



Bullers Wood School for Boys

Careers, Education, Information, Advice and Guidance Policy



Policy updated by:	Effective from:	Date to be reviewed:	To be reviewed by:
Assistant Headteacher Personal Development and wellbeing	December 2025	December 2026	Assistant Headteacher



Related policies

- Equalities Policy

Aims

- To develop student knowledge, understanding and skills needed to make successful choices and manage transitions in learning and work
- To enable students to understand themselves and the influences on them
- To enable students to investigate opportunities in learning and work
- To provide high quality, impartial careers education by personalised IAG
- To develop skills for well-being and employability
- To raise aspirations, support achievement, increase participation and improving social mobility.

Process

To be effective the Careers Education, Information, Advice and Guidance programme both emanate from and feed into the School Improvement Plan and whole school policies. It is a continuous and systematic process involving the whole staff and outside agencies such as the Education Business Partnership, Independent Careers Adviser and employers.

The purposes of the process are to:

- fulfil the schools' aims of preparing students for employment and the opportunities, responsibilities and experiences of adult life and to educate students to take advantage of career opportunities
- fulfil the legal requirements of The Education Act 2011, the statutory guidance 'Careers Guidance and Inspiration in Schools' issued by the DfE in March 2015, the Careers Development Institute (CDI) framework for careers, employability and enterprise education (2015), the Ofsted Inspection framework 2016 and Gatsby Benchmarks of Good Career Guidance 2014.
- to help students to develop their skills of reviewing, target-setting and action planning which are integral to the process of recording achievement
- raise the aspirations of students to increase motivation by linking activities in school with preparation for life afterwards.
- empower young people to plan and manage their own futures
- actively promote equality of opportunity and challenge stereotypes
- value equality, diversity and inclusion
- prepare for employability

Entitlement

All students are entitled



- to have the opportunity to access a learning route that suits their interests, abilities and learning styles
- to have access to comprehensive, accurate and up to date careers information about opportunities in education, training and employment.
- to individual impartial interviews from an independent external provider
- to have support in making decisions about their future.
- to a planned programme of Careers Education, Information, Advice and Guidance which provides opportunities for pupils to gain understanding and knowledge, develop skills and experience work, so they gain confidence in making career choices and managing change.
- to develop an action plan which provides opportunities to manage career development.
- to access careers activities within an equal opportunities framework.
- to support from the school which recognises the contribution made by family, friends, employers, trainers and teaching staff.

Programme:

The careers programme forms an integral part of our curriculum. Our programme encompasses careers education, information, advice and guidance (CEIAG), enterprise and work-related learning and work experience. The school is committed to meeting all eight Gatsby Benchmarks by:

1. Providing a stable careers programme that is known and understood by students, parents, teachers and governors
2. Using career and labour market information to inform the careers programme
3. Addressing the needs of each student
4. Linking curriculum learning to careers
5. Providing opportunities for encounters with employers and employees through a range of enrichment activities
6. Providing experiences of workplaces to help students' exploration of careers opportunities
7. Providing encounters of further and higher education in order that students understand the full range of learning opportunities available to them via both academic and vocational/technical routes
8. Providing opportunities for personal guidance to students, to meet their individual needs

Monitoring:

Careers Education, Information, Advice and Guidance will be monitored every year through learning and destination outcomes, as recommended by the ACEG (Association for Careers, Education and Guidance) framework April 2012. Form Tutors and Heads of Year will also monitor this each year through the Personal Development programme and form time provision. The Bullers Wood Independent Impartial Careers Advisor will additionally support students through careers interviews. This will be continually monitored by individual reports and action plans. Judgements will be based on progression and the extent to which students

- make good progress in developing their knowledge, understanding and skills relative to their capabilities



- know their own strengths and weaknesses, personal qualities and preferences
- to have a broad and accurate knowledge and understanding of the world of work, and of the educational, training and employment opportunities that are available locally, regionally and nationally
- have a comprehensive and accurate knowledge of the individual opportunities open to themselves
- are effective in making choices in relation to anticipated education, training and occupations
- know how to manage and where appropriate, effect transitions to new roles and situations
- value equality, diversity and inclusion
- prepare for employability

Students and staff are asked to evaluate all CEIAG activities and provide feedback which is used to inform the planning of events for the next academic year.

The Gatsby Benchmark Compass Tool is used to evaluate the success of the overarching Careers plan. A full review of our CEIAG programme, using the Compass Tool, will be completed annually in the Autumn Term.

Delivery:

Students receive careers education across both Key Stage 3 and Key Stage 4. All subject areas deliver Careers Education, Information, Advice and Guidance as part of their curriculum. Students also experience learning through the form time programme, assemblies and Learning for Life lessons. There are also events such as Year 9 Careers Interviews and options process, KS4 work experience and Year 11 post-16 interviews.

Impartial Careers Advice and Guidance

Careers interviews provide the opportunity for students to discuss ideas, find out more information and support students in making informed decisions about future career pathways. All pupils in Year 9 are offered an interview with the Independent Careers Advisor.

Work Experience – Gatsby Benchmark 6

Students attend formal work experience in the summer term of Year 10, which is, as far as possible, related to their career interests and aspirations. However, we recognise the value of work experience, even if it is not directly related to the student's career plan. Vital employability skills can be learnt on any placement. The placement supports students to explore career pathways to ensure they make informed decisions when deciding on their Post-16 options. For further information please see Appendix 2.

Staffing

Miss Alex Robins, Assistant Headteacher, is the Careers Lead. She oversees the CEIAG programme within the school.



An independent Careers Advisor visits the school on a regular basis and provides impartial, independent advice and guidance.

All teaching members of staff contribute to careers education and guidance through their roles as tutors and subject teachers.

Specialist sessions are delivered by external agencies, and by the Independent Careers Adviser, organised by the Careers Lead.



Appendix I: Statement on Provider Access

Introduction

This policy sets out the school's arrangements for managing the access of providers to students at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997 – The Baker Clause.

Student Entitlement

All students in Years 8 – 11 are entitled:

- To find out about technical education qualifications and apprenticeship opportunities as part of a careers programme which provides information on the full range of education and training opportunities available at each transition point
- To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies, and group discussions and taster events
- To understand how to make applications for the full range of academic and technical courses

Management of provider access requests

A provider wishing to request access should contact Miss Karen Boughton, Careers Lead

School Tel: 020 8016 0710

Email: careers@bwsboys.org

Opportunities for access

A number of events, integrated into the school careers programme, will offer providers an opportunity to come into school to speak to students and/or their parents/carers:

Year group assemblies

Personal Development lessons

Parent information evenings

Career talks to students

Please contact Miss Boughton to identify the most suitable opportunity for you.

Premises and facilities

The school will make rooms available for discussions between the provider and students, appropriate to the activity. The school will also make available IT equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Lead.

Providers are very welcome to leave a copy of any relevant material to be displayed in the Learning Resource Centre which is available to all students.



Appendix 2: Work Experience

Health and Safety

This policy is informed by guidance from The Health and Safety Executive (HSE) - the national regulator for work-related health and safety issues - and in particular its guidance relating to young people on work experience.

Under HSE guidance students on work experience are considered as employees and should be treated no differently to other young people employed by the placement provider. The placement provider (employer) has primary responsibility for the health and safety of the student and should be managing any significant risks. The school will take reasonable steps to satisfy itself that the employer is doing this by seeking confirmation via the Employer's Agreement.

Informed by past experience, knowledge of the student and by the degree of risk involved, the school may seek further assurance by finding out more from the employer about what tasks the student will undertake, what the relevant precautions are, and the planned arrangements for the induction, training and supervision of the student. In some cases the school may conduct a preplacement visit to the employer.

Students will not be permitted to undertake work experience placements at:

- Tattoo or body piercing studios
- Parts of a beauty salon where semi-permanent make-up is used
- Abattoir
- At any height
- On water
- In the air (hot air balloons, planes, helicopters etc.)
- In gambling locations e.g. amusement arcades, betting shops, casinos
- Behind the bar of public houses and restaurants selling alcohol
- In an off-licence
- With guns e.g. gun shop, gamekeeper
- With fireworks
- On new-build or total refurbishment construction site

If the school does not approve a placement due to a health and safety or safeguarding issue it will inform both the employer and parent/carer of this decision. If the parent/carer still wishes the student to undertake the placement they will be asked to sign a waiver, accepting all responsibility for the placement, and the school will inform the employer accordingly.

Students are themselves classified as "employees" during their placement, they will have duties under the Health and Safety at Work Act 1974, Section 7: General duties of employees at work. The school will give a health and safety briefing to students before work placements commence.



Students will be visited or telephoned by a member of school staff during their placement. The staff member will complete a short checklist which will include key questions relating to health and safety, the findings of which will inform the school as to the suitability of repeating the placement in future. Staff will be appropriately briefed by the school before conducting visits to work placements. Where a cause for concern is raised by a student on placement or a staff member during a visit, the placement will be assessed by the Assistant Headteacher in charge of Careers.

Safeguarding

The school will follow DfE statutory guidance relating to adults who supervise children on work experience ("Keeping Children Safe in Education", DfE, 2018, paragraphs 179-183).

For Year 10 students, the school will ask employers offering work placements whether the student will be working exclusively with one member of staff, as this would constitute "regulated activity". The school would not approve the placement in this instance and the placement would not go ahead without a parental waiver.

All employers will be asked to confirm - via the Employer Agreement - that the student will not come into contact with staff members who they know to be disqualified from working with children in accordance with the Criminal Justice and Court Services Act 2000, and that the student will not come into contact with material (including online content) inappropriate for children.

As part of the pre-placement briefing, students will be informed of how to raise any safeguarding concerns, what to do in difficult situations, and will be given an emergency school contact number.

For students considered to be vulnerable, the school will seek input from its Safeguarding team (Mr Walker DSL, Miss Robins DDSL & Miss Boughton DDSL) before approving the placement. The school may also make additional contact with parent.

It is the responsibility of students and parents/carers to indicate on the work experience placement form of any allergies, medical conditions or special educational needs that may be relevant to the placement.

It is the responsibility of students to ensure they take any necessary medications with them whilst on the placement.

SEND

Special Needs Students with Special Educational Needs or Disabilities (SEND) will participate fully in the work experience programme wherever possible.

The school's SEND team is involved as appropriate with the placement of the students.

The school will communicate as appropriate with students with SEND and their parents/carers to ensure appropriate information is shared with employers that may be relevant to the placement.

The school will seek confirmation from the employer - via the Employer's Agreement - that it will take such SEND information into account, and that it will treat the information confidentially.