



Greenwood School

Provider Access Legislation 2026-27

Date of Policy Issue/Review	September 2026	Review Date: Sept 2027
Name of Responsible Manager/Headteacher	Tom Webb	
Signature of Responsible Manager/Headteacher		

Aims

This policy statement sets out Greenwood School's arrangements for managing access to education and training providers for the purpose of giving pupils information about their offer. It sets out:

- Procedures in relation to requests for access.
- The grounds for granting and refusing requests for access.
- Details of premises or facilities to be provided to a person who is given access.
- Arrangements for safeguarding, supervision and the safe management of provider visits and encounters.
- Arrangements for recording and monitoring provider encounters.

As a school we aim to:

- Develop knowledge and awareness among pupils of all career pathways available to them, including technical qualifications and apprenticeships.
- Support pupils in learning more about opportunities for education and training outside school before they make important choices about their future options.
- Provide pupils with opportunities to engage directly with a range of education and training providers.
- Support informed decision-making at transition points and reduce the risk of pupils becoming NEET (not in education, employment or training).

Statutory requirements

Schools must provide pupils with opportunities to hear from a range of education and training providers about the technical education and apprenticeship opportunities available to them. Greenwood School will make provider encounters part of its careers programme

and will plan these opportunities so that pupils can access relevant information at appropriate transition points.

The school will meet the statutory provider-access requirements applicable to its pupil population and will keep arrangements under review when Department for Education guidance or legislation changes.

Greenwood School will ensure that provider access is considered as part of the wider careers programme rather than as a stand-alone activity.

Student entitlement

Greenwood School pupils are entitled to access information about the full range of education and training options available to them, including academic routes, technical education, apprenticeships and other appropriate post-16 pathways.

Provider encounters will be planned so that pupils can:

- Find out about technical education qualifications and apprenticeship opportunities as part of the school's careers programme.
- Hear from a range of local and relevant providers about the opportunities they offer, through activities, events, assemblies, workshops, visits and taster experiences.
- Understand how to make applications for relevant academic and technical courses.
- Ask questions and engage in two-way discussion with providers.
- Reflect on information gained and consider how it relates to their future options.

The school will maintain records of provider encounters as part of its careers provision. Where pupils join Greenwood from another school or provision, the school will seek relevant information about previous encounters where this is reasonably available.

Provider encounters and meaningful encounters

Greenwood School is committed to providing meaningful encounters with education and training providers.

A meaningful encounter should:

- Enable pupils to explore what it is like to learn, develop and succeed in the provider's environment.
- Have a clear purpose and be appropriate to the pupil's stage of development.
- Be underpinned by learning outcomes appropriate to the needs of the pupils.
- Include two-way interaction between pupils and the provider wherever reasonably practicable.
- Include information about the provider, including relevant recruitment and selection processes, qualifications and the careers to which these may lead.

- Describe what learning or training with the provider is like.
- Give pupils opportunities to ask questions.
- Be followed, where appropriate, by opportunities for pupils to reflect on the knowledge, skills and insights gained.

Management of provider access requests

A provider wishing to request access to Greenwood School should contact:

Tom Webb, Deputy Headteacher

Telephone: 02380 423827

Email: t.webb@greenwood.hants.sch.uk

Requests should normally be made with reasonable notice and should include sufficient information for the school to assess the proposed activity, including:

- The name and nature of the organisation.
- The qualifications, apprenticeships, training or other opportunities being promoted.
- The intended audience and number of pupils.
- The proposed format, duration and preferred date(s).
- Any room, technology or equipment requirements.
- The name and contact details of the provider representative(s).
- Any safeguarding, accessibility or other practical requirements relevant to the proposed encounter.

Information we ask from providers

Providers are asked to give pupils clear and impartial information about their opportunities, including:

- The provision and approved qualifications, apprenticeships or training opportunities offered.
- Entry requirements and application processes, where relevant.
- The careers and progression routes that may follow the qualification, apprenticeship or training.
- What learning or training with the provider is like.
- Information about recruitment and selection processes.
- Answers to pupils' questions.

Information should be presented in a manner appropriate to the age, needs and understanding of the pupils involved.

Opportunities for access

Provider encounters will be integrated into Greenwood School's careers programme throughout the academic year. Opportunities may include assemblies, workshops, careers events, mock interviews, employer encounters, visits, taster activities and other appropriate external activities.

The school will seek to provide pupils with access to a range of providers and pathways. Particular consideration will be given to ensuring that pupils have opportunities to learn about technical education and apprenticeships alongside other education and training routes.

Where appropriate, providers may speak to pupils and/or parents/carers remotely.

Greenwood School will continue to work with relevant local and regional careers partners and organisations where this supports the delivery of its careers programme.

Live online encounters

Greenwood School will consider requests for live online encounters with providers. Online encounters may be delivered to classrooms or through assemblies and must be appropriate to the pupils involved.

Technology will be checked in advance where necessary to ensure that systems are compatible and that the proposed activity can be delivered safely and effectively.

Granting and refusing access

Each provider access request will be considered on a case-by-case basis.

The school will seek to grant appropriate requests where there is a clear opportunity to make a positive contribution to the careers programme and where the proposed activity is suitable for the pupils and can be delivered safely.

A request may be declined or an alternative arrangement proposed where, for example:

- The proposed activity is unsuitable for the age, needs or circumstances of the pupils.
- The activity would not provide relevant or appropriate careers information.
- The proposed date, time or facilities are unavailable.
- The request cannot be accommodated without unreasonable disruption to teaching, learning or other essential school activity.
- The provider cannot satisfy the school's safeguarding or visitor requirements.
- The proposed activity does not meet the school's requirements for appropriate conduct, impartiality or pupil safety.

Where access is declined, the school will consider whether a suitable alternative date, format or opportunity can be offered.

Safeguarding

Greenwood School's safeguarding and child protection procedures apply to all external providers visiting or working with pupils.

Providers will be expected to comply with the school's safeguarding, visitor and health and safety arrangements. The school will determine the appropriate level of supervision and any checks required in accordance with its safeguarding procedures and the nature of the proposed activity.

Providers must follow reasonable instructions from school staff and must not have unsupervised access to pupils unless this has been specifically authorised and the required safeguarding arrangements are in place.

Premises and facilities

Greenwood School will make an appropriate room or other suitable space available for discussions between providers and pupils, subject to availability and the nature of the activity.

Where appropriate, the school may provide access to school equipment such as iPads, laptops or presentation facilities. Arrangements will be agreed in advance with the member of staff coordinating the activity.

Providers may leave appropriate course or careers literature at the school for the attention of the Assistant Headteacher or relevant careers lead, subject to the school's approval.

Previous and current providers

Greenwood School will maintain a record of providers who have contributed to its careers programme. The school will seek to maintain a broad range of provider relationships so that pupils are exposed to different education and training pathways.

The current provider list will be maintained alongside the school's careers programme and reviewed periodically.

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

- Sparsholt College
- Brockenhurst College
- ASK Apprenticeships

- Eastleigh FC Academy
- British Army
- Milestone Infrastructure
- Job Centre Plus
- SHCG Tech Truck

Complaints

Any complaints relating to provider access should be raised through Greenwood School's complaints procedure.

The school will consider complaints about provider access in accordance with its published complaints process and will retain appropriate records.

Links to other policies and documents

- Careers Policy / Careers Programme.
- Safeguarding and Child Protection Policy.
- Health and Safety Policy.
- Complaints Policy.

Monitoring arrangements

The school's arrangements for managing access by education and training providers will be monitored by Tom Webb, Deputy Headteacher.

Monitoring will include consideration of:

- The provider encounters delivered during the academic year.
- The range of providers and pathways represented.
- Pupil participation and engagement.
- Records of encounters and relevant follow-up activity.
- Feedback from pupils, staff and providers where appropriate.
- Any barriers to access and actions required to improve provision.

This policy will be reviewed annually by the Deputy Headteacher and updated when relevant legislation or Department for Education guidance changes. At each review, the policy will be submitted for approval through the school's governance arrangements.

Roles and responsibilities

Role	Responsibility
All Staff	• Support the delivery of provider encounters where required. • Follow the school's safeguarding, visitor and health and safety procedures. • Raise any concerns about provider conduct or pupil safety with the appropriate member of staff.
Executive Headteacher	• Provide strategic oversight of the school's compliance with provider access requirements. • Support arrangements that enable pupils to access a suitable range of education and training providers.
Deputy Headteacher / Careers Lead	• Coordinate provider access requests and liaise with providers. • Ensure provider encounters are incorporated into the careers programme. • Ensure appropriate information is gathered from providers before encounters take place. • Coordinate suitable rooms, technology, supervision and practical arrangements. • Maintain or oversee records of provider encounters. • Monitor the range and quality of provider encounters and identify areas for development. • Ensure relevant safeguarding and visitor procedures are followed.
Education and training providers	• Provide accurate and appropriate information about their organisation, qualifications, apprenticeships and progression opportunities.

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	• Work with the school to agree the purpose, content and practical arrangements for encounters. • Comply with Greenwood School's safeguarding, visitor, health and safety and conduct requirements. • Provide appropriate opportunities for pupils to ask questions and engage in two-way interaction. • Inform the school promptly of any changes to the agreed arrangements.
Pupils	• Engage appropriately with provider encounters and activities. • Ask relevant questions and participate in two-way discussions. • Reflect on information received and consider how it may inform future education, training and career decisions.