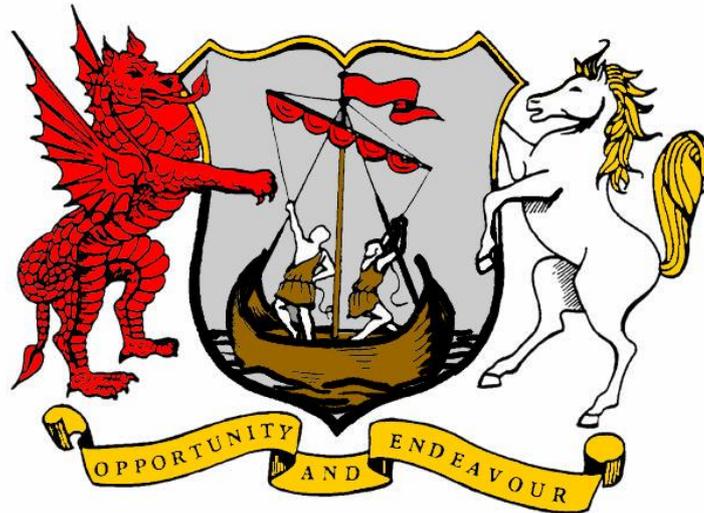


# HAYGROVE SCHOOL



## Careers policy

DATE: June 2021

POSTHOLDER RESPONSIBLE: Mrs C Morgan

DATE RATIFIED BY SLT: 28 May 2021

AUDIENCE: Parents, students, staff

DATE OF NEXT REVIEW: May 2022

Approved by SLT .....

Approved by Careers Governor .....

## Contents

1. Aims .....	3
2. Statutory requirements .....	3
3. Student entitlement .....	3
4. Management of provider access requests .....	4
5. Partnerships.....	5
6. Reviewing and Developing .....	5

## 1. Aims

Haygrove School is fully committed to ensuring that all students gain the skills, knowledge and attitudes to succeed in their learning and career aspirations. This policy statement aims to set out our school's arrangements for preparing students for their futures by offering opportunities and experiences to students for the purpose of giving them information about higher education and careers options. We aim to raise aspirations and promote equal opportunity to ensure students gain the knowledge, skills and confidence to succeed to their future career ambitions.

The Department for Education's Careers Strategy was published in December 2017. Within this strategy it sets out eight Gatsby benchmarks which our Careers Leader reviews and evaluates our programme of Careers Education to meet these benchmarks.

1. A stable career's programme
2. Learning from career and labour market information
3. Addressing the needs of each pupil
4. Linking curriculum learning to careers
5. Encounters with employers and employees
6. Experiences of workplaces
7. Encounters with further and higher education
8. Personal guidance

## 2. Statutory requirements

Schools are required to ensure that there is an opportunity for a range of education and training providers to access students in years 7 to 11 for the purposes of informing them about approved technical education, qualifications or apprenticeships.

Schools must also have a policy statement that outlines the circumstances in which education and training providers will be given access to these students.

This is outlined in section 42B of the [Education Act 1997](#).

This policy shows how our school complies with these requirements.

## 3. Student entitlement

All students in years 7 to 11 at Haygrove School are entitled to:

- Find out about technical education qualifications and apprenticeship opportunities, as part of our careers programme which provides information on the full range of education and training options available at each transition point.
- Hear from a range of local colleges, employers and apprenticeships about the opportunities they offer.
- Understand how to make applications for the full range of academic and technical courses.

Students are entitled to CEIAG which meets professional standards of practice and which is person-centred, impartial and confidential. See below the quality standards from 'Quality Standards for Young People's Information, Advice and Guidance (IAG)' - produced by the department for children, schools and families.

*"There are 12 quality standards, each with evidence indicators against which performance against the standards can be assessed. In short, they set out our expectations that:*

1. *Young people are informed about how information, advice and guidance services can help them and how to access the services they need.*
2. *Young people receive the information, advice and guidance services can help them and how to access the services they need.*
3. *Young people have the information they need to make well-informed and realistic decisions about learning and career options.*
4. *Young people have the advice and guidance that they need to make well-informed and realistic decisions about learning and careers.*

5. Information, advice and guidance services promote equality of opportunity, celebrate diversity and challenge stereotypes.
6. Young people (reflecting the make-up of their communities) are engaged in the design, delivery and evaluation of information, advice and guidance provision.
7. Parents and carers know how information, advice and guidance services can help their children and know how these services are accessed.
8. Information, advice and guidance providers understand their roles and responsibilities.
9. Programmes of career and personal development for young people are planned and provided collaboratively.
10. Staff providing information, advice and guidance are appropriately qualified, work to relevant professional standards and receive continuing professional development.
11. Information, advice and guidance services are regularly and systematically monitored, reviewed and evaluated, and actions are taken to improve services in response to the findings.
12. Processes for commissioning impartial information, advice and guidance services are effective and result in services that meet the needs of parents/carers and young people.

A careers timetable of events is published on the school website showing students entitlement for each Year group.

## 4. Management of provider access requests

### 4.1 Procedure

A provider wishing to request access should contact:

Mrs Claire Morgan – Careers and Educational Visits Co-ordinator  
 Telephone: 01278 455531  
 Email: [clmorgan@educ.somerset.gov.uk](mailto:clmorgan@educ.somerset.gov.uk)

### 4.2 Opportunities for access

A number of events within our careers programme, will offer providers an opportunity to come into school to speak to students.

	Autumn term	Spring term	Summer term
<b>Year 7</b>		Careers Day	Employer assemblies
<b>Year 8</b>		Careers Day STEM Days	Employer assemblies
<b>Year 9</b>	Careers Pilot Sessions	Careers Day Options Evening Options Interviews with colleges STEM Days	Employer assemblies
<b>Year 10</b>	Careers Pilot Sessions Work Experience Assembly 1-1 Careers Interviews with advisor	1-1 interviews with employers Barbican theatre company College assemblies Employer talks STEM events	Work Experience University visit CV Writing Employer assemblies
<b>Year 11</b>	Careers bus Careers Fairs College visits	College/apprenticeship/6 <sup>th</sup> form/job centre assemblies Employability assembly MADE Employer talks	Transition visits Employer assemblies

### 4.3 Resources

Haygrove will ensure a suitable venue, classroom or meeting room is available for discussions between the provider and students, as appropriate to the activity. Haygrove will also make available IT and specialist equipment to support provider. This will be discussed with the Careers Co-ordinator prior to the visit.

#### **4.4 Safeguarding**

Our safeguarding/child protection policy outlines the school's procedure for checking the identity and suitability of visitors. Education and training providers will be expected to adhere to this policy – a copy of which can be found on the school's website: <https://www.haygroveschool.co.uk/about-us/school-policies.htm>

## **5. Partnerships**

An annual partnership Agreement is negotiated between Haygrove School and Next Steps South West, which offer opportunities that we use in our careers programme.

We also have a partnership with the Careers and Enterprise advisor Rob Morrish and CSW Careers Advisor Kate Kitchen who does the 1-1 careers interviews.

We have a network of colleges that we work with to support students in applying for college placements, transitions and promoting the opportunities available.

We collaborate between the career's advisor and Head of Year to ensure students are getting the support they need.

Careers co-ordinator links closely with SENCO, HOY, Assistant Head and form tutors to give feedback on events and put in place measures to support students.

## **6. Reviewing and Developing**

This policy was developed and will be reviewed annually by the schools Careers Co-ordinator, Claire Morgan, in collaboration with the Senior Assistant Head, Leanne Mills.