

Management of Provider Access Requests

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A provider wishing to request access should contact Lewis Muir (Careers and Work Experience Lead) who will then liaise with the appropriate senior leader to consider the request. They need to email: careers@saa.woodard.co.uk.

Safeguarding Arrangements

If the provider is spending their time working with our students, then we expect them to have a Disclosure and Barring Service (DBS) check, carried out by their employer. The single central record is kept up to date with DBS numbers for all staff, supply staff, volunteers, contractors (visitors) and Academy Council members. The single central record states that we must record the date we have received confirmation from the contractor or employing organisation stating that they have carried out Enhanced DBS and Barred List checks, references and right to work in the UK and identity checks. The single central record is maintained by the head of business support and PA to the Principal, Yvonne Lambert.

Premises and facilities

St Augustine Academy ensures that relevant space is made available; however, if we cannot provide the premises or facilities, then it is down to the provider's discretion as to whether the access takes place.

Right to Cancel

St Augustine Academy and its members of staff have the right to cancel any bookings made at any time due to internal and external factors. The provider also has the right to cancel due to internal and external factors. The provider must give notice via email to careers@saa.woodard.co.uk about the cancellation.