

Provider Access Policy

Policy Monitoring, Evaluation and Review

This policy is effective for Kibworth Mead Academy within The Mead Educational Trust.

Version:	2.0
Last reviewed:	September 2022
Ratified by:	Principal
Date ratified:	September 2026
Review date:	Annually (September 2027)

Revision History:

Version	Date	Author	Summary of Changes:
2.0	September 2026	K Russell	Changes to contact details for Lead in Careers.

1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students for the purpose of giving them information about their offer. This complies with the school's legal obligations under section 42B of the Education Act 1997 and the CEIAG Statutory Guidance 2018 Baker Clause.

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

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 for the purpose of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](http://www.legislation.gov.uk/ukpga/1997/44/section/42B) (<http://www.legislation.gov.uk/ukpga/1997/44/section/42B>).

This policy shows how our school complies with these requirements.

3. Student entitlement

All students from 7 to 11 at Kibworth Mead Academy are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point - through assemblies, careers days, PHSE, subject talks and careers talks.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships - through assemblies, careers days, PHSE, subject talks and careers talks.
- Understand how to make applications for the full range of academic and technical courses - through assemblies, careers days, PHSE, subject talks, careers talks and the school career platform UNIFROG and the application platform PS16.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Mrs Katie Rees, Teacher of Business and Economics, Lead in Careers.

Telephone: 0116 279 2238
krussell@kibworth-met.uk

4.2 Opportunities for access

A number of events, integrated into our careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

	Autumn term	Spring term	Summer term
Year 7	• Careers talk by various providers. • Jobs of the Week in tutor time and screens.	• Careers talk by various providers. • Jobs of the Week in tutor time and screens. • Year 7 World of Work (WOW) Career Day. • Enterprise Day.	• Careers talk by various providers. • Jobs of the Week in tutor time and screens.
Year 8	• Careers talk by various providers. • Jobs of the Week in tutor time and screens.	• Careers talk by various providers. • Jobs of the Week in tutor time and screens. • The WOW factor Careers Day. • Enterprise Day.	• Careers talk by various providers. • Jobs of the Week in tutor time and screens.
Year 9	• Careers talk by various providers. • Jobs of the Week in tutor time and screens. • Take your teens to work day. 'Pathways and Options' drop-down careers day.	• Careers talk by various providers. • Jobs of the Week in tutor time and screens. • The WOW factor Careers Day. • Enterprise Day.	• Careers talk by various providers. • Jobs of the Week in tutor time and screens.

Year 10	• Careers talks by various providers. • Jobs of the Week in tutor time and screens.	• Careers talks by various providers. • Jobs of the Week in tutor time and screens. • The WOW factor Careers Day. • Enterprise Day.	• Careers talks by various providers. • Jobs of the Week in tutor time and screens. • WOW Careers Day Assembly to students and parents regarding application process. • Personal statement and interview help day. • Work experience.
Year 11	• Post 16 Fayre. • Jobs of the Week in tutor time and screens. • College assemblies and information sessions/taster days where applicable. • Post 16 Careers Evening. Post 16 Careers Assembly for students & Parents. • Post 16 information to students & parents. • CV & Personal Statement sessions. • Careers talks by various providers.	• Jobs of the Week in tutor time and screens. • Careers talks/assemblies by various providers. • Careers in the curriculum.	• Careers talks by various providers. • Jobs of the Week in tutor time and screens.

Please speak to Mrs Russell krussell@kibworth-tmet.uk, our lead in Careers to identify the most suitable opportunity for you.

4.3 Granting and refusing access

Once Mrs Russell receives an email from you about how you wish to help out with careers, she will then reply with whether or not this is suitable at this time and any further instructions.

4.4 Safeguarding

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. (Please follow this link to our safeguarding policy from KMA's school website - [Policies – Kibworth Mead Academy | TMET Leicester MAT](#))

When you arrive at the school, you will be expected to sign in at reception, if not DBS checked you will be given a red lanyard and be escorted around school by a member of staff.

4.5 Premises and facilities

The school will ensure rooms, projectors, internet access are all available and any other reasonable requirements. These will need to be agreed in advance with the school. Requests will need to go through Katie Russell.

If you wish to leave prospectuses or other material for students, please leave with reception, fully labelled with what they are. These can then be put in the careers section of the library.

5. Links to other policies

Please see the links to other policies from our website [Policies – Kibworth Mead Academy | TMET Leicester MAT](#)

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs Russell, Lead in Careers.

This policy will be reviewed by the Lead in Careers annually. At every review, the policy will be approved by the Principal.