



# **WILLOW DENE**

## **SCHOOL**

### **CAREER PROVIDER ACCESS POLICY**

Reviewed policy agreed by GB on:	Spring 2025
Reviewed policy shared with staff on:	Spring 2025
Policy to be reviewed again on:	Spring 2028
Committee responsible for review:	Local Governing Body

## **Introduction/Context**

Willow Dene is a values-based learning community, focused on building provision around the needs of each child and their family. We are a very happy community and aim to offer our families support to enable children to thrive and enjoy living and learning. Our children have a wide range of special educational needs and all children have an Education Health and Care Plan.

Our desire is to create, develop and maintain strong partnerships and links with the local community and employers and we welcome you to visit the school to find out more about us.

Willow Dene places the needs of each student at the centre of all learning and experiences, this ethos continues through our Careers Education, Information, Advice and Guidance (CEIAG) policy which has been developed to meet the specific individual needs of our pupils whilst meeting initiatives in careers support and guidance. Willow Dene's planned careers programme centres upon pupils' individual interests and strengths in relation to further education and work. These are explored from Year 7 through to Year 14 via our curriculum, Special Interest Afternoon's and Positive Contribution schemes. Pupils learn about careers, opportunities to volunteer and encounters with employers both in and out of school.

## **Aims and Purpose**

Willow Dene's CEIAG Policy is designed to equip pupils with the confidence and skills needed to prepare them for further/higher education and employment via bespoke learning starting in Year 7 and enabling children and young people to understand their likes and interests, learning how these can translate to further education and work. Our curriculum provides pupils with opportunities to develop personal characteristics such as social skills, communication, independence and self-help.

## **Pupil entitlement**

All pupils in years 7-14 should receive careers support that:

- Is impartial
- Includes information on a range of pathways, including apprenticeships
- Is adapted to the needs of the child

## **Management of provider access requests**

**Procedure** - A provider wishing to request access should contact

Mark Clayton  
Assistant Head  
Careers Leader.  
Telephone: 0208 854 9841  
Email: [mclayton@compassps.uk](mailto:mclayton@compassps.uk)

Requests for access will be discussed by the Senior Leadership Team to ensure access is beneficial and meaningful for our children.

**Opportunities for access - Please speak to our Careers Leader to identify the most suitable opportunity for you.**

**Safeguarding**

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to pupils and/or their parents/carers:

**Key Stage 3:**

- Access to WD's curriculum and opportunities to develop skills, knowledge and confidence needed for employment
- Specialist Interest Afternoon's – Each child will have an annual specialist interest afternoon celebrating their individual interests and sharing these with their peers. Where appropriate these will include encounters with potential future employers
- Participation in Enterprise Project – children from each group will engage in the Enterprise Project, learning skills required to complete a cottage industry enterprise.
- Opportunities to meet professionals both within school and outside of school, including local business, emergency service – Police and Fire brigade
- At least two employer encounters as part of the above or the wider community.
- Careers Day – A week of in-person and virtual Careers opportunities for all children and young people.

**Key Stage 4:**

- Access to WD's curriculum and opportunities to develop skills and confidence needed for employment
- Futures Mapping – Each child will engage in their own Futures Mapping activities, based upon information gathered from previous SIA's these will focus on skills required for employment and where applicable provide children with employer encounters
- Positive Contribution – Each child will engage in a Positive Contribution project
- Key Stage 4 options evening
- AQA Unit Award Scheme
- Two employer encounters as part of the above or the wider community.
- Careers Day – In-person and virtual Careers opportunities for all children and young people.

**Key Stage 5:**

- Access to WD's curriculum and opportunities to develop skills and confidence needed for employment
- AQA Unit Award Scheme
- Two employer encounters as part of the above or the wider community.
- Careers Day – In-person and virtual Careers opportunities for all children and young people.

Any children and young people engaging in careers opportunities will be assisted by adults who know them well and are skilled at supporting their communication, access and personal needs. Willow Dene will oversee the safeguarding needs of children and young people during all visits from external, for full details see our *Safeguarding Policy*.

## **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms available for discussions between the provider and students, as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Providers are welcome to leave a copy of their prospectus or other relevant course literature at school or via email to Mark Clayton at [mclayton@compassps.uk](mailto:mclayton@compassps.uk).

## **Approval and review**

Approved October 2025 by Governors at Curriculum and Standards Committee

Next review: October 2028

Signed: Mark Clayton

Chair of Governors: Lynne Wainwright

Head teacher: Rachel Harrison