

CAREE-02 - PROVIDER ACCESS - HOW TO CONTACT THE SCHOOL – 00

1 INTRODUCTION

- 1.1 The document outlines how external providers can disseminate information to students

2 TASK DESCRIPTION

- 2.1 The Trust, the Senior Leadership Team and the Careers Lead must consider giving permission for access to any provider wishing to give information to students.
- 2.2 Access to our students will be granted where it can be agreed that the provider matches the needs of our students, especially where the provider promotes our core values.
- 2.3 As long as we can accommodate the request in terms of scheduling and accommodation.

3 PROCEDURAL DETAILS

- 3.1 A provider wishing to request access should contact: The Careers and Destinations Lead: Telephone: 01676 535 222 or by Email: Office@heart-england.co.uk
- 3.2 A copy of our careers plan can be found here: <https://heart-england.co.uk/student-handbook/careers-and-destinations-plan/>

4 PROCEDURE AUTHOR

- 4.1 The author of this procedure is The Careers and Destinations Lead. They should be contacted for any points of clarification or suggested future amendments.

5 VERSION CONTROL

Procedure Number	CAREE-P02
Procedure Name	Procedure Provider Access-Management of Requests
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