



L.E.A.D. Academy Trust
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L.E.A.D. ACADEMY TRUST

PROVIDER ACCESS POLICY

Policy/Procedure management log

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Policy statement on provider access

Da Vinci L.E.A.D. Academy Provider Access Policy

1 Introduction

This policy statement sets out the school's arrangements for managing the access of providers to 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. It is part of a wider strategy for careers at Da Vinci L.E.A.D. Academy.

2 Pupil entitlement

All pupils in Years 8 to 11 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 options events, assemblies and group discussions and taster events.
- to 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' (Years 8 to 9) and two encounters for pupils during the 'second key phase' (Years 10 to 11).

These provider encounters will be scheduled during the main school 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 pupils from the provider).
- answer questions from pupils.

3 Meaningful provider encounters

One encounter is defined as one meeting/session between pupils and one provider. We are committed to providing meaningful encounters to all pupils using the 'making it meaningful checklist' (appendix 4).

Meaningful online engagement is also an option. At Da Vinci L.E.A.D. Academy, we are open to providers that can provide live online engagement with our pupils.

4 Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

Name and address of organisation Address	Activity	Year group
Post 16 / FE providers		
Derby College The Roundhouse, Roundhouse Rd, Derby DE24 8JE	Destinations assembly, Information stands at parents evening, College tours Employer and Post 16 provider event for pupils & parents	9, 10, 11 11
Hearon Gate 6 th Form Kirkley Dr, Hearon DE75 7RA	Destinations assembly Employer and Post 16 provider event for pupils & parents	10, 11
Derby Cathedral School Great Northern Rd, Derby DE1 1LR	Employer and Post 16 provider event for pupils & parents	10, 11
UTC 3 Locomotive Way, Pride Park, Derby, DE24 8PU	Destinations assembly Employer and Post 16 provider event for pupils & parents	10, 11
Lees Brook Academy Morley Rd, Chaddesden, Derby DE21 4QX	Site visit and tour Employer and Post 16 provider event for pupils & parents	10, 11
Juniper Training 1-5 Gower St, Derby DE1 1SB	Traineeships and apprenticeship assembly Employer and Post 16 provider event for pupils & parents	8, 10
Learning Curve 100 Mansfield Road, Derby, DE1 3TT	Destinations information session Employer and Post 16 provider event for pupils & parents	11
YMCA Key College St Mark's Road, DE21 6AH	Destinations assembly – Technical options	8
Born to Perform 31 Chapel St, Spondon, Derby DE21 7JP	Employer and Post 16 provider event for pupils & parents	10, 11
Links with local industry		
Derby Homes 839 London Rd, Alvaston, Derby DE24 8UZ	Employer and Post 16 provider event for pupils & parents	10, 11
Toyota Manufacturing Ltd Burnaston, Derby, DE1 9TA	Apprenticeships assembly	10, 11
JCB Dove Valley Park, 1000 Park Ave, Foston, Derby DE65 5BX	Apprenticeships assembly	11
Rolls Royce Wilmore Road Derby DE24 9BD	Apprenticeships assembly Employer and Post 16 provider event for pupils & parents	11
Balfour Beatty Balfour Beatty, Raynesway, Derby DE21 7BG	Apprenticeships & careers in construction assembly,	8, 10
Pierre Angulaire Ltd	Assembly hearing about careers in construction	10
Hays Travel 14 Park Farm Centre, Derby DE22 2QN	Apprenticeship interactions, One to One application support Employer and Post 16 provider event for pupils & parents	11

Severn Trent Severn Trent Centre, 2 St John's Street, Coventry, CV1 2LZ	Virtual work experience	10
Links with public service providers		
NHS Vaccination team	Destinations Assembly – Careers within the NHS and routes into nursing	9
Police	Careers in the Police force Employer and Post 16 provider event for pupils & parents	
Royal Air Force Careers Engagement Midlands	Careers interaction Employer and Post 16 provider event for pupils & parents	7, 8, 9, 10 & 11
Royal Navy Building 1/117 Room 204 Jago Road HMNB Portsmouth PO1 3LU	Workshop – Catering - routes into the Navy	10
The British Army 7 Babington Ln, Derby DE1 1TA	Apprenticeship and Post 16 destinations Employer and Post 16 provider event for pupils & parents	9, 10, 11
Derbyshire Enterprise Business Partnership (DEBP) Commerce House, Millennium Way, Chesterfield S41 8ND	Workshop – Encounters with employees hearing about their career journey's and taking part in a Construction business challenge.	9
Pierre Angulaire Ltd	Assembly hearing about careers in construction	10
IDesign	Workshop linking STEM subjects to careers and careers in the electric automotive industry/	10
E4E	Mock Interviews	10
Higher Education Providers		
University of Derby	Site visit and tour, information on courses and types of degrees	10
Nottingham University	Site visit and tour.	10
Loughborough University	Site visit and tour.	10
Sheffield University	Access to Sheffield programme.	9, 10, 11
The Open University	Careers in Biomedicine	10

5 Destinations of our pupils

Last year, our Year 11 pupils moved to range of providers in the local area after leaving the academy:

Name and address of organisation Address	Pupils attending 2023		Pupils attending 2024		Type of sustained education
	Number	%	Number	%	
Derby College	73	71	84	60	A Levels, T levels, College Course, Apprenticeships
Lees Brooke Skills Academy	3	3	7	5	College Course
Apprenticeships (various)	8	8	6	5	Apprenticeships
Nottingham College			4	3	College course vocational
YMCA			4	3	Vocational training
Heanor Gate Sixth Form	3	3	4	3	A Levels
Learning Curve (formerly White Rose Beauty College)	1	1	4	3	College course vocational
Confetti Nottingham			3	2	College
Juniper Training	2	2	2	1	Traineeship, apprenticeships
Landau 6 th Form			2	1	A Levels
Chellaston Academy			1	1	A Levels
Derby County Community Trust	1	1	1	1	Traineeship
Derby hair and beauty			1	1	Vocational training
Hull College			1	1	College course vocational
Littleover 6 th form			1	1	A Levels
Stephenson College			1	1	College course vocational
Bilborough College	2	2	0	0	A Levels, T level, College Course, Apprenticeships
Harrogate Army College	1	1	0	0	Armed forces
UTC	1	1	0	0	T level
Workpays	1	1	0	0	Traineeship
Burton College	1	1	0	0	College Course

6 Management of provider access requests

6.1 Procedure

All provider access requests should be directed to the academy's careers lead using the telephone number and/or email address below. Any provider access request will only be approved by the headteacher once the vetting and due diligence process has been completed.

A provider wishing to request access to the academy should contact:

Name	Nat Wiles
Job Title	Assistant Headteacher
Telephone	01332 831515
Email	Nat.wiles@davinciacademy.co.uk

Any provider requesting access must provide the information outlined on the provider access request form provided (Appendix 1) to the academy's careers lead two months prior to any request for access being accepted.

When considering each provider's access request,

- The headteacher will nominate a member of the senior leadership team who is responsible for the oversight of the vetting of providers and the maintenance of an accurate and comprehensive record of providers (Appendix 3).
- Prior to any proposed event, providers will be asked to provide the academy with the names of speakers who will be representing them. Failure to disclose this information may result in the event not being progressed.
- The nominated senior leader will task a member of staff to complete a vetting and due diligence check to ensure that speakers are not controversial as well as any necessary safeguarding checks.
- Details of speakers representing providers will be recorded on the record of providers (Appendix 3) to show that the visit has been agreed to by the nominated senior leader.
- The nominated senior leader will ensure that for representatives of these providers, staff at the academy take a photocopy of any identification.
- The member of staff tasked with completing the vetting and due diligence check will complete part of the external speakers vetting and due diligence report (Appendix 2) recording the personal details of the speaker (name, provider they represent etc.), the open-source checks that have been completed, and the outcome of both the vetting and due diligence checks.
- The senior leader will make a final decision to progress the provider and/or speaker based on the recommendation given by the member of staff and information submitted by the provider.
- Once the checks have been completed, the nominated senior leader will task a member of staff at the academy with updating the record of providers (Appendix 3). This record is maintained throughout the year and not completed retrospectively. It may be subject to internal verification.
- Following the completion of vetting and due diligence checks on a provider, the careers lead/member of staff organising the proposed event will be informed by the nominated senior leader of the outcome.
- Providers will be informed by a member of staff at the academy of the decision and if approved, the academy's expectations for their delivery, including the need to ensure that there is no political indoctrination or discourses which would undermine the rule of law, the fundamental British values of democracy and harmony between faiths and cultures and safeguarding responsibilities.
- The vetting and due diligence process will aim to take between 4-6 working weeks following receipt of the provider's initial request and submission of the provider access request form.

- Where provider's requests are declined, the senior leader responsible for this decision will give the provider a brief explanation of the reasons behind why the request has been declined.
- During each academic year the academy will accommodate a maximum number of provider access requested as is deemed reasonable by the headteacher while still adhering to statutory requirements.

7 Opportunities for access

The academy offers the four provider encounters required by law **marked in bold text** and a number of additional events, integrated into the academy careers programme.

Da Vinci will offer providers an opportunity to come into the academy to speak to pupils or their parents or carers.

	Autumn Term	Spring Term	Summer Term
Year 8	<ul style="list-style-type: none"> • YMCA training provider • Young Enterprise and STEM Workshop 	<ul style="list-style-type: none"> • Prime career workshop – Law • Balfour Beatty – Women in Engineering assembly 	<ul style="list-style-type: none"> • Derby College – Post 16 provider assembly interaction • Balfour Beatty – careers in construction
Year 9	<ul style="list-style-type: none"> • University of Sheffield - Access to Sheffield programme • Inspiration day; Careers interaction Rolls Royce • Inspiration day – careers options DEP/B • Inspiration day - Marketing careers DEP/B • NHS Assembly – careers within the NHS and routes into nursing 	<ul style="list-style-type: none"> • Derby College - KS4 options assembly • Post 16 apprenticeships assembly -ASK apprenticeships • University of Sheffield - Access to Sheffield programme • Army interaction assembly - post 16 destination • Prime career workshop – Law • Balfour Beatty – Women in Engineering assembly 	<ul style="list-style-type: none"> • Access to Sheffield programme • Derby University visit
Year 10	<ul style="list-style-type: none"> • Sheffield University - Access to Sheffield programme • Employer and Post 16 provider event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement. • Derby University site Visit • Loughborough University site visit 	<ul style="list-style-type: none"> • Sheffield University -Access to Sheffield programme • DEBP Interaction post 16 programmes (Direct Education Business Partnership) • DEBP Apprenticeship workshop • Post 16 apprenticeships assembly -ASK apprenticeships • Army interaction assembly - post 16 destination • M&S opticians careers interaction • Rolls Royce Roadshow – Apprenticeships • Open University – Careers in biomedical science • Balfour Beatty – Women in Engineering assembly 	<ul style="list-style-type: none"> • Access to Sheffield programme • DEBP programme – Careers guidance, Support with post 16 choices • Year 10 Mock interviews • Access to Sheffield programme • Balfour Beatty – careers in construction • Work Experience week
Year 11	<ul style="list-style-type: none"> • Post 16 provider open evenings. 	<ul style="list-style-type: none"> • Post 16 provider open evenings. 	<ul style="list-style-type: none"> • Confirmation of post-16 education and training destinations for all pupils

	<ul style="list-style-type: none"> • Meetings with careers adviser Post 16 applications • Derby College post-16 provider assembly interaction • Heanor Gate post 16 provider assembly • Employer and Post 16 provider event for pupils, parents – market stall event giving overview of local, regional and national opportunities and skills requirement. • Careers advisor sessions (Luminate) • Access to Sheffield programme • DEBP programme – careers advisor • Site tours Lees Brook Academy, 	<ul style="list-style-type: none"> • Careers advisor sessions (Luminate) • Learning Curve post 16 interaction • Careers advisor sessions (Luminate) • Hays Travel – apprenticeship interaction • Derby College interaction and advice at mock results parents evening • Access to Sheffield programme • DEBP programme – careers advisor • Army interaction for students who are looking at this option for a post 16 destination • Balfour Beatty – Women in Engineering assembly 	
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Please speak to our careers leader to identify the most suitable opportunity for you.

8 Premises and facilities

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and pupils, as appropriate to the activity. The vast majority of rooms are fitted with computers, projectors and digital screens. Computer suites can be arranged with prior notice.

The school will also make available audio-visual (AV) and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the career's leader or a member of their team.

Before any visit, the careers leader will work closely with any provider, to make any suitable arrangements for the audience, including any necessary adaptations for those pupils who may have special educational needs and/or disabilities.

9 Live or visual encounters

Meaningful online engagement is also an option, and Da Vinci Academy is open to providers that can provide live online engagement with our pupils.

10 Information

Providers are welcome to leave a copy of their prospectus or other relevant course literature at the careers library, which is managed by the school librarian. The careers library is available to all pupils at lunch and break times.

11 Management

The careers leader is responsible to the relevant senior leadership team line manager for coordinating all provider access requests in a timely and effective manner.

12 Parents and carers

Where possible, leaders encourage parental involvement. On occasions, parents may be invited to attend particular events to meet with providers so that they can help support their child make choices about their next steps in education, employment and training.

13 Complaints:

Any complaints with regards to provider access can be raised to the headteacher, by following the school complaints procedure or directly with The Careers & Enterprise Company via provideraccess@careersandenterprise.co.uk

14 Monitoring review and evaluation

This policy is monitored and evaluated annually by the senior Leadership Team in accordance with whole school monitoring and evaluation processes.

15 Approval and review

Approved: [date] by Governors

Next review: 19th September 2025

Signed: Tony McIlroy Chair of Governors

Signed: Jayne Scattergood Headteacher

APPENDIX 1

Provider access request form



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Please use this form to submit your provider access request to the academy:

Please try to provide as much notice as possible in the case of date sensitive events, visits, etc.

Once completed, email the form to Nat.Wiles@davinciacademy.co.uk and a member of academy staff will be in touch.

Name and address of your organisation	
Telephone number of your organisation	
Your name and job title	
Your email address	
Date of form submission	
Date of proposed event	
Give a brief outline of your organisation below (<u>bullet points will suffice</u>)	
What & Why Give details of your event Include any specific reasons for the activity taking place, the type of qualification(s) or apprenticeships you intend to speak about etc. Include information about the careers to which those technical education qualifications or apprenticeships might lead. Include a description of what learning or training with the provider is like, as well as your providers academic success rates for the last 3-years.	

<p>Who Include names & year groups of any pupils you want to speak with and names & titles of any specific staff.</p>	
<p>When & Where</p> <p>Include details of when the proposed activity will happen.</p> <p>Include details of where the proposed activity will happen if not within the academy.</p>	
<p>Details of any other organisation(s) involved (if applicable)</p>	
<p>Special requirements for speakers with disabilities or impairments</p> <p>Include details of any specific arrangements or adjustments you would like us to make to assist with the proposed activity.</p>	

For help in completing this form or for advice on whether will be accepted, please telephone the academy directly on 01332 831515

Please note: The academy does not allow any form of provider photography during provider access events.

APPENDIX 2

External speakers vetting and due diligence report.

Vetting and Due Diligence Report



PERSONAL DETAILS			
Name of individual			
Previous name (e.g., maiden name)			
Current occupation			
Previous occupation(s)			
SOURCE CHECKS			
Google www.google.co.uk	<input type="checkbox"/>	Other (following Google or other links)	
www.deeperweb.com	<input type="checkbox"/>	Newspaper articles	<input type="checkbox"/>
Previous employers' website(s)	<input type="checkbox"/>	Websites and blogs	<input type="checkbox"/>
Companies House records https://beta.companieshouse.gov.uk	<input type="checkbox"/>	Pamphlets, newsletters etc.	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	YouTube www.youtube.com	<input type="checkbox"/>
LinkedIn www.linkedin.com	<input type="checkbox"/>		<input type="checkbox"/>
'X' https://X.com	<input type="checkbox"/>		<input type="checkbox"/>
Social Scanner	<input type="checkbox"/>		
CONCERNS			
▪			
RECOMMENDATION			
Low risk – proceed	<input type="checkbox"/>		
Minor risk - areas of concern to be explored with the individual	<input type="checkbox"/>		
High risk - individual should not be progressed	<input type="checkbox"/>		
Checks completed by		Date completed	
ASSESSMENT OF RISK (to be completed by SLT)			
<i>Having considered the emerging evidence, please indicate the final decision to progress. Where minor risks have been identified, please explore with the individual and record outcomes below.</i>			
Signed			Date

APPENDIX 3 Record of providers

See attached proforma.

APPENDIX 4 Meaningful provider encounters

Further information can be found using The Careers & Enterprise Company's ['Making it Meaningful in Practice.'](#)