

### **Safeguarding Statement**

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### **Equality & Diversity Statement**

Langley Park School for Girls is committed to valuing and celebrating diversity and promoting equality of opportunity for all its staff and students. We are working to create a learning and working environment which is free from prejudice, discrimination, intimidation and all forms of harassment including bullying. Respect for rights is at the heart of our planning, policies, practice and ethos and we expect all members of our school community to model this in their behaviour and relationships.

### **Careers and Work Experience Policy**

<b>Approval Body:</b>	<b>Governing Body</b>
<b>Approval Date:</b>	<b>May 2023</b>
<b>Implementation Date:</b>	<b>May 2023</b>
<b>Designated Person (as appropriate):</b>	<b>Careers Advisor Assistant Head Teacher- Curriculum</b>
<b>Review Date:</b>	<b>Summer 2025 (every 2 years)</b>

### **Version History**

<b>Version</b>	<b>Approval Date</b>	<b>Summary of Changes</b>
<b>1</b>	2021	
<b>2</b>	23.05.23	Minor updates.

## **Introduction**

- Langley Park School for Girls is proud of its high-quality careers advice and guidance programme. The primary aim of the programme is to support every student, educating them about all of the options that are open to them. The programme develops throughout a student's time at the school and is always supportive of their aspirations, strengths and skills. The focus of the support is aimed at finding the best destination for each individual student, along with formulating an action plan for the best pathway for them to progress within their chosen career.
- All students are offered the opportunity of one weeks' work experience in Years 10 and 12.
- The aim of work experience is to provide an opportunity for all students to learn in the workplace; an experience that cannot be replicated in school.
- The overall organisation of work experience is undertaken by the Careers Advisor and Assistant Careers Advisor, including support with sourcing a placement.
- Parents/carers are informed and communicated with throughout the process and a work experience agreement form and work experience information form are completed.
- LPGS work in partnership with Bromley Education Business Partnership who check that the placement meets with the school's requirements, the students will be treated fairly and they will undertake meaningful work in a safe environment.
- All students on placement are covered by the employers' insurance and places of work are risk assessed by Bromley Education Business Partnership.

## **Aims and Purpose**

- LPGS endeavours to provide a broad and balanced careers curriculum to support every individual student, irrespective of their academic ability or background. We will prioritise students with additional learning needs/challenges. (SEND, EAL, EHCP, Pupil Premium and Bursary).
- Our programme is written to prepare students for the transition to life beyond secondary school (higher education, apprenticeships and the world of work).
- Our programme support students in making informed decisions, promoting ambition and encouraging them to be brave.
- The programme is designed to provide students with well-rounded experiences.
- The programme helps students develop skills and characteristics e.g. social skills, communication, innovation, resilience and leadership. It is designed to support all students, irrespective of their academic ability, and to enhance their ability to reach for their chosen career.
- The programme is written to inspire and motivate students to develop their aspirations.
- LPGS will endeavour to provide quality careers advice to every student, working with specific year groups on their next steps (Year 9 options, post 16 and post 18 intentions being prioritised).
- LPGS will run a quality work experience programme (WEX) for years 10 and 12 and we will encourage students to take WEX opportunities at every chance made available to them.
- The programme will include sessions for students in years 11,12, 13 on how to successfully network using LinkedIn to generate opportunities.
- 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 LPGS is in line with the 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 university options or apprenticeships and employment
  - be adapted to the needs of each individual student.
- In addition, the school is compliant with the careers guidance, under the Baker Clause, that the government set out for delivery from 5 January 2018: 'Careers Guidance and Inspiration for young

people in schools.’ This states that all academies must give education and training providers the opportunity to talk to students about approved technical qualifications and apprenticeships. Further information relating to this can be found on our website under “Provider Access policy”.

- The recommendations include:
  - To ensure young people are ready for the next stage of education, employment or training having gained the appropriate vocational experience that allows them to go on to destinations that meet their interests, aspirations and/or the intention of their course of study.
  - to ensure that young people have a better understanding about career choice, subsequent progression and its impact on their long-term earnings.
  - to develop better, and more carefully planned opportunities for young people to meet professionals working in non-stereotypical roles, and to learn more about what such work entails.
  - to promote equality, diversity and inclusion in the workplace.
  - to strengthen the knowledge and understanding of staff about the wide range of progression routes available so that young people can make informed choices.
  - to consider how to link the contents of lessons and skills to be developed more frequently to career opportunities.
  - to consider ways in which mentoring could be used to help support young people in overcoming barriers to achievement.

### **Careers Provision at Langley Park School for Girls**

- All students have access to the following:
  - Extra-curricular clubs and trips to support students in developing their understanding of a range of different subjects. A list of extra-curricular clubs and trips is available on the school website.
  - World of Work Wednesday careers talks occur on a range of careers to inspire and motivate the students. These are offered to all students in the school and include higher level apprenticeships.
  - All students can book careers appointments with the Careers Advisor.
  - All students have access to the careers section on the school’s website/LPGS Careers Academy page.
  - External opportunities are advertised to students, covering a huge spectrum of opportunities offered both in person and virtually by a cross section of employers.
- Student bursary opportunities are highlighted to all students meeting the criteria required to be eligible including AMOS Bursary, Sutton Trust, various summer school opportunities and the Social Mobility Foundation Students with Special Educational Needs or Disabilities (SEND):
  - For students with an Education and Health Care Plan (EHCP), careers support and outcomes related to this form part of the EHCP review in transition years (Years 9 and 11).
  - Personalised support from the SENCO, careers advisor and external bodies is used where appropriate for students with Special Educational Needs.
  - Students with Special Educational Needs are provided with early careers support in Key Stage 4 in order to support with forward planning and applications where relevant.
  - Students who have joined LPGS with English as an Additional Language (EAL) are prioritised and meet frequently with the Careers Advisor to keep them abreast of the opportunities available to them.
- Students in receipt of Pupil Premium funding /or bursary/CLA (Child Looked After)
  - Personalised support will be given to these students with opportunities that they are eligible for and highlighted to them with assistance with any applications.

### **Careers Advisor**

- At Langley Park School for Girls, we have a full time Careers Advisor and a Careers Assistant, who works to produce a Careers Development Plan annually for the school. This plan incorporates all aspects of Gatsby Good Careers Guidance which can be found here: <https://www.gatsby.org.uk/education/focus-areas/good-career-guidance>
- All students are entitled to receive impartial careers advice

## **Alumnae**

- Alumnae are encouraged to be the speakers at our World of Work Wednesday talks to all students and share their profession, career path and further education with current students. All of these talks are recorded and can be watched on our Careers Academy page of Firefly. Alumnae also attend our Futures Fair for KS4 and KS5 students, act as careers mentors and assist with subject specific UCAS Personal Statement writing workshops.

## **Work Experience Provision at Langley Park School for Girls**

### **Safeguarding**

Langley Park school for girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As part of the LPGS careers guidance policy we wish to draw every parent/carers attention to the following;

- 1:1 or sole trader work experience placements cannot be authorised by the school. In the event that parents/carers wish to authorise for their child to take part in WEX with a member of the family, trusted friend/acquaintance in a sole trader environment, you will be asked to sign a disclaimer to take full responsibility for all safeguarding for the placement, prior, during and after the placement takes place.
- Bromley Education Business Partnership (Bromley EBP) will assess every WEX placement, having visited the place of work. They will ask the following basic safeguarding questions:
  - Are any owners, directors, employees or volunteers subject to DBS checks?
  - Have safeguarding issues been considered and appropriate actions implemented to safeguard young people?
- A safeguarding 'be sure, stay safe CP guidelines' leaflet will be given to all employers.
- LPGS will provide every parent/carers with information from Bromley EBP on how they evaluate placements and how to report a safeguarding concern about their child to the LPGS Safeguarding Team via email [info@lpgs.bromley.sch.uk](mailto:info@lpgs.bromley.sch.uk)
- LPGS will run a "pre work experience session" with all Year 10 and 12 pupils, prior to their work experience, providing them with all the information they will need for the placement. This will include a reminder on how to report a concern, should they ever feel uncomfortable, compromised or concerned about their safety during a placement. Email: [safeguardingteam@lpgs.bromley.sch.uk](mailto:safeguardingteam@lpgs.bromley.sch.uk) In addition to this, they will also receive a sticker to put on the Bromley EBP booklet detailing the school's safeguarding email and the contact number for Childline.

### **Monitoring and Evaluation**

- The Careers Advisor will work from a constantly evolving Careers Development Plan with new and exciting opportunities being added to this every year.
- An evaluation of the data from a range of sources including retention, destinations, trips, expedition participation and attendance at the extracurricular careers opportunities, talks, mock trials, mock interview sessions will enable measurement of success.
- A careers survey will be carried out in the summer term by students and staff to inform planning for the subsequent year.
- The school records destination information for Year 11 and Year 13 students and adapts the careers programme to reflect the changing trends.
- We complete the Compass evaluation and are using this to drive improvement. We update our careers programme to reflect current labour market information and renew the programmes yearly to remain current

### **This policy should be read in conjunction with the following policies:**

- Provider Access Policy
- Curriculum Policy
- Equality Policy
- Teaching and Learning Policy
- Trips Policy
- Child Protection and Safeguarding policy
- SEND Policy

## Useful websites

The National Careers Service (NCS): <https://nationalcareersservice.direct.gov.uk/Pages/Home.aspx>

All About School Leavers Careers: <http://www.allaboutschoollleavers.co.uk/>

Notgoingtouni: <http://www.notgoingtouni.co.uk/>

How2Become: <https://www.how2become.com/>

Pure Potential: <http://www.purepotential.org/>

Which Way Now: <http://www.whichwaynow.org/>

Parental Guidance (this site is for parents, but there is also a lot of useful information for students):

<http://www.parentalguidance.org.uk/>.

AllAboutCareers - <http://www.allaboutcareers.com/>

Apprenticeships information: <https://www.apprenticeships.gov.uk/>

**LMI (Labour Market Information)** <https://www.lmiforall.org.uk/app-directory/> <https://careerslondon.org/LMI-London> <https://www.careerpilot.org.uk/>

## Employability Skills

Interview tips: <https://www.youtube.com/watch?v=D7cYhKwG1lo&feature=youtu.be&safe=true> Employability: <https://www.bbc.co.uk/news/business-18509781>

Job applications: <https://www.bbc.co.uk/bitesize/articles/zjirqp3>

Personal statements: <https://www.ucas.com/connect/videos/personal-statements-finding-formula>

## Different Career Paths

Different career paths: <https://www.bbc.co.uk/bitesize/articles/zvwgnrd>

Higher and Degree apprenticeships: <https://amazingapprenticeships.com/resources/> Apprenticeship snapshot:

<https://amazingapprenticeships.com/vacancies/> Apprenticeships information can be found at

<https://www.apprenticeships.gov.uk/>

## Careers Information and Advice For Parents

Please have a look at the information about our [Careers Programme](#).

The following links are for useful websites and resources related to Post 16 and Post 18 options, university, apprenticeships and careers.

## Target Careers Information for Parents

<https://targetcareers.co.uk/parents-and-teachers/313443-resource-zone>

## UCAS Advice for Parents and Guardians

<https://www.ucas.com/undergraduate/applying-university/ucas-undergraduate-advice-parents-and-guardians>

## A parent's guide to apprenticeships

<https://www.gov.uk/government/publications/a-parents-guide-to-apprenticeships>

## Choosing a Career Path

<https://www.careeralchemy.co.uk/choosing-career-paths.html#> <https://www.lmiforall.org.uk/>

<https://icould.com/> <http://www.parentadviser.co.uk/> <https://amazingapprenticeships.com/>

<https://www.stem.org.uk/>

## Careermag for Parents

<https://careermag.co.uk/careermag-parents/>