

# Provider Access Policy



## Springwell Community College Provider Access Policy

### Introduction

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

This policy should be read in conjunction with the following college documents:

- Safeguarding and Child Protection Policy
- Health and Safety Policy
- GDPR Policy

### Student entitlement

#### Management of provider access requests

#### Procedure

A provider wishing to request access should contact:

*Stuart Birks - Assistant Head Careers - [stuart.birks@springwell.ttct.co.uk](mailto:stuart.birks@springwell.ttct.co.uk)*

*Amy Woodhouse - Faculty Leader Personal Development - [amy.woodhouse@springwell.ttct.co.uk](mailto:amy.woodhouse@springwell.ttct.co.uk)*

#### Opportunities for access

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

- Assemblies
- Career Talks
- Annual Careers Fair

Please speak to either Stuart Birks or Amy Woodhouse to identify the most suitable opportunity for you.

Springwell's policy on safeguarding sets out the college's approach to allowing providers into college as visitors to talk to our students. The college policy on safeguarding can be found on our website.

#### Premises and facilities

The college will make the Auditorium, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The college 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 their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for adding to the career's library. The library is available to all students at lunch and break times.

