



The Shrubberies School

Careers Guidance Policy

This policy has been written with reference to statutory guidance from the Department for Education.

In-house support for pupils is combined with advice and guidance from independent and external sources to meet the school's legal requirements.

The governing body will ensure that the independent careers guidance provided:

- Is presented in an impartial manner
- Includes information on the range of education or training options, including apprenticeships, supported internships and other vocational pathways
- Is guidance that the person giving it, considers will promote the best interests of the pupils to whom it is given.

The Shrubberies School will ensure that young people are clear about the RPA duty and what it means for them. In particular they will be clear that young people are not required to stay in school; that they can choose how to participate which might be through:

- Full time study in a school, college or training provider;
- An apprenticeship, traineeship or supported internship;
- Full time work or volunteering (20 hours or more) combined with part time accredited study.

The Shrubberies School will provide relevant information about all pupils to local authority support services. This includes:

- i) Basic information such as the pupil's name, address and date of birth.
- ii) Other information that the local authority needs in order to support the young person to participate in education or training and to track their progress. We will ensure that we do not provide this additional information if a pupil aged 16 or over, or the parent of a pupil aged under 16, has instructed them not to share information of this kind with the local authority. The school's privacy notice is the normal means of offering young people and their parents the opportunity to ask for personal information not to be shared.

The Shrubberies School will also notify local authorities whenever a 16 or 17 year old leaves an education or training programme before completion. This notification will be made at the earliest possible opportunity to enable the local authority to support



the young person to find an alternative place. It is for schools and local authorities to agree local arrangements for ensuring these duties are met

Our strategy for careers guidance is to:

- Provide access to a range of activities that inspire young people, including employer talks, careers fairs, motivational speakers, college visits, coaches and mentors.
- Build strong links with employers.
- Offer a range of high quality work experience
- Provide access to advice on options available post-16, for example, apprenticeships, entrepreneurialism or other vocational routes alongside the more traditional FE routes
- Provide face-to-face advice and guidance to build confidence and motivation. This should include consideration of the role that careers professionals can play in supporting pupils as one element of a varied careers programme.
- Work with local authorities to identify vulnerable young people.
- Provide information to students about financial support available.
- Consciously work to prevent all forms of stereotyping in the advice and guidance.

Online tools may be used to offer imaginative and engaging ways to encourage young people. The Shrubberies School employs an independent Transitions worker for providing advice and guidance to pupils and this is combined with advice and guidance from independent and external sources to meet the school's legal requirements.

We measure the effectiveness of our careers and inspiration activity by considering both the attainment and the destinations of our pupils.

The Shrubberies School engages fully with our local employers and professional community to ensure real-world connections with employers lie at the heart of the careers strategy. It is recognised that different interventions work for different pupils, these include:

- Mentoring and coaching
- Speakers from the world of work in schools
- Work with Forwards
- Workplace visits and work experience placements



- Work 'taster' events such as games and Enterprise projects
- Careers fairs and career networking events
- Access to open days at FE institutions
- Access to creative online resources
- Help with basic career management skills like CV writing, CV building, job searches and job interviews.

There is a framework in place for developing long term relationships between schools and businesses. Partnerships are forged with local volunteering projects. Access to face-to-face careers guidance is provided where it is the most suitable support for young people to make successful transitions.

Providers can request access to our school to talk to pupils in years 8-13 about approved technical qualifications, apprenticeships, supported internships and the world of work by contacting;

The School Careers Advisor-Beccy Jones at
bjones@shrubberies.gloucs.sch.uk

Access will be granted to providers where it is deemed relevant and appropriate for the cognitive levels of our students.

Access will be refused if the school's safeguarding policy is at risk of being breached.

This policy will be reviewed in January 2020