



Careers Education, Information, Advice and Guidance Policy

Date approved:	22 March 2017
Review cycle/date:	Annual, March 2018
Party responsible:	Student Committee
Linked policies:	Curriculum Policy; Child Protection (Safeguarding) Policy, Health & Safety Policy (Appendix 20)

Rationale

Careers education and guidance programmes play a major part in helping young people choose 14-19 pathways that suit their interests and abilities and are right for them, and help them plan and manage their careers effectively in a changing global world of learning and work.

Context

From September 2013 The Education Act of 2011 placed schools under a duty to ensure that all registered pupils in years 8-13 have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers.

Aim

To help students develop the skills and confidence to make realistic and informed decisions about their futures and to manage the transitions from one stage of their education, training and work to the next.

Objectives

1. To ensure that students develop the skills and attitudes necessary for success in adult and working life.
2. To make students aware of the range of opportunities which are realistically available to them in continued education and training at 14+, 16+ and 18+
3. To equip students with the necessary decision-making skills to manage those same transitions
4. To develop in students an awareness of the wide variety of education, training and careers opportunities both locally, nationally and internationally
5. To encourage students to make good use of the paper-based, virtual and staff resources available to them, in order that they can make informed and appropriate choices throughout their school journey

6. To foster links between the school, local, regional and national employers and further/higher education establishments
7. To enable students to experience the world of work and develop transferable skills
8. To ensure that wherever possible, all young people leave the school to enter employment, further education or training.

Implementation

The Swanage School is committed to providing all students in years 7-11 with a planned programme to firstly develop their understanding of the world of work and the opportunities available to them both in Dorset, nationally and globally. The programme is delivered through a combination of methods, including:

- The PBL programme raises awareness of the global society
- Leadership opportunities, which are available to all year groups
- The PHSE programme in years 8 to 11
- Whole-school and KS4 assemblies
- Employer visits
- Work experience
- Workplace training opportunities
- In depth Careers focused 'Challenge Week'
- 1:1 advice

Information and resources

Careers information and resources are located in the school library, which contains up-to-date, impartial information.

Careers Challenge Week

All year 10 students undertake a careers 'Challenge Week' (see Curriculum Policy), where the entire week is focused wholly on careers advice and guidance. During the week students:

- Find out about themselves,
- What employment opportunities are available,
- What might suit them as individuals,
- And identify different routes into employment.

Students are introduced to online resources such as the National Careers Service Website and Helpline.

This process is facilitated by a careers fair, where most industries are represented and students are able to discuss possible careers with a range of people.

The week is also the planning week for students to prepare for their work experience week which takes place in April year 10. They identify industries they would like to investigate further, identify businesses that would help them with their career choices.

During the week students undergo interview training and evaluate each other's' interview technique, in preparation for both work experience interviews, but also other job and further education interviews.

Partnerships

The careers education, information and guidance programme is greatly enhanced through links with a number of partners who help us make the students' learning up to date and relevant. We constantly strive to expand and improve links with employers and other local groups such as Swanage Rotary and The Swanage Hospitality Association. This involvement includes the provision of work experience placements, careers talks, workplace visits and mock interviews.

Links are also maintained with the Bournemouth & Poole College, Weymouth College, Kingston Maurwood College and other local sixth form and post-16 learning providers, together with various training providers supporting apprenticeships for those pupils considering that as alternative to further education.

Parental involvement

Parental involvement is encouraged at all stages. The school recognises that parents/carers remain the biggest influencers on a young person's career choices and as such we offer parents help and guidance at critical stages in the students' time with us e.g. Year 9 with KS4 options decisions, Year 10 with Work Experience placements, Y11 with Post 16 choices.

Work Experience

The objective of Work Experience in Year 10 is to provide students with an opportunity to experience the world of work first-hand, and to develop their employability skills. Where possible, students should seek a placement in an environment which is linked to a career which they are considering for their own future. During the week, students will develop their communication skills, learn about the expectations of a workplace and possibly develop some skills which are specific to their placement role.

All students will be offered the opportunity to undertake a one-week placement in the summer term of Year 10. This experience may be limited by the availability of wide-ranging placements in Swanage. If a student wishes to have an experience of work that is not available in the Purbeck peninsular, they are able to organise their own placement which is then checked by the school work experience co-ordinator.

The programme is launched during the Year 10 Careers Challenge Week in February. Prior to the placement students participate in a number of preparation activities including CV, letter writing and practice interviews. A work experience briefing will be held for all Year 10 in the week prior to their

placements to ensure that all students understand how to approach their placement, and the procedures to follow if there are any problems with the placement. Necessary and relevant health and safety information will also be covered.

Each student is visited or telephoned during their placement by a member of staff. On return to school there are work experience debrief sessions where the students are given the opportunity to reflect upon and share their experiences with classmates and staff.

Students are not permitted to undertake placements outside of England and Wales, since the Health and Safety regulations outside of this area are not comparable to England and Wales, and so the school cannot ensure that students are working in a safe environment. Students may not request holiday from the school in order to undertake a work placement outside of England and Wales; in this circumstance the student should arrange the placement in their own time.

As a matter of course the school will:

- Ensure the employer and the workplace is suitable for a work experience placement
- Carefully match students to placements and support them throughout the experience
- Ensure parent/carers receive employer risk assessments (as appropriate) before giving consent to a work experience placement for their son/daughter
- Pursue a policy of equal opportunities that considers the needs of the six equality groups – Race/Ethnicity to include Gypsies/Travellers, Disability, Religion and/or belief, Sexual orientation, Age, Gender.
- Counter gender stereotyping, take cultural issues into account, increase student confidence and challenge under achievement.

Safeguarding

In order to ensure that students are safe during work experience placements, the school will check that the organisation offering the placement hold valid 'Employers' Liability Insurance' (ELI) for the time of the placement. Any placement which does not hold ELI will not be approved for work experience, and the student seeking the placement will be advised to find an alternative.

Our 'duty of care' extends to all students, including those who undertake work experience. We will:

- Consider the specific circumstances of the work experience, in particular the nature of the supervision, e.g. unsupervised and the frequency (at least once a week or 4 or more days in a 30 day period, or overnight) of the activity being supervised, to determine what, if any barred checks are required. If a person working with a child is unsupervised and in frequent contact, we will ask the employer providing the work placement to ensure that the person providing the instruction or training is not a barred person.
- Identify actions to be taken, when and by whom, if any child protection issues are raised prior to, during or after the placement
- Provide students with clear advice and a point of contact at school in case of problems.

We will consider any potential risks to students to see if any additional safeguards are needed in the case of

- Any young person who is vulnerable, e.g. special needs, immaturity, is known to have experienced abuse or neglect, substance misuse

- A student who is likely to be alone with an adult as part of the work placement, e.g. sole trader, journey person, self-employed person working from home
- The work placement having a residential component.

Young people on work experience are treated the same as employees of the same age under health and safety legislation.

(ref. Keeping children safe in education, Section 90-94, DfE, April 2014)

The school will arrange visits to the student and employer during the work placement. Any member of staff visiting a workplace will be provided with details of the job description, risk assessment and any specifics and restrictions.

The Dorset County Council Safeguarding Unit includes a section on work experience within the annual Safeguarding Audit undertaken by schools/academies/learning centres.

Reference is made to the Pan Dorset Interagency Safeguarding Procedures:

<https://www.dorsetscb.co.uk/site/advice-for-people-working-with-children/local-inter-agency-procedures/>

Monitoring, review and evaluation

This policy will be reviewed annually to take any additional national guidelines into account and will be reviewed by the governors when any additions or amendments are made.

Appendix

Employers' Obligations for Work Experience

Management of Health and Safety at Work Regulations:

- Work experience students are treated as employees and no differently to other young people employed.
- An employers existing Employers' Liability Insurance Policy covers work placements as long as the insurer is a member of the Association of British Insurers.
- An employer has a responsibility to ensure that young people employed by them are not exposed to risk due to: lack of experience; being unaware of existing or potential risks and/or lack of maturity
- An employer must consider: layout of the workplace; the physical, biological and chemical agents students will be exposed to; how students will handle work equipment; how the work and processes are organised; the extent of health and safety training needed; and risks from particular agents, processes and work. These considerations will be straightforward in a low-risk workplace, for an example an office. In higher-risk workplaces the risks are likely to be greater and will need more attention to ensure that they are properly controlled.
- A child must not carry out work if it is: beyond their physical or psychological capacity; involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way; involves harmful exposure to radiation; involves risks of accidents that cannot reasonably be recognised or avoided by students due to their insufficient attention to safety or lack of experience or training; has risk to health from extreme cold, heat, noise or vibration.
- There are other agents, processes and work that should be taken into account – refer to <http://www.hse.gov.uk/youngpeople/law/index.htm>

General principles:

- Employers have a risk assessment in place for the work placement for a young person that takes into account any restrictions and prohibited work aligned to age. If the employer does not employ a young person or are taking on a student for a work placement for the first time the risk assessment must be reviewed before the student starts.
- Discuss with organisers and take into account the student's physical and psychological capacity and any other particular needs, e.g. Health conditions or learning difficulties.
- Students are prepared and briefed about health and safety and understand how to identify hazards and the sort of control measures that can be put in place to reduce the risk of injury or accident
- Check students know how to raise health and safety concerns
- Students develop a set of safe behaviours, so that they play an active part in the process and acquire practical, transferable skills from their experience
- Students do not work excessively long hours, no more than 8 hours per day, 40 hours per week, 5 days per week with no unsocial hours
- Systems are in place to ensure the health, safety and welfare, so far as reasonably practicable, of placements, i.e. H&S Policy, Risk Assessments, communications and consents