



Beacon High Providers Access Policy

1. 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.

From time to time, schools may be approached by, or consider engaging with, external providers to supplement/enrich teaching and learning programmes when addressing curriculum requirements.

The department acknowledges the potential value of engaging with external providers to enhance education programmes and these guidelines are designed to support school leaders and teachers that are considering their use.

2. DEFINITIONS

External provider for the purpose of these guidelines refers to any person, organisation or group offering their services and/or resources to support school-based education or specialist support at the class, year or whole-school level. Providers operate under various business models and may offer their services to schools at a cost/free of charge.

3. ROLES AND RESPONSIBILITIES

Senior Leadership have responsibility to:

- consider the school strategic plan and overall benefit for students when deciding to engage an external provider
- work with the school council to determine the suitability of engaging the provider (where applicable)
- confirm budget availability (where applicable)
- ensure that the external provider has the qualifications and/or experience to deliver the service and meet all necessary legal and safety requirements
- ensure that the external provider is adequately inducted into school protocols and the code of conduct when working in schools
- ensure that the school's supervision arrangements are adequate
- ensure that teachers/relevant members of staff have an understanding of the services being provided and their role in delivery
- ensure a risk-assessment and management plan is in place (where appropriate)

- approve the use of the external provider

Staff Members have responsibility to:

- seek the approval of the Headteacher or their delegate when engaging an external provider
- identify the relevant links between the service provided and curriculum priorities
- understand the service being provided through working with the provider to add value and depth to existing teaching and learning programs
- ensure that the material to be delivered is appropriate for the age and developmental stage of students
- understand their obligations, particularly in regard to ensuring adequate supervision and that student wellbeing and safety concerns are clearly defined and managed

External providers must:

- give careful consideration to the appropriateness of the service for students
- recognise that their service must align with the curriculum
- be willing to modify the service delivery in consultation with the Headteacher or their delegate, if necessary
- gain the approval of the Headteacher or their delegate prior to delivering their service

4. GUIDELINES

External providers may be engaged by the school to provide specialist expertise and to enhance specific learning area achievement. The programmes, sessions and services provided should always be evaluated on their capacity to contribute to the learning described in the school's curriculum and assessment plan, and their ability to provide services beyond the scope and expertise of the teacher.

Key points for consideration:

- external providers will have greatest impact if the service or session has a clear educational purpose, is delivered as part of a teaching and learning sequence, and is contextualised to meet student needs
- the most effective outcome for students will be achieved when the school and provider engage in adequate dialogue so relevant information can be shared, issues negotiated and educational outcomes optimised. It is important to establish and maintain clear and open communication prior, during, and post implementation of the service
- an alternative programme is to be made available to students who will not be attending or participating in the session
- where the external service attracts a fee, the school council can assist the Headteacher in deciding whether or not to engage a service and whether funds are available to cover costs so that all students are able to participate

- any commitment to fund a program in the long term can be made by the Headteacher in consultation with the school council

Risk Assessment and Management

Contextual factors need to be considered when analysing the risk associated with a service. The checklist provided below as 'Attachment A' assists with an initial assessment of risk, with analysis tools such as a risk rating matrix then being recommended to be used to further identify significant or high risk activities.

If significant risks are identified then a risk management plan, that is current and relevant to the service and the context, should be developed. All documents that would assist with risk management must be lodged with the Headteacher.

Feedback and Review Cycle

A process for evaluating the provision and outcomes of the service should be in place. This would involve a process for reviewing the implementation and effectiveness of the service, including consultation, communication and collaboration prior, during, and after the service was delivered. All stakeholders should have the opportunity to provide feedback, including students.

From time to time, schools may be requested by the external provider to evaluate their programs and services. If doing so, the school should take care to not be seen as openly endorsing a particular service provider.

Related Policies

- [Beacon High Careers](#) – Careers Programme

Opportunities for Access

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

- [Beacon High Careers](#) – Careers Programme

If any external providers would like host anything at Beacon High, please feel free to contact our Careers Lead, Razziya Siddique: razziya.siddique@beaconhigh.org or phone: 02076075885, who will be available to support you/ organisation with your requests. Our Careers Lead will identify the most suitable opportunity for you.



Beacon High Providers Access Policy

Premises and Facilities

The school will make the Assembly/Old Hall, 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 Lead or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the Careers Library, which is managed by the Careers Lead. The Careers Library is available to all students at lunch and break times. In addition, all students and staff have access to up to date information and guidance online via Unifrog.