

## Provider Access Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: WCA/KRM/CSC

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
January 2020	January 2021		1	January 2022
		January 2022	2	January 2023
		January 2023	3	January 2024
		January 2024	4	January 2025
		January 2025	5	January 2026
		January 2026	6	January 2027

### Introduction

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

The Green Room Windsor is an Independent Day Provision for boys/girls aged 12 to 16 years. Our 6th form (GRC) provision is for boys/girls aged 16-18. The provision has a capacity for 64 students. The Green Room Kingsley is an Independent Day Provision for boys/girls aged 11 -16 with a capacity of 40.

### The aim of this policy is:

To provide all of our students with sufficient, high quality opportunities to meet a range of providers of approved technical education qualifications and apprenticeships This policy can be made available in larger print or more accessible format if required.

### Student entitlement

All students in years 8 to 13 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 technical education and apprenticeships – through post-16 options events, assemblies and group discussions and taster events, as well as through transition meetings with local authorities;
- to understand how to make applications for the full range of academic and technical courses.

For students of compulsory provision age these encounters are mandatory and there will be a minimum of two encounters for students during the 'first key phase' (year 8 to 9) and two encounters for students during the 'second key phase' (year 10 to 11). For students in the 'third key phase' (year 12 to 13), particularly those that have not yet decided on their next steps, there are two more provider encounters available during this period, which are optional for students to attend.

These provider encounters will be scheduled during the main provision hours and the provider will be given a reasonable amount of time to, as a minimum:

- share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
- explain what career routes those options could lead to
- provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and students from the provider)
- answer questions from students.

## Access to Technical Providers and Apprenticeships

As part of our commitment to inform our students of the full range of learning and training pathways on offer to them, we encourage requests from approved training, apprenticeship and technical education providers to engage with our students.

We also proactively seek to build relationships with such partners as we plan our careers information and guidance throughout the provision year. All students during the provision years 8 to 13 have at least six opportunities to meet a range of training providers to inform them about approved technical education qualifications and apprenticeships.

Opportunities for providers to speak with students might include visits to the providers, tours, and interviews as well as provision assemblies, employer and provider engagement events or opportunities to speak with students and parents on a one-to-one basis, e.g. supporting GCSE, post-16 or post-18 option choices.

## Meaningful provider encounters

One encounter is defined as one meeting/session between students and one provider. We are committed to providing meaningful encounters for all students based on the principles of the [Making it meaningful checklist](#).

Meaningful encounters include visits to different providers, tours and interviews as well as provision assemblies, employer and provider engagement events or opportunities to speak

with students and parents on a one-to-one basis, e.g. supporting GCSE, post-16 or post-18 option choices.

Meaningful online engagement is also an option, and we are open to providers that are able to provide live online engagement with our students.

## Previous providers

In recent years we have invited the following providers from the local area to speak to our students:

- The Future Skills Centre (part of Basingstoke College of Technology), Activate Learning (which encompasses a network of local colleges), Windsor Forest Colleges.

## Destinations of our students

In recent years, our year 11 students moved to range of providers in their local areas after The Green Room Foundation:

- Basingstoke College of Technology, Green Room College, Guildford College, Strodes College, Alton College, Langley College, Bracknell and Wokingham College, Reading College, Sparsholt College

In recent years, our year 13 students moved to range of providers in their local areas after The Green Room Foundation:

- Windsor College, various Apprenticeship / Traineeship Providers and students also transitioned into the world of work.

We endeavour to keep in touch with all of our alumni to encourage them in their ventures and offer ongoing support if needed.

## Management of provider access requests

### Procedure

A provider wishing to request access to our provisions should contact the Careers Leader at the relevant provision:

Green Room Windsor - Claire Anderson ([claire@thegreenroomschool.com](mailto:claire@thegreenroomschool.com))

Green Room College - Sukh Colebourne ([sukh@thegreenroomschool.com](mailto:sukh@thegreenroomschool.com))

Green Room Kingsley - Rob Mynard ([rob@thegreenroomschool.com](mailto:rob@thegreenroomschool.com))

All requests will be viewed favourably, as we strive to build positive relationships with all such partners to help us deliver the best possible careers information and guidance for our students throughout the academic year.

## Opportunities for access

The Green Room Foundation offers regular provider encounters to serve the best interests of our students, as well as to uphold our legal duties as an educational establishment. We also offer a number of additional events that are integrated into The Green Room Foundation careers programme. We will offer providers an opportunity to come into The Green Room Foundation provisions to speak to students or their parents or carers.

Please speak to our Careers Leaders to identify the most suitable opportunity for you.

	The Green Room Foundation Careers Roadmap
Year 7	<p>Informative visits from local FE colleges / apprenticeship providers.</p> <p>Visitors and trips that encounter local employers and employees, across a range of business sectors.</p> <p>Regular coaching that includes a focus on developing skills, interests and ideas for the future.</p>
Year 8	<p>Informative visits from local FE colleges / apprenticeship providers.</p> <p>Visitors and trips that encounter local employers and employees, across a range of business sectors.</p> <p>Regular coaching that includes a focus on developing skills, interests and ideas for the future.</p>
Year 9	<p>At least one meaningful encounter with the world of work spread across the academic year.</p> <p>Informative visits from local FE colleges / apprenticeship providers.</p> <p>Regular coaching that includes a focus on developing skills, interests and ideas for the future.</p> <p>Trips that encounter local employers and businesses across a range of work sectors and professions.</p>
Year 10	<p>At least two meaningful encounters with the world of work spread across the academic year.</p> <p>Informative visits from local FE colleges / apprenticeship providers, including from the ASK Programme.</p> <p>Regular coaching that includes a focus on exploring options for the future.</p> <p>Visits to local colleges, insight days and open events.</p> <p>Trips that encounter local employers and businesses across a range of work sectors and professions</p>

Year 11	<p>At least two meaningful encounters with the world of work spread across the academic year.</p> <p>Informative visits from local FE colleges / apprenticeship providers, including from the ASK Programme.</p> <p>Regular coaching that includes a focus on planning for the future.</p> <p>Independent careers guidance.</p> <p>Visits to local colleges, insight days and open events.</p> <p>Trips that encounter local employers and businesses across a range of work sectors and professions</p>
Year 12	<p>At least three meaningful encounters with the world of work spread across the academic year.</p> <p>Three inhouse careers advice and guidance sessions spread across the academic year.</p> <p>Visits to local colleges, insight days and open events.</p> <p>in-house Work Experience and Employ-Ability Skill building through EPIC Thursdays</p> <p>Access to CPD and training courses to help build a professional CV</p> <p>Guidance throughout the jobs searching process, support throughout applications and interviews, jobs coaching to maintain and manage a successful work placement.</p> <p>Trips that encounter local employers and businesses across a range of work sectors and professions.</p>
Year 13	<p>At least three meaningful encounters with the world of work spread across the academic year.</p> <p>Three inhouse careers advice and guidance sessions spread across the academic year.</p> <p>Visits to local colleges, insight days and open events.</p> <p>in-house Work Experience and Employ-Ability Skill building through EPIC Thursdays</p> <p>Access to CPD and training courses to help build a professional CV.</p> <p>Guidance throughout the jobs searching process, support throughout applications and interviews, jobs coaching to maintain and manage a successful work placement.</p> <p>Trips that encounter local employers and businesses across a range of work sectors and professions.</p> <p>Bespoke 'Preparation for Adulthood' training that aims to increase</p>

	independence, develop practical life skills and support a student's transition into adult life/employment.
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## Premises and facilities

The Green Room Foundation will make a suitable room (or rooms) available for discussions between the provider and students, as appropriate to the activity. The provision will also make available AV and other specialist equipment to support provider presentations, as well as a suitable number of Green Room staff. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Meaningful online engagement is also an option and we are open to providers that are able to provide live online engagement with our students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature, which will be made readily available to all students to use when at The Green Room Foundation.

## Requests from Training Providers

In the first instance, requests by providers should be sent to [info@thegreenroomschool.com](mailto:info@thegreenroomschool.com) with a minimum of six weeks' notice. The request should include:

- The proposed format, timings and duration of the request
- The number of staff from the organisation who propose to visit and any support requirements of the provision.

All requests will be considered on the basis of:

- Clashes with other planned activity, trips or visits to the provision
- Interruption to preparation for examinations
- Availability of staff, space and resources to host the activity

The Head of Provision may – at his or her discretion – refuse a request if it would be likely to be detrimental to the safety or wellbeing of children or staff, or if granting the request would be likely to bring the provision into disrepute. If a request is granted, the provider will have access to:

- A room within the provision
- Audio-visual equipment, including a laptop-suitable projector or interactive board
- Pens, paper and pencils as required
- Suitable Green Room staff.

## Complaints

Any complaints with regards to provider access can be raised following the provision complaints procedure or directly with The Careers & Enterprise Company via [provideraccess@careersandenterprise.co.uk](mailto:provideraccess@careersandenterprise.co.uk).

This policy is approved by the Co-CEO of The Green Room Foundation

Date

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Co-CEO

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