



Bricklehurst Manor School

Careers Provider Access Policy Statement

See also: *The Department of Education, July 2021: “Baker Clause” and the Provider Access Legislation, January 2023*

Ownership	Bricklehurst Manor School (Acorn Education)
Date Updated	August 2025
Date of Review	August 2026

Introduction

This policy statement sets out the school’s arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider’s education or training offer. This complies with the school’s legal obligations under Section 42B of the Education Act 1997.

Student Entitlement

All students in all years will access careers education, but students in Years 7 to 11 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 at least six encounters with providers of approved technical education qualifications or apprenticeships – through options events, tutor times/assemblies, group discussions, National Apprenticeship Week and National Careers Week, and taster events;
- to understand how to make applications for the full range of academic and technical courses.

Development

This policy has been developed and is reviewed annually by the Careers Leader and Line Manager based on current good practice guidelines by the Department for Education.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND.

Equality and Diversity

Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The school is committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to **Carly Sargeant, Careers Leader**.

Carly may be contacted by telephone or email:

- School Office: 01580 857271
- carly.sargeant@bricklehurstmanor.co.uk

Grounds for granting requests for access

Access will be given for providers to attend during tutor times, assemblies, timetabled ‘Work Wednesday’ Careers or Life Skills lessons, and Careers or Raising Aspirations events that the school is arranging. Students may also travel to visit another provider as part of a trip to be organised in partnership with the school.

Details of premises or facilities to be provided to a person who is given access

The school will provide an appropriate room or space to be agreed. Computer access can also be arranged on request. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience. Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of the Senior Leadership Team, or Careers Team who will facilitate.

Live/Virtual encounters

The school will consider live online encounters with providers where requested, and these may be broadcast into classrooms or an appropriate space, such as the hall. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents/carers may be invited to attend specific events to meet the providers.

Management

The Careers Leader coordinates all provider requests and is responsible to their line manager (Jim Cameron, Headteacher).

Monitoring review and evaluation

The Policy is monitored and evaluated annually via the schools' Careers Lead.

Policy Coordinator: Carly Sargeant

Policy Reviewed: August 2025