



## **Foreland Fields School Careers Education and Guidance (CEG) And Work Experience Policy**

**March 2017**

### **Introduction**

All young people, regardless of their race, sex or academic abilities need a planned programme of activities to help them make decisions and plan their careers, both in school and after they leave. The 2011 Education Act places a duty on the school to give all pupils in Years 7-11 access to careers education and impartial information, advice and guidance (CEG).

CEG at Foreland Fields School aims to help pupils develop a positive self-image, increase self-confidence and raise personal aspirations. The school strives to provide appropriate guidance, up to date information and a range of opportunities to support pupil's development at key points throughout their education. The CEG programme aims to prepare pupils for the ever changing opportunities, responsibilities and experiences of adult life and equips them with the skills to manage the choices, changes and transitions ahead of them

Careers Education and Guidance is statutory from Y7. Although many pupils at Foreland Fields School are unlikely to fully enter the world of work and/or achieve financial independence, many will travel to different points down the road towards these and need to develop the necessary knowledge, skills and attributes to prepare them to be as independent as possible.

At Foreland Fields School we are committed to providing accessible CEG for all students. We believe all students should be able to achieve and fulfil their potential, understand themselves, their abilities and the possibilities available to them.

Careers Education, Enterprise Education and Work Related Learning will also provide useful skills in pupils' and students' wider lives during school and in preparation for fulfilling a range of opportunities beyond school.

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## **Aim**

To enable students to increase their knowledge, develop understanding and skills relevant to life in a rapidly changing world. Careers Education and Guidance at Foreland Fields School is an integral part of the preparation of all students for the opportunities, responsibilities and experiences of life in modern society. All CEG is impartial and unbiased.

- Young people should be able to investigate opportunities in learning and work
- To understand the nature of work
- To use a variety of sources of careers information
- To use work experience to improve chances
- To use accessible decision-making techniques
- To make informed and appropriate choices
- To understand job / learning applications and the requirements of interviews
- To understand rights and responsibilities in the workplace

## **Careers Education and Guidance**

**Careers Education** helps young people to develop the skills, knowledge and understanding required to make appropriate choices, to manage transitions in learning and to move successfully into work. At Foreland Fields School Careers Education from Year 7 onwards is predominantly classroom and school based and the responsibility of all teachers.

Careers Education takes place mainly through work in lessons via a range of cross curricular subjects including; PSHE, Citizenship/Community and Functional Skills. Accredited vocational courses are delivered in KS4 and Post 16 through certain modules in ASDAN.

It is important for pupils to be given the opportunity to discuss and explore in detail the world of work and/or be given the opportunity to experience aspects of this in ways that will make the experiences relevant to them. Lessons planned to deliver this work will, wherever possible, focus on the practical and give pupils a chance to see, hear, do and record work and employment activities first hand. A programme of visitors to school and visits to outside workplaces will help to achieve this. A variety of useful work experience can be conducted within school and this will normally be the starting point for both looking at careers and the possibility of work experience.

**Careers Guidance** is a means of enabling individuals to apply the skills, knowledge and understanding they have learned to make appropriate decisions about learning and moving into work. It should be impartial and student centred.

- At Foreland Fields School Students in KS4 and Post 16 have the opportunity to participate in a programme of activities that will enable them to express likes and dislikes regarding the types of activities they enjoy? We work with Education Business Partnership Kent (EBP Kent) to provide person centred appropriate activities and guidance to all our students.
- EBP is a member of The Institute for Education Business Excellence, working to nationally recognised standards and the latest government related policy and directives

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- Guidance takes place mainly through an activity taster day in school followed by the opportunity for individual support through 1:1 discussions. We are also able to arrange for parents to speak with an advisor from EBP Kent.
- Foreland Field School is involved in organising an annual information event for students and their parents to which all local providers of education, training and social care are invited and actively engaged in offering advice.
- All young people are actively encouraged to attend their EHCP meetings in order to plan for their future; external providers are invited to these meetings to offer advice to students and their parents.

## **Work Experience**

The Government's Programme of Study for 16 - 19 year olds requires that all post 16 provisions offer the following;

- Higher level of study than the student's prior attainment.
- Experience of Vocational Options.
- Continued teaching of Maths and English to improve student's levels.
- Opportunity of a work experience or other work related learning.

All Post 16 students at Foreland Fields School participate in Enterprise Activities related to their strengths and interests. Students who are not able to go out on external work experience placements are involved in work projects and internal work experience. Where appropriate and possible projects link in with OCR and ASDAN work.

Current initiatives include;

- A snack trolley delivery service on a Friday morning, selling to staff and 6<sup>th</sup> form students.
- Designing and making a variety of craft items to sell at school events and other local craft fairs.
- Outdoor learning and horticultural projects

## **External Work Experience**

Placements are arranged and organised with the guidance of Education Business Partnership Kent (EBP) who complete initial risk assessments and check Health and Safety guidelines. Foreland Fields staff will also undertake a person specific Risk Assessment for all work placements.

Students are asked to complete a choices form giving preferences according to their strengths and interests. Placements are then arranged for individual pupils that are appropriate to their level of skills and independence and a suitable type of support is built in. This is usually in the form of a member of school staff shadowing the pupil for the duration of the placement. In return, pupils are expected to fit into their working

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environment and attend for the whole placement. Part of the process of finding and starting on a placement will involve pupils in:

- attending a pre-placement interview.
- dressing appropriately for the job.
- being punctual and following agreed work place protocols.

Pupils are supported to achieve these tasks.

### **Foreland Fields School and EBP Responsibilities**

- To take action that is reasonably practicable to ensure pupils are not placed in a working environment where there are significant risks to their health and safety.
- To carry out suitable checks on employers (placement providers) health and safety management systems.
- To provide the pupils with any relevant information about the employer and the site conditions that may affect their health and safety
- To ensure pupils have received adequate health and safety instruction and training in relation to any risks that they are likely to be exposed to in the course of their placement.
- To provide employers with relevant information about pupils e.g. their health and factors that might affect their ability to understand and respond to information and instructions about health and safety at work e.g. learning disabilities or language problems.
- To obtain risk assessments from prospective employers (placement providers) and provide these and all other necessary information required to schools
- To obtain records from the employer and ensure that any accidents or incidents during work placements are recorded in the appropriate manner and that this information is provided to the school immediately after the event.

### **Employer (Placement Providers) Responsibilities**

As prescribed in the Health and Safety at Work Act 1974, employers have a duty to ensure so far as is reasonably practicable the health, safety and welfare at work of all their employees. By virtue of the Health and Safety (Training for Employment) Regulations 1990, students on placement are effectively employees of the organisation for the duration of work experience.

Employers should ensure that:

- appropriate risk assessments are carried out to determine suitable tasks and working situations for pupils.
- control measures are introduced to eliminate or minimise risks.
- pupils, school and parents are advised of the findings of any risk assessments or control measures prior to the commencement of the placement.

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- pupils are informed of safe working practices upon induction into the organisation and supplied with appropriate training and protective clothing or equipment to carry out their duties.
- they make known to the school if they, to the best of their knowledge, know of anyone working for the organisation who is disqualified from working with children.

### **Pupils' Responsibilities**

Pupils are expected to:

- take reasonable care of their own health and safety, or that of other people who may be affected by their actions throughout the duration of their placement.
- visit their work experience placement prior to starting their placement and are interviewed by their prospective employer.
- cooperate fully with their employer, and behave in a matter befitting their work place, as representatives of the School.

### **Governing Body Approval**

Scrutinised by the Full Governing Body on 15<sup>th</sup> March 2017

Ratified by the Full Governing Body on 15<sup>th</sup> March 2017

To be scrutinised by the Learning and Development Team every three years or as changes in legislation/policy dictates.

To be ratified by the Strategy Team thereafter.

To be displayed on main School Web Site? Yes

Signed by the Chair of Governors:



Date:

15-3-17