



**Five  
Rivers®**

**FIVE RIVERS  
CHILD CARE LTD**

School  
Careers,  
Education,  
Information,  
Advice and  
Guidance Policy  
& Procedure

*'Five Rivers is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment'*

Policy Owner	Headteacher
Authoriser	Head of Education
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## Table of Contents

1.	Policy .....	2
1.1	Policy Statement .....	2
1.2	Terms and Definitions .....	2
1.3	Data Protection .....	2
1.4	Disclosure of Information .....	2
1.5	Further Information .....	
2.	Procedure .....	3

## 1. Policy

Our schools consider the provision of CEIAG to be an essential part of every pupil's entitlement and will address the following areas:

### **Self-development**

Pupils will be taught self-awareness, which is a pre-requisite to pupils making well-informed choices throughout their education and beyond.

### **Career Exploration**

Pupils will be taught to understand the concept of a 'career' and its relevance to their own lives and how people help us in their important roles.

### 1.1 Terms and Definitions

1.1.1 The below table sets out a number of terms and definitions used within this document:

<b>Term</b>	<b>Definition</b>
CEIAG	Careers, Education Information, Advice and Guidance

### 1.2 Data Protection

1.2.1 Five Rivers Child Care supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Five Rivers Child Care has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

1.2.2 Every member of Five Rivers Child Care has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Five Rivers Child Care Data Protection Policy.

### 1.3 Disclosure of Information

1.3.1 Any use or disclosure of information held within Five Rivers Child Care, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests).

## 2. Procedure

### **RATIONALE**

Five Rivers is fully aware and committed to our statutory duty to provide impartial and objective Careers Education, Information, Advice and Guidance (CEIAG) in Years 7 (Age 12). However, CEIAG within our schools it is offered to every pupil as we make it an integral part of the holistic curriculum.

It is important that within our school, our CEIAG enables all pupils to make balanced and appropriate decisions about their future development, progression and career pathway. As a result, as early as year 1 children are subtly introduced to career options.

We implement career guidance in the curriculum to enable the children explore different careers.

### **AIMS OF OUR SCHOOL'S CEIAG:**

- To make links with work places and local professional to give pupils a first-hand view of the world of work through access to role models.
- To promote the value of work and the importance of those who help us within our community.
- To provide knowledge of different career to pupils by inviting professionals in to hold conversations and conduct workshop with pupils.
- To expose pupils to a variety of career choices.
- To understand how the 'world of work' works.
- To ensure all forms of stereotyping in the advice and guidance they provide is prevented, to ensure boys and girls consider the widest possible range of careers.

### **Curriculum**

Within our curriculum, CEIAG is covered in Personal Social and Health Education (PSHE) and citizenship.

Within the curriculum, work careers education sessions, guidance information and research activities, work related learning and individual learning activities are provided.

Visitors from different workplaces are invited into the school and bases to allow young people to experience expose children to the world of work-

### **Pupil Entitlement Year 7- An Introduction to Careers**

- The Year 7 PSHE program will encourage pupils to understand personal development, the world of work and how to plan for the future through a series of tasks that pupils will complete.
- Pupils will have the opportunity to meet local employers and will take part in activities that use Local Market information to keep our pupils informed of the industries/opportunities available to them in the area that they live.

### **Year 8 – Choosing the right options for me**

- Pupils will have the opportunity to discuss their career aspirations and help them to decide on the right subject options to take to support their goals.
- The Year 8 PSHE Program will look at helping pupils to identify their personal skills and interests, to further explore the work of work, identify their personal skills and budget their money.

### **Year 9 – Career Discovery**

- Pupils will get the opportunity to attend work experience and meet with local employers-to give them the opportunity to explore a range of different job roles.
- The year 9 PSHE Program will focus on skills and behaviours in the workplace and what pathways are available to them in the future.
- Teachers will give pupils the opportunity to visit workplaces, exploring the types of careers available in that subject and a variety of job sectors.

### **Year 10 – Post-16 and Beyond**

- Pupils will take a closer look at Post-16 options during their PSHE programme, alongside exploring skills and expectations in the workplace.
- Pupils will attend a mock interview where they will receive support in writing a CV, job applications and interviews through a series of workshops designed to equip them with the skills they will need for the future.
- Pupils will get the opportunity to explore a range of different job roles with emphasis on local businesses and visit local colleges
  - Some pupils will visit Colleges and attend Taster days which gives them the opportunity to experience 'a day in the life of a college pupil'.
- If appropriate, pupils will get the opportunity to have an experience of the workplace through a variety of organised visits with local employers
- Pupils may receive independent careers advice from a careers advisor to help them to understand their options when they leave school including, apprenticeships/BTEC/A-levels routes.

### **Year 11 – Planning for the Future**

- If appropriate, year 11 pupils will have a 1-2-1 meeting with an independent Careers Advisor to discuss their options when they leave school and begin the application process for their chosen pathway.
- Further and Higher Education talks will take place throughout the year for both pupils and parents will take place throughout the school year aimed at supporting pupils in their decision making so they feel full equipped in whichever pathway they choose.
- The Year 11 PSHE Program will focus on completing an Action plan for the year, exploring their future options and employability skills.

### **Work experience:**

Pupils will be offered opportunities to have hands on experience if appropriate. They will also

participate in various outdoor activities and learn about the environment.

All procedures will be followed to ensure the welfare; health and safety of the pupils are met.

**To our pupils, we will help you to:**

- Understand yourself, your interests, likes and dislikes, what you are good at and how this affects the choices you make
- Develop the skills you may need for working life
- Consider realistic, but ambitious, choices about jobs and future career
- Develop your skills
- Improve your confidence

**Monitoring, Review and Evaluation**

Careers Education is monitored and evaluated annually by the Headteacher and Head of Education