

The Blue Tangerine Federation

SPECIAL EDUCATIONAL NEEDS SCHOOLS

POLICIES, GUIDANCE AND PROCEDURES



BTF Careers Policy Statement including Provider Access Policy Statement

Date Implemented: September 2016

Last Reviewed: September 2023

Review Period: Every Three Years

Date Governing Body Approved: September 2023

Staff Responsibility: Jacqui Roper

Next Review: September 2026

Introduction

The Blue Tangerine Federation provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils within the two schools. It is developed alongside the Gatsby Benchmark, taking all pupils' abilities, strengths and skills into consideration and one that implements a program that allows them to be aspirational and realistic.

Aims and purpose

- Prepare pupils for the transition to life after school
- Support pupils in making informed decisions which are appropriate for them
- Provide pupils with a range of well-rounded opportunities and experiences
- Develop personal characteristics such as social skills, communication, independence and resilience
- Inspire and motivate pupils to develop themselves as individuals and live as independently as is possible

This policy summarises the statutory guidance and recommendations. It then outlines the provision of careers education, work experience and provider access.

Statutory requirements and recommendations

The careers provision at The Blue Tangerine Federation is in line with the statutory guidance developed by the Department for Education, which refers to Section 42A and 45A of the Education Act 1997.

This states that all schools should provide independent careers guidance from Years 8 -13 and that this guidance should:

- be impartial
- include information on a range of pathways, including apprenticeships and further education opportunities
- be adapted to the needs of the pupil

In addition, the schools are compliant with the careers guidance that the government set out for delivery from 5 January 2018: *'Careers Guidance and Inspiration for young people in schools.'* This states that all schools must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this is set out in the federation's **Careers Provider Access Policy**.

Careers Provision in The Blue Tangerine Federation

Pupils have access to the following:

- Each school's Pathways/Tiers Curriculum
- Access to advice and guidance meetings, delivered by SfYP – Services for Young People (Year 9 and Year 11 pupils)
- PFA -Preparing for Adulthood Document following the 1:1 face to face advice and guidance meetings
- EHCP reviews identifying needs and outcomes
- Visits from transition support staff from local colleges (Year 10 and 11 pupils)
- Organised visits to local colleges to support pupils in developing their understanding about a range of different post 16 + pathways available (Year 10 and 11 pupils)

- Regular communication with families and Board of Governors with regards to careers provision and its impact
- Opportunities to take part in enterprise projects , Duke of Edinburgh Awards, career fairs and experience of work visits

The overall organisation of experience of work is undertaken by the school Careers Leader who liaises with teachers to ensure the most relevant and engaging opportunities are taken.

Families are informed and communicated with throughout the process and an experience of work trips form and risk assessments are completed.

All pupils on placement are covered by the employers' insurance and places of work are risk assessed on Evolve.

Opportunities for access

A number of events, integrated into the school careers programme, offers providers an opportunity to come into school to run workshops, deliver assemblies or to speak to pupils and/or their parents/carers.

We fully endorse the use of the Gatsby Profile to secure our progress towards providing an outstanding programme of support for our pupils to access adulthood and the world of work.

Benchmark	Expectations
1 A Stable Careers Programme	Every school should have an embedded programme of career education and guidance that is known and understood by students, parents, teachers and employers.
2 Learning From Career And Labour Market Information	Every student and their parents, should have access to good quality information about future study options and labour market opportunities.
3 Addressing The Needs Of Each Pupil	Students have different career guidance needs at different stages. Opportunities for advice and support need to be tailored to the needs of each student. A school's career programme should embed equality and diversity considerations throughout
4 Linking Curriculum Learning To Careers	All teachers should link curriculum learning with careers.

5 Encounters with employers and employees	Every student for whom it deemed appropriate, should have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
6 Experiences of Workplaces	Every student, for whom it deemed appropriate, should have first –hand experiences of the workplace through visits, work shadowing and or work experience, employer visits in school. Workplace experiences may be delivered within the school setting especially when students are unable to access settings outside of school.
7 Encounters With Further And Higher Education	All students should understand the full range of learning opportunities that are available to them. This includes both academic and vocational routes and learning in schools, colleges, universities and in the workplace.
8 Personal Guidance	Every student should have opportunities for guidance interviews with a careers adviser.

Development

This policy has been developed and is reviewed three yearly by the Careers Leader (Jacqui Roper), Heads of School (Jennie Witter and Jamie Caple) as well as the Executive Headteacher (Stephen Hault-Allen) and the board of governors.

Links with other policies

It supports and is underpinned by key school policies including those for Careers, Child Protection, Equality and Diversity, and SEND. Equality and Diversity Access to other providers is available and promoted to allow all students to access information about other providers of further education and apprenticeships. The Collett School and St Luke’s School are committed to encouraging all students to make decisions about their future based on impartial information.

Requests for access

Requests for access should be directed to Jacqui Roper, Careers Leader at admin@stlukes.herts.sch.uk/
admin@collett.herts.sch.uk

Grounds for granting requests for access

Access will be given for providers to attend during school assemblies, timetabled Careers or Life lessons, and Careers or events the schools are arranging. Students may also travel to visit another provider as part of the trip to be organised in partnership with the school.

Details of premises or facilities to be provided to a person who is given access

The Collett School and St Luke's Schools will provide an appropriate room or assembly hall to be agreed. All rooms have computers, projectors and screens provided. The Careers Leader will organise this, working closely with the provider to ensure the facilities are appropriate to the audience.

Appropriate safeguarding checks will be carried out. Providers will be met and supervised by a member of staff, who will facilitate. Providers are welcome to leave a copy of their prospectus or other relevant course literature with the careers lead. This will be made available to pupils and families as appropriate.

Live/Virtual encounters

We will consider live online encounters with providers where requested, and these may be broadcast into classrooms or the school assembly hall. Technology checks in advance will be required to ensure compatibility of systems.

Parents and Carers

Parental involvement is encouraged, and parents may be invited to attend the events to meet the providers.

Management

The Careers Leader coordinates all provider requests and is responsible to her senior management line manager.

Complaints Procedure

Any complaints about this policy should be raised via our complaints procedures as outlined on our website: www.bluetangerine.herts.sch.uk

This policy will be monitored and reviewed by the Careers Lead, the Heads of Schools and the Executive Heads.