



Careers Policy and Provider Access Policy

At St. Saviour's and St. Olave's, we value our school and each other and work hard to create a cohesive community. As an Anglican school we seek to ensure that every student has the maximum opportunity to fulfil their God-given potential. In accordance with our Christian ethos, we want our students, regardless of the career pathway they choose, to have the means to flourish and become Makers of the Future.

1. Aims

This policy statement aims to set out our school's arrangements for managing the access of education and training providers to students 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

2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 8 to 13 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 students.

This is outlined in section 42B of the Education Act 1997.

3. Student entitlement

All students in years 8 to 13 at St Saviour's & St Olave's are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point
- 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

For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for pupils during the “first key phase” (year 8 to 9) and two encounters for pupils during the “second key phase” (year 10 to 11). For pupils 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 pupils to attend.

4. Management of provider access requests

4.1 Procedure

A provider wishing to request access should contact Ms Urwin Associate Assistant Headteacher

Telephone: 0207 407 1843 (ext200)

Email: Aurwin@ssso.southwark.sch.uk

Stephen Young, Careers Officer

Telephone: 0207 407 1843 (ext203)

Email: syoung@ssso.southwark.sch.uk

4.2 Opportunities for access

In addition to our whole-school PSHCE provision, our careers programme includes several events which offer providers an opportunity to come into school to speak to students and/or their parents and carers:

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

- Share information about both 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 pupils from the provider)
- Answer questions from pupils

Year	Autumn Term	Spring Term	Summer Term
Year 7	December PSHCE Day – Careers Puzzle, Bank Accounts, App Design, Online Gaming	KS3 Careers assembly – delivered by an outside provider	Activities Week
Year 8	December PSHCE Day – Young Enterprise, Cost of Living Into University Programme – Learning Techniques	KS3 Careers assembly – Delivered by an outside provider on different routes Careers activities / workshop – Delivered by an outside provider	Activities Week – Wow Week Enterprise Programme.
Year 9	December PSHCE Day – Thinking about Options Introduction to Unifrog, Green Careers, Financial, Online Safety Assembly on University life	KS3 Careers assembly – Delivered by an outside provider. Options evening / Options curriculum assembly	Activities Week Residential Trip – Life Skills activities
Year	Autumn Term	Spring Term	Summer Term
Year 10	December PSHCE Day –	Careers activities / workshop – delivered by an outside provider	Activities Week

	<p>Engineering Workshop - Construction Youth</p> <p>Apprenticeships, AI, Entrepreneurship, Gambling</p> <p>KS4 Awareness assembly on different routes delivered by an outside provider</p>	<p>Work Experience – Construction Youth</p> <p>Business Focus Trip</p>	<p>Careers / Apprenticeship fair</p> <p>Lawyers in School Programme.</p>
Year 11	<p>December PSHCE Day – Introduction to Unifrog, Cryptocurrency, Investing, Developing Aspirations</p> <p>KS4 Awareness assembly on different routes– delivered by an outside provider</p> <p>Careers Approach – Careers interviews for all Year 11 students</p>	<p>Careers activities workshop – delivered by an outside provider</p> <p>Careers Approach – Careers interviews for all Year 11 students</p>	<p>Work Experience Programme</p> <p>Careers Club – Interview support</p> <p>Application form guidance</p>
Year 12	<p>December PSHCE Day – Introduction to Unifrog, Understanding Pay Slips, Cost of Living, Money and Wellbeing</p> <p>KS5 Awareness assembly on different routes- delivered by an outside provider</p>	<p>Careers activities workshop – delivered by an outside provider</p> <p>Careers Club – Interview support</p> <p>Application form guidance</p> <p>Different routes</p>	<p>Construction Youth – Coaching Programme.</p> <p>Activities Week – Work Experience Programme</p> <p>Apprenticeship fair</p>
Year 13	<p>December PSHCE Day-</p>	<p>Careers Approach –</p>	<p>Work Experience Programme</p>

	<p>Student Finance, Budgeting, Pensions, Debt: BNPL & Overdraft</p> <p>Creative Careers</p> <p>KS5 Awareness assembly on different routes delivered by an outside provider–</p> <p>KS5 Careers assembly delivered by outside provider</p>	<p>Careers interview for students not going to university</p>	
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A provider wishing to visit the school for a careers-related activity should speak to Mr. Young or Ms Urwin to identify the most suitable opportunity.

4.3 Granting and refusing access

A number of events are integrated into the school careers programme which would potentially offer providers an opportunity to come into school to speak to students and/or their parents. The school calendar varies from year to year, so providers need to contact the member of staff named above to identify the most suitable opportunity. The events are usually arranged well in advance, so it is essential that providers contact us early in the academic year to be involved in our planning. Access to students and/or parents will be granted on the understanding that information and guidance offered by providers is related to technical courses and apprenticeship opportunities only.

4.4 Safeguarding

Our safeguarding/child protection policy outlines the school’s procedure for checking the identity and suitability of visitors. Providers will be expected to meet the school’s safeguarding requirements found in the Safeguarding Policy Statement accessible on the school website.

4.5 Premises and facilities

St Saviour’s & St Olave’s will make the sports hall, activities studio and classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. We will also make available projectors and other specialist equipment to support provider presentations. This will be discussed and agreed on before the visit with school staff as appropriate.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at reception.

5. Links to other policies

Providers should review the following school policies before their visit, available on our website:

- *Safeguarding policy*
- *Careers guidance policy*

6. Monitoring arrangements

The school's arrangements for managing the access of education and training providers to students is monitored by Amy Urwin.

Last reviewed: December 2024