select – view a 100 per page to make easier.
9. Remove safe search options – unfiltered results.
10. Try a different search engine to see if different results come up.

### APPENDIX 3 Record of providers

See attached proforma.

### APPENDIX 4 Meaningful provider encounters

[Make it meaningful](#)