



CARDINAL NEWMAN  
CATHOLIC SCHOOL

*September  
2022*

Date of Next Review:  
November 2023

**CNCS  
Provider  
Access  
Policy  
Statement**

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### 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. 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 7 to 13 for the purposes 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](#).

This policy shows how our school complies with these requirements.

### 3. Student entitlement

All students in years 7 to 13 at Cardinal Newman Catholic School 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;
- › Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships, e.g. through activities and events such as options events, assemblies, supporting success evenings and taster events;
- › Understand how to make applications for the full range of academic and technical courses

### 4. Management of provider access requests

#### 4.1 Procedure

A provider wishing to request access should contact Mrs Simi Bagshaw, Business, Enterprise and Careers Lead for Key Stages 4 & 5, or Ms Lorna Marsh, Business, Enterprise and Careers Lead for Key Stage 3

Telephone: 01273 551558

Email: [s.bagshaw@cncs.co.uk](mailto:s.bagshaw@cncs.co.uk) for KS4 & KS5 and [l.marsh@cncs.co.uk](mailto:l.marsh@cncs.co.uk) for KS3

#### 4.2 Opportunities for access

The school offers a comprehensive Careers Education, Information, Advice and Guidance programme and a detailed overview of the programme can be found on the school [website](#). 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.

In the following table we have outlined examples of the opportunities provided for training and education providers to speak to students and/or their parents/carers.

	AUTUMN TERM	SPRING TERM	SUMMER TERM
YEAR 7	Assembly and tutor group opportunities – launch your career		Curriculum Enhancement Days
YEAR 8	Assembly and tutor group opportunities - employability skills	Event for university technical colleges (UTCs)	Careers workshop
YEAR 9	Assembly and tutor group opportunities - employability	Key Stage 4 options event	
YEAR 10	Assembly and tutor group opportunities - employability skills	Networking event with providers and employers	Work experience preparation sessions Work experience
YEAR 11	Supporting Success Assembly on opportunities at 16 Event for UTCs Post-16 taster sessions	Post-16 evening Mock Interviews Apprenticeships – support with applications	Post-16 taster sessions
YEAR 12	Post-18 assembly - apprenticeships	Higher education (HE) fair	Small group sessions: future education, training and employment options
YEAR 13	HE and higher apprenticeship applications	Assembly and small group opportunities - employability skills	

Please speak to our Business, Enterprise and Careers Leads, Mrs Simi Bagshaw or Ms Lorna Marsh, to identify the most suitable access for you.

These events will run in line with any measures related to public health incidents, including COVID-19.

### 4.3 Granting and refusing access

We will grant access to providers that offer:

- Open and fair guidance to all students.
- Have suitable checks in line with our safeguarding policy.

### 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.

### 4.5 Premises and facilities

Cardinal Newman Catholic School will make the Newman Lecture Theatre, the Chapel, classrooms, or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school 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 Careers Leader or a member of the Leadership Team. Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Resource Centre or School and College Libraries. The Resource Centre and School Library is available to all students at lunch and break times.

## **5. Links to other policies**

Outline any links to other policies you have, such as:

- Safeguarding/child protection policy
- Careers guidance policy
- Curriculum policy

## **6. Monitoring arrangements**

The school's arrangements for managing the access of education and training providers to students are monitored by Mrs Simi Bagshaw (KS4 & 5) and Ms Lorna Marsh (KS3).

This policy will be reviewed by Mrs Simi Bagshaw, BEACH Lead KS4 & 5 on an annual basis.

At every review, the policy will be approved by the governing body.



## CHECKLIST FOR EXTERNAL SPEAKERS / ORGANISATIONS INVITED TO SCHOOLS

In this checklist ‘**School(s)**’ means all Catholic school(s). For the avoidance of doubt this includes:

- Catholic voluntary aided schools;
- Catholic independent schools (including Catholic academies);
- Catholic sixth form colleges; and
- Catholic non-maintained special schools.<sup>1</sup>

As an integral part of its educational vision for the holistic formation of children and young people, the Catholic Church expects Catholic schools to promote and uphold high standards throughout their activities and this includes visits from external speakers.

All external speakers invited to schools should be of the highest quality and school leaders are responsible for ensuring that they have enough information about the content to be delivered by any external speaker to enable them to determine whether the content will be pitched at the right level for the age and level of maturity of the children and young people to whom the external speakers will present. All schools should have clear policies for the booking of external speakers which includes sign-off of the booking at an appropriately senior level and compliance with safeguarding checks.

Schools should also be mindful of the DfE guidance on “political impartiality in schools” which can be found by following this link:

[Political impartiality in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/guidance/political-impartiality-in-schools)

This checklist should be completed *prior* to welcoming (and establishing collaborative relationships with) external speakers (and any organisation they represent) to ensure that the Catholic character of your school is preserved and developed in the external speaker’s communications with pupils and parents and carers.

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<sup>1</sup> For the avoidance of doubt, the CES advises that the DfE guidance and this checklist should be followed by all of the specified educational settings listed above. This is the case, even where the DfE guidance does not apply to the setting type.

Name of Speaker		
Question	Answer	Actions needed/Comment
<p>Will the Speaker be supervised at all times during their visit?</p> <p>If not, why not?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Have you carried out safe-guarding checks (if appropriate) for the Speaker and have these been recorded in accordance with the school's safeguarding procedures?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Has the Speaker understood and confirmed that their communications in the school will:</p> <ul style="list-style-type: none"> <li>• Be respectful towards Catholic teachings</li> <li>• Not be prejudicial or detrimental to the Catholic character of the school</li> <li>• Not engage pupils in political activity and</li> <li>• Not cover certain partisan political views which are not deemed relevant or appropriate (provide details if applicable)</li> <li>• Be delivered in accordance with the requirements set out in the DfE's guidance on political impartiality in schools (if appropriate)</li> </ul>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p> <p>FURTHER COMMENT <input type="checkbox"/></p>	
<p>Have you reviewed the resources/materials that will be used by the Speaker?</p>	<p>YES <input type="checkbox"/></p> <p>NO <input type="checkbox"/></p>	

	FURTHER COMMENT <input type="checkbox"/>	
Have you reviewed other resources produced by the Speaker (and by any organisation the speaker represents) even if they will not form part of the speaker's activities at the school?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Have you conducted a general internet search using the Speaker's name (e.g. a google search)? If parents or children and young people conducted a similar search are any concerns likely to arise?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Can you confirm that the political views espoused by the speaker/speaker's organisation are in compliance with British values and do not involve taking an extreme political position?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Have school policies and procedures applicable to the speaker been explained to and understood by the Speaker?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Are there any other outstanding issues or concerns with the Speaker and/or their suitability?	YES <input type="checkbox"/> NO <input type="checkbox"/> FURTHER COMMENT <input type="checkbox"/>	
Will the Speaker deliver content of a high quality that is appropriate to the age and	YES <input type="checkbox"/>	

maturity of the children or young people in the audience?	NO <input type="checkbox"/>	
	FURTHER COMMENT <input type="checkbox"/>	

**If you have any concerns regarding the suitability of this Speaker, you should contact your Diocese to seek further clarification.**

Signed \_\_\_\_\_

Position \_\_\_\_\_

Dated \_\_\_\_\_

**Approved for booking**

Senior Staff member Name \_\_\_\_\_

Position \_\_\_\_\_

Dated \_\_\_\_\_