



SOLIHULL

Careers Policy

Owner: Deputy Head: Teaching & Learning
Reviewer: Head of Careers

Last Reviewed: September 2018

Version 2

Introduction

Solihull School recognises that an effective Careers Department can help to prepare pupils to make important decisions and manage key transitions, both within an educational context and beyond.

This policy document sets out Solihull School's arrangements for the provision of Careers education, information, advice and guidance (CEIAG).

Solihull School Careers Department: Policy

1. Aims and Objectives

Solihull School's Careers Department aims to:

- Offer independent and impartial advice by our Head of Careers
- Equip pupils to make informed choices at key transition points
- Encourage pupils to explore a wide range of career aspirations throughout their time at school
- Support pupils as they explore what education and/or training is necessary to achieve their career aspirations
- Facilitate meaningful encounters with local and national employers
- Promote equality of opportunity through challenging stereotypes

2. Student Entitlement

During their time at Solihull School, all pupils can expect to be able to:

- Access the Careers Department when making options choices
- Access the Careers Department when researching and making applications for university and/or apprenticeships
- Access current and unbiased information on future learning, training and career options
- Access meaningful encounters with a representative from the world of work and/or education provider. This could be through assemblies, Careers Lunches, visits and taster days
- Receive a 1-1 meeting with the Head of Careers at key points
- Receive psychometric testing, full report and explanation thereof, to support education and career choices

3. Parental Involvement

Solihull School is keen to foster parental involvement in the Careers programme, via – but not limited to:

- Meetings with the Head of Careers at key Parents' Evenings (Fourths, Upper Fifth, Lower Sixth & Upper Sixth – i.e. Years 9, 11, 12 & 13)
- Attendance at the Post 18 Pathways evening, at which the Head of Careers presents
- Personal meetings, with or without the student present, available on request
- Invitation to the Study Abroad Fair
- Invitation to the Careers & HE Convention

- Regular sharing of Careers information on social media
- Requests to become Career Mentors

Appendix 1.

How to ensure your child is safe whilst on work experience

Whilst the school is supportive of pupils who wish to organise and apply for work experience, we want to make clear that Solihull School does not organise work experience for pupils, nor is it involved in checking the safety of the placements that pupils arrange.

We therefore wanted to share with parents advice on how to ensure there are adequate safeguarding measures taken by the organisation your child wishes to gain experience with. Here are some questions you might find helpful -

- *Will my son/daughter be given a health and safety briefing as part of their induction, either before the placement commences or at the very start?*
- *Will my son/daughter need any special clothing or equipment whilst on their placement and is this provided for them?*
- *Does the employer have the appropriate public liability insurance and employee insurance to protect my son or daughter whilst they are on their placement?*
- *Does the employer have an up-to-date risk assessment policy in place?*

KCSIE (Keeping Children Safe in Education) advise that barred lists checks are recommended for those supervising students who are under 16, though the onus is on the employer to check their own employees' suitability to work with young people that approach them. KCSIE does not specifically recommend checks for students 16 and over, but a parent should ask these questions of the employer if they have any concerns at all.

We would also flag that we think it is essential that the employer has your own contact details in case of an incident, and that you advise your son/daughter not to be alone in a room with an adult.

All work experience placements are undertaken at parents' own risk; the school does not supervise work experience placements, nor advise parents as to the suitability or safety standards of placements, employers or organisations.