



**SALUTEM CARE
& EDUCATION**
A Salutem Company • We are HumanKind

Provider Access Policy Statement

Policy implemented: June 2023
Last reviewed: September 2025
Next review due: Sept. 2026

At Salutem our policies are regularly updated and reviewed. However, occasionally policies may be reviewed after the set next review date after some consultation and research. In these rare occasions, the out-of-date policy will remain **VALID** until it is reviewed by the policy sponsor.

EQUALITY AND DIVERSITY STATEMENT

The Salutem Group is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any such factors and all will be treated with dignity and respect.

1. Contents

1. Contents	2
2. Aims	3
3. Statutory Requirements	3
4. Pupil entitlement	3
5. Management of our provider access	4
6. Links to other policies	5
7. Monitoring Arrangements.....	6
8. Version Control.....	6

This policy must be brought to the attention of all employees.

The controlled version of this policy and its associated documents are available on the eLFY bookshelf.

Printed or downloaded copies are uncontrolled and may not be up to date.

2. Aims

This policy statement aims to set out Ingfield Manor's arrangements for managing the access of education and training providers to pupils 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

3. Statutory Requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access pupils in years 8 to 14 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 pupils.

This is outlined in **section 42B** of the **Education Act 1997** and the **Skills and Post-16 Act 2022**.

This policy shows how Ingfield Manor complies with these requirements.

4. Pupil entitlement

All pupils in years 8 to 14 at Ingfield Manor are entitled to:

- At least six meaningful encounters with education and training providers, as part of our careers programme. However, due to the SEND of our pupils, the number of encounters may vary. Ingfield Manor will strive to maximise meaningful opportunities tailored to individual readiness and needs, in consultation with parents and key stakeholders.
- Hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships
- Understand how to make applications for the full range of academic and technical courses.

Due to the SEND of the pupils at Ingfield Manor School, we recognise that some pupils may not be ready for this information from year 8. Therefore, we will liaise with parents and other key stakeholders to consider the most appropriate way to ensure pupils receive appropriate information in a timely manner.

4.1 Meaningful provider encounters

Our school is committed to providing meaningful encounters to all pupils. Our meaningful encounters will be guided by Benchmark 7 – 5 guiding principles.

1. Start early – we will implement a progressive programme that broadens horizons.
2. Be informed by trends and success – we will use destination data to identify gaps and identify intervention, to inform continuous improvement and we will harness employer and alumni voice.
3. True advocacy – Grow expertise in all career pathways for our young people and be experts in the latest vocational and technical opportunities for our young people.
4. Challenge misconception and assumptions – we will consider all stakeholder and their knowledge, understanding and potential misconceptions.
5. Equity of access to information – we will explore all pathways for all young people and provide equality of access to information and understanding.
6. Pupil voice will be actively sought to shape the content and format of provider encounters, ensuring relevance and engagement for each pupil.

Meaningful live online engagement is also an option at our school.

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 pupils and/or their parents/carers.

Brinsbury Link Course

Assemblies

Local FE college open events

Local specialist residential college open events

Work experience

5. Management of our provider access

5.1 Procedure

A provider wishing to request access to pupils for the purpose of giving them information about their offer should contact Head of School in IMS or Woodview.

5.2 Opportunities for access

We recognise that due to the number of pupils looking at the next stage in their education we need to be flexible regarding opportunities for further education and specialist education providers to access our pupils. Therefore we are open to arranging small scale events to suit these providers availability so they are able to come into school to speak to pupils and/or their parents/carers.

We recognise that, due to the number of pupils and nature of their needs, providers may not be able to visit the school. Therefore, we will make every effort to take our pupils to visit appropriate providers within a commutable distance from Ingfield Manor.

5.3 Granting and refusing access

Access to pupils will be granted provided informed consent is obtained from pupils and parents/carers as applicable. Requests may be refused only on specific grounds such as safeguarding concerns, incompatibility with the school timetable or ethos, or where the provider does not meet required standards

5.4 Safeguarding

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Regular visitors that may work independently with our pupils will be captured on our single central register.

Education and training providers will be expected to adhere to this policy.

5.5 Premises and facilities

We will make available suitable facilities to enable providers to access pupils, such as hall, classroom, office. Also, we will make available specialist equipment to enable pupils to communicate, as well as IT equipment for presentations etc. Specialist equipment may include communication aids, assistive technology, and bespoke seating arrangements to support pupils' access and engagement.

The facilities available for each access request will be dealt with on an individual basis, in consultation with the provider.

Providers will be able to leave prospectuses or other material for pupils and their parents' information. Ingfield Manor will arrange for documents to be sent home, if appropriate.

5.6 Complaints

Any complaints related to provider access can be raised following the school complaints procedure [Complaints-Compliment-Policy.doc \(live.com\)](#) or via the Ingfield Manor School website. [Policies - Ingfield Manor School](#)

6. Links to other policies

- Safeguarding/child protection policy
- Careers policy
- Curriculum policies
- Complaints policy

7. Monitoring Arrangements

The effectiveness of provider access arrangements will be monitored regularly through pupil and parent feedback, evaluation of encounter outcomes, and review of destination data where available.

This information will inform continuous improvement of the careers programme and provider engagement. This policy will be reviewed annually.

8. Version Control

This is a controlled document. As a controlled document, any printed copies of this document, or saved onto local or network drives should be actively monitored to ensure the latest version is always available.

Version Number	Date	Status	Changes
V1.0	1/09/2023	Draft	New policy
V2.0	06/10/2024	Live	Updated