

## **Careers Education, Information and Guidance Policy**

### **To be read in conjunction with**

- DfE - Keeping Children Safe in Education (KCSIE) 2021
- Gatsby Charitable Foundation – Good Careers Guidance April 2014
- Safeguarding and Child Protection Policy
- Behaviour Management Policy
- PSHEE Scheme of Learning
- Special Educational Needs and Disability (SEND) Policy
- E-Safety Policy
- Curriculum Policies and Schemes of Learning
- Curriculum Statement
- Mission Statement – Vision and Aims of Atelier 21 Future School

### **Rationale**

The school recognises that children are growing up in an increasingly complex world. Careers and ways of working which exist today may change rapidly in the coming years. We aim to prepare our pupils for all aspects of their future lives so that they have the qualifications, aptitude, skills and understanding to live happy and economically viable future lives. In order to do this they must have the confidence to make informed decisions and choices and the resilience to cope with change. At Atelier 21 careers education, information and guidance education (CEIAG) is part of our wider Personal, Social, Economic and Health Education Programme (PSHEE).

### **Overview**

Careers education, information and guidance helps to prepare children for the opportunities, responsibilities and challenges of their future lives. When children join the school, they begin to develop the independent learning skills, resilience and knowledge which will help them to make informed choices and decisions.

CEIAG is provided for pupils from Year 5 upwards. It is carefully structured to provide pupils with a range of impartial information and advice delivered by individuals with current skills and experience. The school bases its CEIAG on the Gatsby Charitable Foundations Benchmarks:

- A stable career programmes
- Learning from career and labour market information
- Addressing the needs of each student

- Linking curriculum learning to careers
- Encounters with employers and employees
- Experience of workplaces
- Encounters with further and higher education
- Personal guidance
- The school will provide pupils with a programme of careers education which will help pupils choose the progression routes which are most appropriate for them.

## **Aims**

- To ensure that all pupils gain the skills, knowledge, confidence and resilience to support productive and happy future lives
- To ensure that pupils from Year 7 onwards receive clear, impartial and effective careers education, information and guidance
- To ensure that pupils and their parents receive a good range of information about pupils' academic progress and their skills, talents and capability
- To help pupils make informed choices about future progression routes and careers

## **Objectives**

- To develop pupils' independent learning skills and their ability to apply problem solving skills
- To help pupils to become confident and resilient learners with the ability to evaluate new information and make informed decisions based on evidence
- To help pupils assess their own learning and set meaningful targets for improvement
- To provide pupils and their parents with accurate information about pupils' achievements including their strengths and areas for development
- To help pupils from Year 5 onwards to understand post 16 choices, including academic, technical and apprenticeships and further and higher education
- To help pupils to identify their interests and the things that they enjoy and dislike
- To give pupils opportunities to research jobs and careers and identify the qualifications and skills which are required
- To provide pupils in Year 5 upwards to visit workplaces, to shadow staff or to gain work experience of different jobs and careers
- To provide pupils in Year 6 onward with information about the International Baccalaureate Middle Years Programme available in school and in the wider community
- To help pupils in KS3 and 4 to develop a career plan which includes a range of alternative careers and identifies the qualifications and skills which support their choices
- To provide all pupils with opportunities to listen to talks from visiting speakers, this will include community and faith leaders, business leaders, entrepreneurs and representatives from the public sector
- To provide pupils with opportunities to take on a variety of roles within the school, including setting up businesses and managing events

- To ensure that the school's ethos supports the development of independent thinkers who play a positive part in the community
- To provide pupils with opportunities to write a curriculum vitae (CV), letters of application, business plans and personal budgets
- To ensure that all pupils develop effective speaking and listening and presentational skills
- To ensure that pupils learn from their mistakes and are confident and reflective learners
- To ensure that all pupils receive clear, impartial and effective careers education, information and advice.

## Resources

- Big studies and self-directed learning
- Workshop sessions
- STEAM sessions
- Visiting speakers
- Input from Primary Futures
- Access to a career's library (older pupils only)
- Work experience or shadowing
- Careers Fairs (older pupils only)
- Links with local colleges and universities (older pupils only)
- School Entrepreneurship Project (SEP) – pupils will have the opportunity to develop a business case they can present to the School Bank for funding and set up a business, i.e., a Parent Café. The SEP will have its own policy drafted prior to inception.

## Safeguarding

- All visiting speakers are checked by the school and are accompanied by a member of staff at all times
- Pupils shadowing an adult at work will be supervised by a parent or a member of school staff
- Pupils visiting a workplace will be accompanied by school staff
- Companies offering work experience will be required to prove that all safeguarding and health and safety procedures are in place, parents who offer work experience for their own child will be required to prove they have safeguarding procedures in place or sign a disclaimer and accept responsibility for their son or daughter

## Monitoring and Review

- Pupils will be asked to evaluate the effectiveness of the CEIAG programme each term and the school will act on their feedback if it is appropriate to do so

- Parents will review the effectiveness of CEIAG as part of the school's self- evaluation procedures and parental satisfaction surveys

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