



Winchmore  
School

learning to realise potential

# Careers Advisor Access Policy



Last Reviewed:	March 2019
Next Review Date:	April 2024
Review Committee:	Resources Committee

# WINCHMORE SCHOOL

## Policy Statement on Provider Access

### Introduction

This policy statement sets out the school's arrangements for managing the access of providers to pupils at 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.

### Pupil entitlement

All pupils in years 7-14 (during the relevant phase of their education) 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.

### Management of provider access requests

#### Procedure

A provider wishing to request access should contact the following individual who is the Careers Leader and should specify any grounds in full:

Mrs Winter  
Economic Wellbeing Coordinator  
Tel: 0208360 7773  
Email: [careers@winchmore.enfield.sch.uk](mailto:careers@winchmore.enfield.sch.uk)

#### Opportunities for access

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.

Examples of such events are included in the table below but providers are advised to contact the school to confirm details.

OPPORTUNITY	Year7	Year 8	Year 9	Year 10	Year 11	Year12	Year 13
<b>AUTUMN TERM</b>							
PSHCEE				y	Y	y	
Lunchtime workshops Post 16 options				Y	Y	y	
Careers Café ESOL Families	y	y	y	y	y	y	y
<b>SPRING TERM</b>							
Careers Fair	Y	Y	Y	Y	Y	Y	Y
PSHCEE			Y			y	
Option Evening			Y				
Lunchtime workshops Post 16 options			y	y	y	y	
Workshop Higher/Degree Level Apprenticeship							Y
<b>SUMMER TERM</b>							
PSHCEE	Y	Y				y	
Lunchtime workshops Post 16 options				y	y	y	
Careers Café ESOL Families	y	y	y	y	y	y	y

Please speak to our Careers Leader to identify the most suitable opportunity for you.

### **Grounds for granting and refusing access**

In order to grant any requests received the school will need to be satisfied that the provision will be necessary in the best interests of all or a specific group of pupils; that the provision has not been provided elsewhere or in a different form; the required resources from the school and whether it is reasonably practicable to provide these; whether the provision complies with equality and other legal obligations: and compliance with the School's policies and procedures, including but not limited to safeguarding and child protection.

### **Premises and facilities**

The school will make the main hall, classrooms or private meeting rooms reasonably 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 where reasonably practicable. 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 the Careers Resource Centre, which is managed by the school librarian. The Resource Centre is available to all students at lunch and break times.

All visitors will be required to comply with school policies on matters such as safeguarding, photography etc. Copies of these policies are available on the school website.