



Policy adopted on: Sept 2018

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Responsible person: Careers Lead

Information and Guidance (IAG) Policy

Rationale

Careers education and guidance programmes make a major contribution to preparing young people for the opportunities, responsibilities and experiences of life. A planned programme of activities from 11-16 supports them in choosing 14 – 19 pathways that suit their interests and skills and inspire them to consider a range of career pathways to help ensure sustained employability throughout their working lives. Careers information, advice and guidance is a central part of the whole school ethos

“To work with all our students to assist them to develop the high expectations, academic and life skills that will best help them to be successful. Fostering personal confidence and happiness, we will challenge students to take responsibility for building a better world for the next generation.”

Commitment

The Boulevard Academy is committed to providing our students with a programme of careers information, advice and guidance (IAG) for all students in Years 7-11. We do this directly through Personal Development and Careers Week and indirectly, through all our work with young people. Personal Development is based on evidence from the Gatsby Foundation. The shared vision of the Gatsby Foundation is that students leaving The Boulevard Academy will have the skills, knowledge and dynamism to reach their full career potential, to meet the needs of employers and to contribute to the economic growth of the surrounding area.

We commission independent, impartial advice and guidance for students in Years 10 – 11. The primary focus is on Years 11, but students in Years 7-10 will benefit from this service in assemblies, STEAM days and careers days and at GCSE option evenings. Students in KS4 who are disadvantaged (in receipt of 16-19 Bursary/Pupil Premium/CLA) or those who have an EHC plan or statement are given priority when scheduling the one to one appointments.

The school also targets those on any alternative provision, intervention programmes or who are referred by Pastoral and/or the Year Coordinators. As part of the new National Careers Strategy Programme of Study, Alderbrook grants one week of work experience in Year 10.

Aims

This careers Information, Advice and Guidance Policy has the following aims:

- To contribute to strategies for raising achievement, especially by increasing motivation and aspiration
- To support inclusion, challenge stereotyping and promote equality of opportunity
- To encourage participation in continued learning including Further Education and
- To develop enterprise, employment and citizenship skills
- To contribute to the economic prosperity of individuals and communities

- To meet the needs of all our students by maintaining strong links with local businesses, training providers and employers
- To focus students on their future aspirations.

Roles / Responsibilities and Accountability

All staff contribute to careers information, advice and guidance through their roles as tutors or subject teachers. Specialist sessions are delivered by trained staff or outside agencies. The Careers Lead has an overall responsibility for the provision of careers education, with the day to day running of provision managed by the Assistant Principal and the IAG Coordinator with significant input from the Assistant Principals responsible for KS4 and KS3.

Student Entitlement

- By the end of KS4 students will:
- Have produced at least one personal careers action plan on KUDOS
- Have completed a CV by Year 11 and a personal statement
- Be able to effectively apply for the next stage of their education/employment
- Be able to access a variety of sources of information about careers
- Have applied for and completed Work Experience or other work related activities
- Have gained interview skills and practice. This will include in Year 10 with volunteers from the local business community as part of 'Thinking Futures – Careers Talks', and during Year 11 with an independent careers adviser and/or senior member staff for Post-16 courses.

Resources and Further Detail

Careers information, advice and guidance is delivered most explicitly in the curriculum through KUDOS lessons and visitors throughout the year, during Careers Week, specific Year group assemblies and through two impartial careers advisors commissioned by the school specialising in Post 16. We use PSHE to promote Post 16 destinations, including college applications and apprenticeships.

This is complemented by a range of organised IAG in-house events. Every spring the school hosts a Careers Convention – attracting mainly students and parents in Years 9/10. GCSE Options Evening. Throughout the year we provide further opportunity for students to learn about their future possibilities and routes open to them and how to access them successfully, using our many business links.

We are developing a careers section within school 'Learning Resource Centre' and students will be encouraged to research the type of careers they aspire to and the qualifications needed using this, and use online resources such as KUDOS and at KS4, Logonmoveon

On the VLE we are currently working on a Post 16 careers notice board which will be regularly updated regularly with apprenticeships, open days, reference and takeaway resources. We are also collaborating with our formal partner company, Bluestorm, to develop our own careers website that allows us to effectively communicate with students, parents and carers.

Many individual subject areas organise visits/workshops for students in Years 7-11 that provide insight into careers within that subject and allow students to work with professionals. In Years 10-12 these trips also target specific careers events e.g. Harrogate National Apprenticeship Show and Careers Fairs.

Links with other Policies

This policy supports and is underpinned by key school policies including those for Teaching and Learning, Assessment, AG&T and SMSC. Through our school ethos and learning both within and beyond the classroom, we provide opportunities for students to develop the skills, knowledge, understanding, characteristics and attitudes they need to be active and employable citizens.

Equality and Diversity

Careers information, advice and guidance is provided to all students and provision is made to allow all students to access the programme on offer. Students are encouraged to follow career paths that suit their interests, skills and strengths with the absence of stereotypes. All students are provided with the same opportunities and diversity is celebrated.

Work Experience

Rationale

The Boulevard Academy recognises the importance of creating opportunities for students to learn about, through and for the world of work. Work experience placements, in particular, have great value in providing a student with the opportunity to gain insights into the world of work and to develop the skills which university selectors and employers look for and want to be evidenced.

Although work placement is the generally used term, it is important to recognise that it is not the same as a temporary job, as by definition it is a period of *unpaid* work. It is an arranged opportunity for a student to gain an insight into the variety of work carried out in any given enterprise, to see the way the enterprise is managed and ideally to participate in some aspects of the work. The work experience scheme should seek ways to improve and develop quality links with local industry and commerce and to be able to share ideas on the changing nature of work and how it affects the local economy and labour market.

In line with the National Careers Strategy, every Year 10 student will have the opportunity to participate in one week of work experience in July, which has been organised to coincide with any collapsed curriculum days during the last two weeks of the school year. The IAG Coordinator and a member of the Administration Team will oversee the arrangement of placements, but students are expected to source their own placements, in conjunction with these staff and the guidance offered. We also work in conjunction with Education to Work (E2W) who are responsible for vetting the workplace before any placement may go ahead.

Aims

Work experience should be an integral part of a young person's development and should prepare them for the transition from life at school to work and adult life.

- It will enable students to experience the demands and expectations of the adult world of work and provide the opportunity to put into practice and see the relevance of skills learned at school.

- It will promote the development of the ‘whole person’ by providing an insight into the nature and discipline associated with the work environment, which revolves around the product or service offered and not the individual.
- It will stimulate a more mature and positive attitude to learning and education and enhance academic achievement.
- It will build confidence by enabling students to experience success in an environment other than that at school.
- It will enable the students to make more realistic and enlightened job choices by allowing them to try out a vocational preference before committing themselves to it.

Legal requirements and recommended best practice

The Boulevard Academy works alongside Education 2 Work to ensure that the legal requirement and recommended best practice are adhered to, to ensure that our students are safe and well prepared for their work placement.

There are certain legal requirements and recommended best practices that are in place to ensure the safety of all parties involved in a work placement. The main areas to be aware of are:

1. “Health and Safety at Work”

The Health and Safety (Training and Employment) Regulations 1990 state that all those receiving training or work experience from an employer in the workplace are deemed to be ‘employees’ for the purposes of Health and Safety legislation. This legislation imposes responsibilities on the employer but also on the student as an ‘employee’:

- To take responsibility for their own health and safety and that of others who may be affected by what they do or do not do.
- To co-operate with the employer and to follow instructions on Health and Safety.
- Not to interfere with or misuse anything provided for their health, safety or welfare.

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the student at the start of the placement. It is important that this is confirmed.

2. Working Time Regulations

Under the Working Time Regulations 1998 there are stringent daily and weekly working time limits for young workers (those that are over compulsory school age but under 18). Young workers may not work for more than 8 hours in any one day and 40 hours in any one week. Young workers are also entitled to a daily rest of 12 consecutive hours, a weekly rest of 48 hours and a rest break of 30 minutes where daily work time is more than 4½ hours. The employer should comply with the Working Time Regulations and should not require the student to work in excess of the limits set out above.

3. Risk Assessment

The employer should be asked to confirm that a risk assessment will be completed for the duties being undertaken by the student, taking into account the age and limited experience of the young person and that the key findings will be communicated to the student before the commencement of the placement. The employer should be informed of any medical conditions the student has, which could result in an increased risk to the student or an employee’s health and safety during the placement. The employer will then be able to

identify any significant risk and the necessary control measures put in place to ensure the safety of the student.

4. Disclosure and Barring Service (DBS)

For Post-16 work experience DBS checks are not required. Paragraph 99 of the DfE's statutory safeguarding guidance states: Schools and colleges are not able to request an enhanced DBS check with barred list information for staff supervising children aged 16 to 17 on work experience. This is reiterated in a DfE advice document about post-16 work experience, published in March 2015. It explains, on page 13, that as of July 2012, work experience providers are no longer required to carry out enhanced DBS checks on staff supervising young people aged 16 to 17. However, we would advise a student against a placement where they will have substantial unsupervised contact with an employee or supervisor on a 1:1 basis, particularly if located in an isolated environment or whilst travelling. Also where the placement has a residential element, unless in an educational setting where staff will have DBS status eg: University department.

5. Employer's and Public Liability Insurance

Employer's Liability Insurance covers the firm's legal liability for injuries sustained by employees (including students on work experience) whilst at work. Confirmation should be requested and received that the prospective 'employer' does have both Employer's and Public Liability Insurance in force and that the latter does not exclude abuse. The employer must notify their insurers that they participate in work experience placements. If the employer does not confirm that these Insurances are in place, students should not attend such establishments. It should be noted that Sole Traders have no requirement for Employers' Liability Insurance and a student would not have the protection available under such insurance. Placements with Sole Traders should therefore be avoided unless such insurance was confirmed as being in place.

6. Motor Vehicle Insurance

If the student will travel with an employee or their supervisor during the placement, it is essential that the vehicle is insured appropriately to cover the work experience student for business travel.

7. Child Protection:

The employer is responsible for the welfare of the student during a work placement and is aware of child protection issues, particularly responsibility under the Criminal Justice and Court Service Act 2000 to disclose the names of individuals who are disqualified from working with children, where known to them.

Please Note:

Placements are organised by the student and parents with the support of Education 2 Work and Learning Mentors however it is important that parents are aware of these matters and should satisfy themselves that they are happy with the employers' arrangements for the work experience. This is documented by parents agreeing to the Education 2 Work consent forms.