



# WEST THAMES COLLEGE

## Provider Access Policy

Lead	Approved By:	Date Approved:	Next Review Date:	Where Published:
Head of Student Experience	Vice Principal Inclusion, Creative Industries and Student Experience	Dec 2025	Aug 2028	Staff Intranet



## **Provider Access Policy**

### **1. Purpose**

This policy sets out the arrangements for external providers to access students at West Thames College for the purpose of giving information, advice, and guidance on education, training, and employment opportunities.

### **2. Scope**

This policy applies to all external organisations, employers, training providers, and higher education institutions seeking to engage with students aged 14–19 and adult students enrolled at the college. Examples of when this policy may apply is when we work with external providers for our annual Aspire Careers event or our Higher Education Fair.

### **3. Objectives**

- Ensure students receive impartial information about the full range of career and progression pathways available.
- Provide structured opportunities for providers to present information in a safe, respectful, and inclusive environment.
- Safeguard students' welfare while promoting their right to access diverse perspectives.
- Students are entitled to have at least six encounters with external providers during their time at college, this includes trips and visits.

### **4. Access Requests from External Providers**

- Requests should be made at least six weeks in advance, outlining the purpose, target group, and format of the session.
- The college will consider requests against timetabling constraints, student needs, staff capacity and safeguarding requirements.

### **5. Safeguarding**

- All visiting providers must comply with the college's Safeguarding Policy.
- Providers will be supervised at all times by college staff.
- Materials and presentations must be reviewed in advance to ensure they are age-appropriate and free from discriminatory or harmful content.
- Providers must report to the College Information Centre to register, and adhere to safeguarding protocols, including emergency procedures.

## **6. Free Speech**

- The college recognises the importance of freedom of speech and academic freedom. Providers are encouraged to share diverse viewpoints, provided these are lawful and delivered respectfully.
- The college reserves the right to decline access if proposed content breaches safeguarding standards, promotes extremism, or contravenes the Equality Act 2010.
- Students will be supported to critically engage with information, ensuring balanced discussion and respect for differing opinions.

## **Contact Information**

For provider access requests and information, please contact:

Dionne Baily

Lead Careers Advisor

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