DENBIGH SCHOOL

ALLIANCE SCHOOLS TRUST

Denbigh School

Careers Guidance Procedure

2024 - 2025

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2	Good practice	B	Good practice
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**Policy level			
1	Trust wide	Single policy relevant to everyone and consistently applied across all schools and departments, with no variation. e.g. Complaints procedure	Statutory policies approved by the Board of Trustees (or designated Trustee Committee). Non-statutory policies approved by the CEO with exception of Executive Pay.
2	Trust core values	This policy defines the Trust core values in the form of a Trust statement to be incorporated fully into all other policies on this subject, that in addition contain relevant information, procedures and or processes contextualised to that school. e.g. Safeguarding, Behaviour	Statements in statutory policies approved by the Board of Trustees (or designated Trustee Committee). Statements in non-statutory policies approved by the CEO. Policy approved by Local School Board.
3	School/department	These policies/procedures are defined independently by schools as appropriate. E.g. Anti-bullying	Approved by Local School Board.

1. Introduction and Overview

At Denbigh School, we are committed to ensuring that all students from Years 7 to 13 are well-prepared for their next steps when they leave school, be it for education or employment. Through careers-related activities and our curriculum, we aim to inform students about the range of opportunities available and provide personalised guidance to support their decision-making. Through our PSHE programme we raise students' awareness of developing the employability skills that will equip them for success in their chosen careers. The Gatsby Benchmarks, set out in Appendix 1, are embedded in our provision.

Denbigh School is a member of the Denbigh Alliance Multi Academy Trust which is committed to providing high-quality career guidance so that students can make inspired and informed decisions about future opportunities. To this end, schools within the Trust have a named Careers Lead who implement and measure careers provision against the Gatsby Benchmark Framework. The eight Benchmarks ensure quality careers guidance about further educational study options, technical pathways and the labour market.

2. Procedure Scope

2.1 This Procedure covers careers education, information, advice and guidance given to students in Key Stages 3, 4 and 5.

2.2 The Procedure also applies to Year 11 and 13 students after they finish their examinations in June of their final year and before they start at their next place of education, employment or training. Although they will not necessarily be in-school regularly and attending lessons in July and August, the Procedure is still applicable to them.

2.3 The Procedure has been reviewed in line with the published DfE guidance document 'Careers guidance and access for education and training providers – Statutory guidance for governing bodies, school leaders and school staff.' (DfE, January 2018).

2.4 Denbigh School endeavours to ensure that our provision for all students meets the Gatsby Charitable Foundation's eight Benchmarks as set out in the DfE guidance. They can be seen in Appendix 1 of this Procedure.

2.5 This Procedure covers the legal duty of schools to ensure that a range of education and training providers can access students in Year 7 to Year 11 for the purpose of informing them about approved technical education qualifications or apprenticeships.

2.6 This Procedure refers to events and opportunities in all Key Stages and all year groups and these events will impact upon all students at the School.

2.7 All members of staff at Denbigh School are expected to be aware of this Procedure and the importance of Careers Education, Information, Advice and Guidance (CEIAG) in the education of students; CEIAG is not the sole responsibility of the Careers Advisor.

3. Roles and Responsibilities

3.1 The Denbigh School Local School Board is responsible for monitoring and overseeing careers provision at Denbigh School, including monitoring the evaluation of the Careers Education Programme.

3.2 The Careers Leader is an Assistant Headteacher responsible for the development and delivery of the careers programme across the school, ensuring provision meets statutory frameworks and the Gatsby Benchmarks. They oversee the work of the Independent Careers Advisor.

3.3. The School employs an Independent Careers Advisor (Level 7) who is responsible for interviewing all Year 11 students regarding Post-16 options. They run drop-in sessions for Year 12 and 13 students so they can access advice. The Careers Advisor attends sessions for parents at transition points – such as Year 8 Curriculum Evening and Sixth Form Opportunities Evening.

3.4 The Careers Co-ordinator is responsible for the administration of careers including tracking destination data for school leavers from Years 11 to 13 and the organisation of work experience and curriculum days.

3.5 Heads of Faculty are responsible for ensuring that their curriculum is linked to careers. They ensure that schemes of work identify links to careers, and that teachers refer to careers in their lessons. Heads of Faculty lead the development of resources and recruit external speakers to promote careers within their subjects during Careers Week.

3.6 The Sixth Form Team and Heads of Year are responsible for ensuring the effective delivery of careers education in tutorial sessions. They target students who have a particular need for careers guidance or differentiated provision, drawing them to the attention of the careers team, for example, when looking for a suitable work experience placement.

3.7 Tutors are responsible for delivering aspects of the careers programme during tutorial sessions. They also provide personalised guidance and advice about careers informally and through mentoring and tutor consultation sessions, particularly in preparation for transition points and work experience. Tutors develop an individual understanding of students' aspirations and goals.

3.8 Subject teachers are responsible for highlighting links between careers and their subject area. This is particularly highlighted during Careers Week when they plan and deliver lessons with a focus on careers and career paths linked to their subject. Talks and videos with employers and employees are included in these sessions.

3.9 The Career Advocates are responsible for the maintenance of Careers noticeboards and displays throughout the school, updating whenever necessary. They promote any Career events in school to their peers and assist the Careers Team with open evenings. They meet with the Careers

Leader/Coordinator/Adviser twice every half term to discuss upcoming events and to evaluate previous experiences.

4. Delivery

4.1 In Years 7 to 13, careers education is delivered through the School's tutorial and mentoring programmes, following a curriculum planned to ensure progression. Careers talks are given on a regular basis to extend student awareness of the variety of roles and opportunities provided through different sectors. Assemblies and off-timetable days or careers-related evenings are used to provide guidance at key transition points to make students aware of the opportunities available to them. Further opportunities are provided through extra-curricular activities such as Duke of Edinburgh scheme and trips such as Teen Tech and the Year 12 and 13 CERN visit.

4.2 Careers education is also linked to the subject curriculum during lessons and Careers Week, when all faculties produce lessons linking their subject to career opportunities. External speakers or presentations extend students' understanding of the relevance of their subject to the world of work. Faculty displays provide further information.

4.3 Parents are informed of careers opportunities and supported through their child's transition points through information provided on the School's website and through careers-related evenings or virtual presentations. Parents are also sent the action plans from their child's interview with the Careers Adviser.

4.4 By the end of the year, all Year 11 students will receive a careers interview focussing on progression and pathways with an independent careers advisor. Vulnerable students from Years 11 and 13 will be targeted for interviews to support their next steps. Other Year 12 and 13 students can book an appointment with the Careers Advisor as needed.

4.5 Information about careers is available for students on the School's website and on Unifrog, to which all students have access. We have a Careers Team's page that is open to Year 10-13 students, and regular emails circulate information about local opportunities, universities, and college open days and courses.

4.6 Students have three opportunities to take part in Work Experience. In Year 7, students take part in 'Bring your Child to Work Day' and for a week in Year 10 and Year 12 they create a portfolio of 'Experience of the Workplace'.

4.7 The Careers Co-ordinator liaises with the SENDCo to ensure that students with specific needs are catered for, for example, in identifying suitable work experience placements and providing additional appointments with the Careers Advisor.

5. Monitoring and Evaluation

5.1 The Careers Leader meets with the Careers Assurance Governor three times per year to review and monitor the quality of provision.

5.2 The Compass+ self-evaluation online form, supported by the Careers and Enterprise Company.

5.3 Student feedback from the Work Experience Programme, employer engagement activities and half-termly focus groups held with the Career Advocates.

5.4 Employer feedback from the Work Experience Programme and employer engagement activities.

5.5 The Independent Careers Adviser carries out annual evaluations with students who have attended one-to-one interviews.

5.6 For Year 11 and 13 students, data is collected about students' intended destinations in July prior to leaving school, and after leaving school in September and December. This is used to identify trends and to feed into reviews of our careers provision.

6. Work Experience

6.1 Denbigh School provides three opportunities for students to take part in Work Experience:

6.1.1 Year 7

Parents are encouraged to take part in 'Bring your Child to Work day' for one day. The aim of the activity is to introduce students to the world of work and give them an opportunity to interact with employers and employees to help them understand the working environment. During the day, the intention is that children will shadow their parents and complete appropriate tasks within the workplace. Parents of children taking part are responsible for their supervision and safety in the workplace during that day. They also check that their employer has appropriate insurance in place by uploading the relevant documents on the Unifrog placements tool.

6.1.2 Year 10

Students take part in formal work experience for five days during November. The aim is to develop students' personal and social skills by applying them in a working environment. Through work experience, we aim to give students a more realistic understanding of the demands and rewards of working in a professional environment, enabling them to develop confidence and employability skills such as teamwork, initiative etc... It also gives them the chance to find out more about what it's like to work in a particular sector. Students are expected to source their own placement, supported by the school. All documentation for this work experience, including insurance and health and safety certificates, are uploaded on the Unifrog placements tool, ensuring that all requirements are met. If students are unable to find a placement, they are invited to attend employability skills sessions

in-school, take part in a workplace visit to a local company and complete employability tasks whilst working from home.

6.1.3 Year 12

Students are encouraged to compile a portfolio of 'Experience of the Workplace' in Year 12. This can include a formal work experience for five days during June. This presents an opportunity for them to gain work experience in an area linked to a future career, helping them gain knowledge, understanding and skills that will support job or university applications. All documentation for this work experience, including insurance and health and safety certificates, are uploaded on the Unifrog placements tool, ensuring that all requirements are met. Students are also encouraged to take part in virtual work experience and volunteering. Students who do not find placements are expected to apply to take part in 'Experiences of the Workplace' run by local companies visiting the school, whilst others are taking part in formal work experience.

6.2 Role and responsibilities

6.2.1 The Headteacher and Denbigh School Local School Board have overall responsibility to ensure the health, safety, and welfare of students on work experience and staff who are involved in the planning and preparation of the placement. They will ensure that:

6.2.1.1 a suitable and sufficient management system is implemented for work experience;

6.2.1.2 a named member of the SLT is nominated within the School with responsibility for Careers and Work Experience including ensuring that the health and safety requirements for work experience are carried out;

6.2.1.3 a Work Experience Procedure is developed detailing the School's arrangements for work experience.

6.2.2 The Careers Leader/Named SLT will ensure that:

6.2.2.1 Health and Safety policies are in place at workplaces that students will attend, and appropriate risk assessments have been carried out. All placements are suitable for student and do not contravene the HSE's restrictions.

6.2.2.2 All documentation is completed by students, parents and employers using the Unifrog Placements Tool. The School checks details of the employers liability, and health and safety polices. Each work experience placement is signed off by the Careers Leader and Co-ordinator.

6.2.2.3 Employers are made aware of any additional needs that students may have and adapt their offer to meet students' needs.

6.2.2.4 Employers are made aware of working time requirements for students on work experience.

6.2.2.5 Employers are made aware of their safeguarding responsibilities via the Unifrog Placements Tool. Employers and parents are informed that they should contact the school immediately in the event of any safeguarding concerns.

6.2.2.6 Employers and parents should contact the school in the event of a student's absence from a placement.

6.2.3 The Careers Coordinator will ensure that:

6.2.3.1 All forms on the Unifrog Placements Tool are fully completed and records are kept for all students. They will chase up missing information and check the suitability of placements.

6.2.3.2 Allocate monitoring phone calls to Year 10 subject teachers and tutors. Collect records of teacher monitoring phone calls, students' and employer placement evaluations.

6.2.3.3 Report any concerns to the Careers Leader.

6.2.4 Teachers will ensure that:

6.2.4.1 They deliver lessons preparing students to find their own placements and to learn about professional behaviours in the workplace, prior to going on work experience.

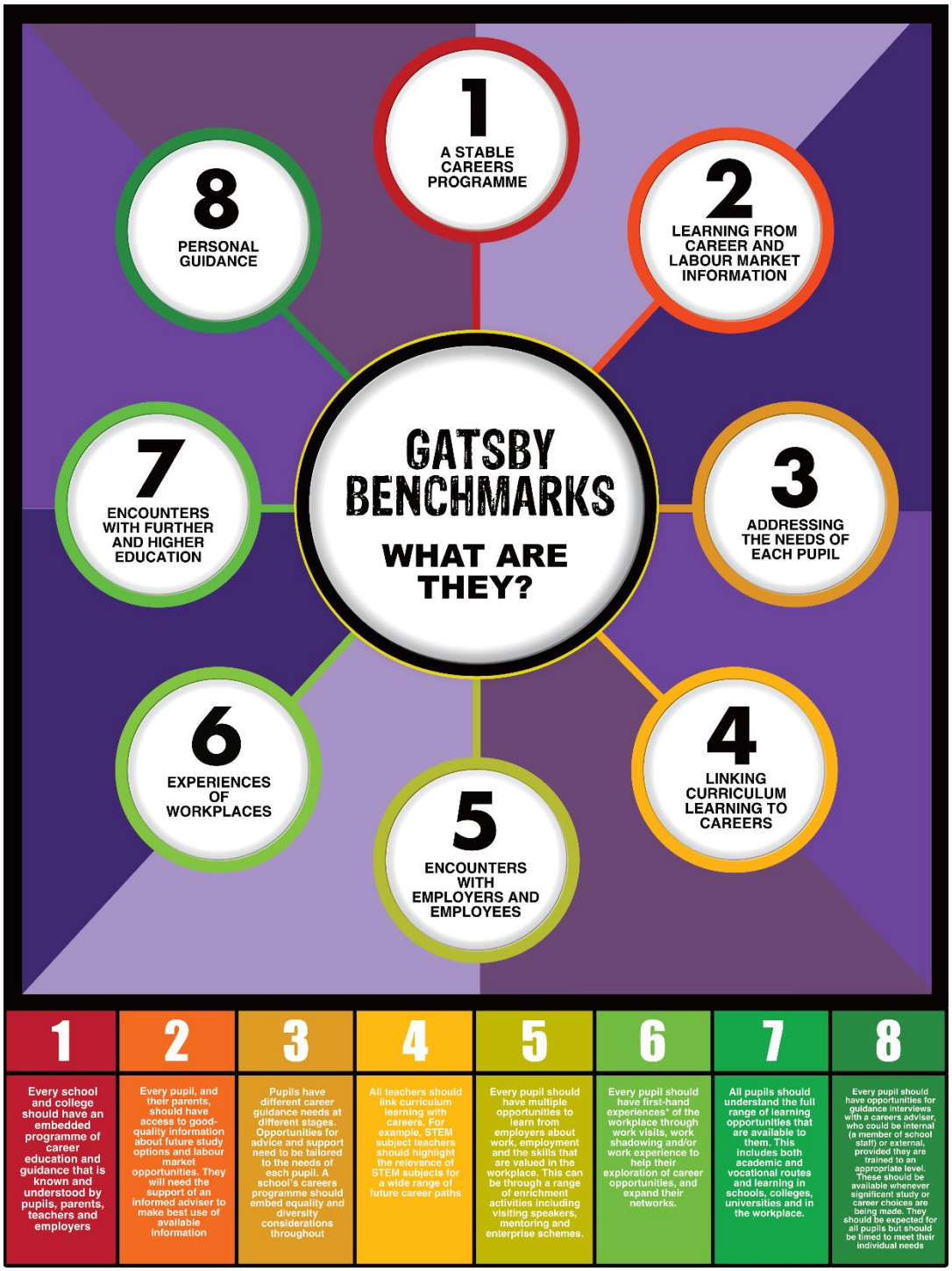
6.2.4.2 They complete their allocated monitoring phone calls, reporting any concerns to the Careers Leader.

7. Equal Opportunities

The School consciously works to prevent all forms of stereotyping in the advice and guidance it provides, to ensure that students from all backgrounds and diversity groups consider the widest possible range of careers, including those that are often portrayed as primarily for one or other of the sexes. School staff actively promote equality and diversity and work towards the removal of barriers to personal achievement resulting from prejudice, stereotyping and discrimination. For further details, please see the Denbigh Alliance Trust's Equality and Diversity Policy which can be accessed on the Trust's website www.thedenbighalliance.org.uk.

Appendix 1

Gatsby Benchmarks



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Appendix 2

Provider Access Statement

Introduction

Denbigh School welcomes external providers to the school to share information and provide opportunities to enrich and extend students' learning about careers. We are keen to develop links and partnerships with local business and training providers to enhance our provision. This document details arrangements for managing the access of providers to pupils 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.

Pupil Entitlement

All pupils in Years 7 to 13 are entitled:

- to find out about technical education qualifications and apprenticeships opportunities, as part of a careers programme which provides information on the full range of education and training options 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.
- For pupils of compulsory school age these encounters are mandatory and there will be a minimum of two encounters for year 8 to 9 pupils and two encounters for year 10 to 11 pupils. For pupils in year 12 to 13, particularly those that have not yet decided on their next steps, there are at least two more provider encounters available during this period, which are optional for pupils to attend.
- These provider encounters will be scheduled during the main school hours and the provider will be given a reasonable amount of time to, as a minimum:
    - share information about both the provider and the approved technical education qualification and apprenticeships that the provider offers
    - explain what career routes those options could lead to
    - provide insights into what it might be like to learn or train with that provider (including the opportunity to meet staff and pupils from the provider)
    - answer questions from pupils
- Year 8 assembly from a local employer that is an approved technical provider.

Management of Provider Access Requests

Procedure

If you are able to support our students or contribute to our careers programme, you should contact the Careers Leader, Helen Brown. The School appreciates your interest and support.
Telephone: 01908 505030 Email: brownh@denbigh.net

For information regarding our child protection and safeguarding procedures please see the Denbigh Alliance Trust's Child Protection & Safeguarding Policy which can be accessed on the Trust's website www.thedenbighalliance.org.uk.

Opportunities for Access

The School offers a comprehensive Careers Education, Information, Advice and Guidance programme and an overview of this programme can be seen in the careers section of the School's website. We are particularly keen to welcome providers who can offer:

- Employer talks outlining their career journey, role and daily experiences and further opportunities in the sector.
- Work experience placements.
- Activities in school, run by training providers or employers.
- Live online careers talks.

Providers are also welcome to leave a copy of their prospectus or other relevant course literature with the Careers Advisor so that they can be displayed in the Careers Section of the school library or circulated to students via email.

Previous providers

In previous terms/years we have invited the following providers from the local area to speak to our pupils:

- Niftylift (apprenticeship provider)
- Marcus at Goldman Sachs (apprenticeship provider)
- Ask Apprenticeships
- MK College
- Moulton College
- Kirkby Diamond
- MKUH
- FCDO Services
- Unilever
- MK Council
- Network Rail

Timing of Events

The majority of our careers events take place during tutorial or assembly from 8.30 – 9.00a.m. daily. Careers week takes place during January (week beginning 22/1/24, this year) where careers teaching takes place in lessons across the school. During that week, there is a Careers Festival (25/1/24) which a range of providers are encouraged to attend. If these times are not suitable, we are keen to accommodate providers by negotiating a suitable time, activity, and targeted age group, taking in to account the available curriculum time and other events in the school calendar. When granting or refusing requests, we also look at the range of sectors and careers experiences that we are already providing to consider balance and to avoid duplication.

Denbigh School Employer Encounters Schedule (2023-4)

Bold items indicate opportunities required by law.

	Autumn Term	Spring Term	Summer Term
Year 8		**Assembly led by Niftylift (face to face)** Additional meaningful encounter with an alumni student discussing his career journey and graduate programme	

Year 9	**Assembly led by the Army** Yr 9 trip to Universities of Buckingham and Northampton (1/2 year group to visit each term) Careers related Enrichment day includes opportunity to meet a number of local employers	Additional meaningful encounter with alumni student who has emigrated to Australia and started a Tech company to be delivered via Teams.	
Year 10	Workplace visits for targeted students	**Ask Apprenticeships assembly** Additional meaningful encounter with alumni student who has emigrated to Australia and started a Tech company to be delivered via Teams. Careers Festival – opportunity to meet with a range of local employers	
Year 11	**MK College Assembly** Learning pathways sessions for parents focusing on alternatives to sixth form such as college and apprenticeships University led session for interested students	MK College Yellow Bus sessions for students who are looking to apply. Moulton College talk to interested students. Voluntary sessions about apprenticeships with a range of employers including: Nifty Lift and MK College. Careers Festival – opportunity to meet with a range of local employers	No encounters – legislation requires encounters to take place by 28 February if in year 11.
Year 12	Learning pathways sessions for parents focusing on alternatives to sixth form such as college and apprenticeships	Careers Festival – opportunity to meet with a range of local employers. **Ask Apprenticeships session.**	Degree apprenticeships session to those interested UK Universities and Apprenticeships Fayre trip (Open to all) Post 18 Futures day with talks from Nifty Lift and Denbigh School

			Alumni about degree apprenticeships
Year 13	**Voluntary sessions about apprenticeships with a range of employers including: Just IT, PWC, Network Rail, RSK.** Learning Pathways sessions for parents focusing on alternatives to Sixth Form such as college and apprenticeships	Careers Festival – opportunity to meet with a range of local employers Mock interviews to interested students.	No encounters – legislation requires encounters to take place by 28 February if in year 13

Facilities

Denbigh School will make a suitable space available for discussions between the provider and students, as appropriate to the activity. This could include a large space such as the Meeting Hall, or a classroom or office for a smaller event. The School will also make available ICT and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the Careers Leader or a member of their team.

Destinations

Last year our Year 11 pupils moved to the following destinations:

- Denbigh Sixth Form 168
- Other Sixth Forms 31
- Further Education 58
- Apprenticeship 2
- Employment 1
- NEET 2
- Unknown 1

Last year our year 13 pupils moved to the following destinations:

- University: 173
- General FE college: 3
- Apprenticeship: 12
- Employment: 12
- Gap Year: 13
- Re sitting: 2
- NEET: 0
- Unknown: 1

Complaints Procedure

Any complaints with regards to provider access can be raised through the Denbigh Alliance Trust's Complaint Procedure or directly with The Careers & Enterprise Company via www.careersandenterprise.co.uk/contact-us/

Approval and review

The Denbigh Local School Board will review this Procedure annually.