

PROVIDER ACCESS POLICY

1.	AIM	1
2.	SCOPE	1
3.	LEGISLATION	2
4.	DEFINITIONS	2
	Provider	2
	Meaningful Encounter	2
	Gatsby Benchmarks	2
	Vulnerable Students	2
	Careers Programme.....	2
5.	INTRODUCTION	2
6.	POLICY	3
	Opportunities to meet providers	3
7.	PROCEDURE	3
8.	ACCOUNTABILITY	4
9.	STANDARD FORMS, LETTERS AND REFERENCES, LINKED POLICIES	4
	Further reading	4

1. AIM

- 1.1. This policy outlines the company's procedures for managing requests from education and training providers to access students for the purpose of informing them about approved technical education qualifications, apprenticeships and other post-16 and post-18 pathways. It is informed by the statutory guidance outlined in the document '**Careers Guidance and Access for Education and Training Providers' (2025)** and underpins our students' entitlement of information and first-hand experience of all their post-16 and post-18 options.
- 1.2. It is the personal responsibility of every individual referring to this policy to ensure that they are viewing the latest version; this will always be published on Cygnet's online policy library, **myPolicy**.

2. SCOPE

- 2.1. This policy applies to all Cygnet schools.
- 2.2. This policy applies to all staff.
- 2.3. It is the agreed Policy and any deviation by staff from following this policy and supporting procedures and documents may be subject to disciplinary procedures.
- 2.4. Links to supporting Policy, documents and references are in **Section 9**.
- 2.5. This policy has been produced by Cygnet Schools' senior leadership team in collaboration with local governance and students.
- 2.6. The policy is reviewed bi-annually and updated with input from stakeholders, including parents and guardians. The **National Board** reviews any amendments and issues the final policy.

PROVIDER ACCESS POLICY

3. LEGISLATION

- 3.1. **Department for Education** statutory guidance states that all schools:
- Must comply with their legal responsibilities regarding careers education, provider access and meaningful encounters.
 - Are expected to implement the Gatsby Benchmarks.
- 3.2. The **Children and Families Act 2014** places a duty on schools to:
- Support preparation for adulthood for students with SEND
 - Promote access to appropriate careers guidance and transition planning
- 3.3. **Keeping Children Safe in Education** states that schools:
- Have a duty to follow all safeguarding expectations, including those relating to external visitors and providers working with students in school.
- 3.4. The **SEND Code of Practice**
- 3.5. The **Independent School Standards**

4. DEFINITIONS

Provider

- 4.1. An organisation or institution offering education, training or apprenticeship opportunities. This may include colleges, sixth forms, apprenticeship providers, universities, employers or independent training providers.

Meaningful Encounter

- 4.2. An opportunity for students to engage directly with a provider and gain information about technical education qualifications, apprenticeships, careers and future pathways.

Gatsby Benchmarks

- 4.3. A nationally recognised framework for high-quality careers education and guidance within schools and colleges.

Vulnerable Students

- 4.4. Students who may require additional support to access careers education and future pathways, including students with SEND, looked after children and those with additional needs.

Careers Programme

- 4.5. The planned programme of careers education, information, advice and guidance provided by the school.

5. INTRODUCTION

- 5.1. This policy underpins our student's entitlement to information and first-hand experience of all their post 16 options. This includes:
- Finding out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides information on the full range of education and training options at each transition point.

PROVIDER ACCESS POLICY

- Hear from a range of 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.

6. POLICY

Opportunities to meet providers

- 6.1. As our students are in mixed year groups and there is no confirmed timeline for their hospital admission, our school offers at least two opportunities to meet with providers in the academic year. This fulfils the requirement that there must be a minimum of two encounters for students during the 'first key phase' (year 8 to 9), and a minimum of two encounters for students during the 'second key phase' (year 10 to 11). This also fulfils the requirement that students are offered two encounters between year 12 and 13, and these are optional to attend.
- 6.2. Students at our school are across the country. Therefore, we engage with local providers who offer insights that are broadly representative of providers in other regions in the country.
- 6.3. Students at Cygnet schools are sometimes unable to attend sessions with providers, due to reasons such as planned leave, transition to community school or poor mental health presentation. We expect all students who are in hospital and are well enough to attend, do so.
- 6.4. Cygnet Schools will provide face-to-face encounters wherever possible. Virtual encounters will be facilitated when needed.

7. PROCEDURE

- 7.1. A provider wishing to request access should contact the school's **Careers Lead**:
- Forestwood School's Careers Lead is Anastacia Lim
Anastacialim@cygnethealth.co.uk
Telephone number: 0161 762 7200
 - Phoenix School's Careers Lead is Amy White
Amy-louisewhite@cygnethealth.co.uk
Telephone number: 0114 2793350
- 7.2. These provider encounters will be scheduled during the main school hours and will follow a discussion with the school's **Designated Safeguarding Leads (DSL)** regarding the context of the school and safeguarding protocols.
- 7.3. 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 qualifications 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.
- 7.4. All visitors are expected to read and conform with the school's safeguarding policy. This can be found on the school's website.

PROVIDER ACCESS POLICY

- 7.5. The school will make a classroom available for discussions between the provider and students, as appropriate to the activity.
- 7.6. Providers cannot bring electronic devices into the hospital. All electronic documents must be sent to the **Careers Lead** prior to the visit, so that these can be accessed on-site.

8. ACCOUNTABILITY

- 8.1. The overarching accountability for careers Cygnet's governance is The National Education Board, Cygnet Health UK; membership of which includes the CEO of Healthcare, Regional Manager for Healthcare North, Cygnet National Safeguarding Lead, CAMHS Hospital Managers, the Head of Education, and Headteachers from each CAMHS site/school.
- 8.2. Headteachers are responsible for working with their named careers lead to ensure that the content of this policy is shared, understood, upheld and monitored through the schools own Quality Assurance Procedures

9. STANDARD FORMS, LETTERS AND REFERENCES, LINKED POLICIES

- 9.1. **Safeguarding in Schools** (4-17)
- 9.2. **Anti-bullying** (4-07)
- 9.3. **SMSC and British values strategy** (8-07)
- 9.4. Careers Education policy (8-12)
- 9.5. **PSHE and RSE policy** (8-08)

Further reading

- 9.6. <https://www.gov.uk/government/publications/careers-guidance-provision-for-young-people-in-schools/careers-guidance-and-access-for-education-and-training-providers>