Kimbolton School
Cambridgeshire

Careers Education Information and Advice (CEIAG) Policy

Policy owner: Careers Lead
SLT Policy
Policy Summary Statement: This policy outlines how Kimbolton School seeks to deliver a bespoke Careers Education Programme to meet the needs of all children and their futures beyond Kimbolton.

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MISSION AND VISION STATEMENT

Our CEIAG provision is underpinned by a clear set of values. We aim for every pupil to:

- have career navigation skills to explore future opportunities in the world of work;
- understand the full range of opportunities and pathways available during and beyond Kimbolton School, and how to access and progress along them;
- make informed, meaningful choices at key transition points, based on a secure understanding of their own knowledge, skills and attitudes;
- understand how they wish to contribute to and have a positive impact on society and their community;
- know, understand and confidently articulate how their skills relate to the changing world of work.

Our bespoke Careers Education Programme aligns with this vision and the wider school ethos, supporting each pupil to fulfil their potential, develop high aspirations, and be ambitious beyond their current education. This is achieved through a whole-school, inclusive approach and a planned, progressive programme of curriculum activities that enable pupils to develop self-awareness, explore opportunities, and make informed decisions about their future pathways, alongside specific and tailored provision that meets individual needs.

The programme develops the knowledge, skills and attitudes required for future success, including key career management competencies embedded throughout the curriculum as part of our wider school Learning DNA. Through personalised guidance, meaningful employer engagement, and relevant experiences of the workplace, pupils are supported to make well-informed and reflective decisions, becoming increasingly confident in navigating their own futures.

Underpinned by the Gatsby Benchmarks and the Career Development Institute's Career Development Framework, our inclusive provision prepares all pupils to successfully navigate learning, work and life beyond school, equipping them to become adaptable, reflective and purposeful individuals who can contribute positively to society.

We aim to prepare all our pupils to have 'career navigation skills' by providing appropriate age related:

- ✓ access to relevant LMI and careers information through MYPATH, XELLO (Senior only), tutorial sessions (Senior only) and subject curriculum information
- ✓ a range of activities that will contribute to their knowledge and understanding of the world of work and the qualification pathways suitable for pupils' individual needs
- ✓ access to timely careers information advice and guidance (CIAG) in group and 1:1 setting

- ✓ activities to develop core competencies that align with the wider school learning DNA, that relate to the world of work and employability skills
- ✓ information promoting equality, diversity, social mobility and challenging stereotypes
- ✓ awareness and understanding of work, industry, the economy and community.
- ✓ employer engagement insights
- ✓ meaningful experiences of the workplace

The Kimbolton School Careers Education Programme encompasses the needs of all pupils, abilities and backgrounds. The programme is underpinned by the best practice guidelines of the Department for Education document 'Careers guidance and access for education and training providers' and the eight Gatsby Benchmarks, which were devised from their international careers survey as to what good quality impartial CEIAG in schools should look like. The programme also focusses on the six learning outcomes of Career Development Institute's (CDI) Career Development Framework to ensure all children develop the career navigation skills that they need to have positive careers.

The Six learning outcomes are:

- Grow throughout life – by learning and reflecting on yourself, your background, and your strengths
- Explore possibilities – the full range of possibilities open to you and learn about recruitment processes and the culture of different workplaces
- Manage career – make the most of opportunities and learn from setbacks
- Create opportunities – being proactive and building positive relationships with others
- Balance life and work – with your wellbeing, other interests and your involvement with your family and community
- See the big picture – paying attention to how the economy, politics and society connect with your own life and career and how to be part of the solutions for the wider world.

PROVISION

The CEIAG programme is created to ensure progression through activities that are appropriate to pupils' stages of career learning, planning and development. Consideration for all learners is taken into account to ensure an inclusive approach and equality of access. Both the Prep and Senior School have programmes in place to meet the needs of all the pupils.

In addition to the above, pupils in the Prep have careers conversations with the adviser in Y6. All pupils in the Senior School have access to 1:1 career guidance by appointment and also a pre-arranged appointment in the Fifth Form that is focused on individual needs. 1:1 career advice is impartial, confidential and supportive of equality of opportunity. In the Sixth Form the Head of Futures, Deputy Head of Sixth Form and Post 18 advisers can provide extra support to pupils alongside the careers adviser.

Careers Information Websites and Platform

We use several different places for information and research.

We use a careers platform called Xello which puts the pupil at the centre of their planning experience. Pupils document their journey as they build self-knowledge, explore post 18 options, create career plans, and continually reassess as they take in new knowledge, skills, and experiences.

Pupils complete interactive career, personality, learning style, and skills assessments to help them better understand their unique interests, skills, and strengths. Each engaging assessment encourages reflection, helping pupils connect who they are with relevant career options. Pupils can explore hundreds of career options that match their assessment results. There are course and apprenticeship profiles and real-world interviews that provide an authentic glimpse into their future.

The impact of this programme will encourage all our pupils to be empowered and enabled to have tailored careers information from First Form to Upper Sixth. At Kimbolton School we use this platform alongside our future focused curriculum, where every subject is supporting pupils to see how the subject content and developing skills will help them in the world of further education and work beyond school.

The main general websites we use are:

www.ucas.com

www.prospects.ac.uk/

www.springpod.com/

www.theforage.com

www.higherin.co.uk

www.getmyfirstjob.co.uk

LEADERSHIP, MANAGEMENT AND EVALUATION

The Careers Education Programme is planned, delivered, monitored and evaluated by the Careers Lead, who is a trained Careers Leader and L6 Careers Adviser, in consultation with relevant staff including:

- The Headmaster
- SLT members
- The Governors and Link Governor
- Prep Careers Coordinator
- The Head of Departments

- The Head of Sixth Form
- PSHE co-ordinator
- Head of Inclusion

Throughout the year the Careers Lead will update the Governing Body with the Careers Education Programme activities and progress. The governors do not require ongoing updating- they ask for the info that they require. At the end of each year the careers programme will be evaluated by the Careers Lead to determine impact, future provision, requirements and improvements that can support our children's careers education. The yearly evaluation focuses on how effective the event/activity has been in helping pupils to achieve the intended learning outcomes. A report will be generated, and a strategic action plan will be developed to align with the whole school's improvement plan, agreed by the Headmaster.

The following people will be involved in the evaluation through yearly questionnaires, focus groups and reviewing feedback of activities throughout the year.

- Governors
- Heads of Department
- Pupils
- Parents
- All Staff

Engaging Parents/Carers/Alumni

Kimbolton School seeks to actively engage parents/carers/alumni in the formulation and development of careers provision. Regular careers updates together with requests for assistance with careers events are provided through the careers bulletin and other school communications. A database of parents /carers/alumni able and willing to support with events and other planned activities is maintained by the Alumni and Careers team.

Parents/carers are vital to their child's understanding of career choices and the decisions they make. We provide all parents/carers with up-to-date information on careers, arrange parents' information sessions and offer appointments to talk to teachers or the Careers Lead to discuss individual concerns. This information is made clear on our website.

Business Links

The CEIAG programme is greatly enhanced through our links with a number of partners. We constantly strive to expand and improve our links with employers and local/national organisations involving them in both our curriculum and specific planned activities.

Provider Access Arrangements

Kimbolton School recognises the importance of working with partners to deliver a successful careers and work-related learning programme. The school also recognises the essential role that local and national employers play in providing opportunity for pupils to learn about Labour Market Information. The school has also developed links with apprenticeship providers and universities to enhance provision for pupils during their time at Kimbolton.

Experiences of the workplace at Kimbolton School

Gatsby Benchmark 6 has moved from traditional "work experience" to broader "experiences of workplace." The focus is on the quality and purpose of the experience, rather than simply completing a placement.

The key aim is for pupils to:

- understand the day-to-day reality of a job (tasks, environment, expectations)
- reflect personally on their experience, including:
    - what they enjoyed or found challenging

how it links to their interests, skills and attitudes

Examples of meaningful experiences include:

- employer conversations
- workplace visits
- employer talks or projects
- virtual work experiences
- short placements or job shadowing

The most important outcome is that pupils gain insight and use reflection to inform future decisions.

Benefits of Workplace Experiences

Experiences of the workplace help pupils to:

- develop and apply real-world skills
- explore career options and pathways
- improve employability
- build professional networks
- strengthen applications for university or employment
- understand workplace culture
- make better-informed academic choices

Kimbolton School Approach

Kimbolton School provides a wide range of employer engagement opportunities through:

- embedded careers learning in the curriculum
- organised and optional careers events

Our approach is guided by best practice frameworks, including the Gatsby Benchmarks, the CDI Framework, and the Equalex Framework, ensuring that opportunities are meaningful, reflective and accessible for all pupils.

The school **does not organise external work experience placements**. However, we encourage pupils to seek their own experiences during school holidays by:

- using family and community networks
- researching opportunities independently

All work experience must:

- take place during school holidays only
- not interfere with school learning or commitments

Parental Responsibility and Liability

It is important to be clear that:

- Any experience of the workplace arranged outside school is **the full responsibility of parents/guardians**.
- These experiences are not organised, checked or supervised by the school.
- The school accepts no responsibility or liability for:
    - the suitability of placements
    - health and safety arrangements
    - supervision or safeguarding

Parents/guardians must:

- ensure the opportunity is safe and appropriate
- carry out any necessary checks with the employer
- put in place appropriate safeguarding arrangements

If introductions are facilitated by the school (e.g. Old Kimboltonians or connected employers):

- they are shared in good faith with parents, not pupils

- the school accepts no liability for these contacts
- it remains the parent's responsibility to oversee all communication – and we strongly suggest parents are involved with all correspondence.

For virtual or phone experiences:

- parents should be aware of any virtual interactions and satisfy themselves that appropriate supervision arrangements are in place

School-Facilitated Opportunities (Safeguarded)

On some occasions the school may offer:

- shadowing opportunities within the school community
- carefully managed employer meetings during the school day
- mentoring

In these cases:

- parental consent will always be obtained
- appropriate staff supervision will be in place
- appropriate safeguarding measures, including DBS checks where required, will be undertaken

Safeguarding remains the school's highest priority.

Pupils are encouraged to reflect on their work experience placement by making notes of what they have learned and to put the experience on XELLO to ensure it is on their profile when creating a CV or personal statement. They can contact the careers adviser if they want to talk further about the placement.

Further Guidance

This National guidance applies to all types of workplace experiences (in person, virtual, or conversations).

Parents/guardians should refer to the **HSE website** for further detail on responsibilities and safety considerations. Some general information is set out below:

Health and Safety

The employer has the main responsibility for the health and safety of the pupil on the work placement as pupils on work experience are deemed to be employees for the purposes of Health and Safety legislation.

The employer should be asked to confirm that they have a current Health and Safety Policy and that they will go through the relevant sections with the pupil at the start of the placement.

Working Time Regulations

Under the Working Time Regulations 1998 there are strict daily and weekly working time limits for young workers under 18. Pupils must not work in excess of the set time limits. Working hours should be clearly defined and communicated to the pupil in advance of the placement.

Risk Assessments

The employer should have risk assessments in place before the placement starts, taking into account the age and limited experience of the young person. The key findings should be communicated to the pupil and parent before the commencement of the placement.

The employer should be informed of any medical conditions or special needs that the pupil has that may need to be considered as part of the employer's risk assessment.

Insurance

Employers should have in place Employers' Liability Insurance and parents/guardians should check with the employer that such insurance is in place before the placement begins to protect their child whilst in work experience.

Please note, the following employers are exempt from needing Employers' Liability Insurance:

• Sole traders, and companies employing only their owner where that employee also

owns 50% or more of the issued share capital in the company;

• Most public organisations including government departments and agencies, local

authorities, police authorities and nationalised industries;

• Health service bodies, including National Health Service trusts, health authorities,

primary care trusts and Scottish health boards;

• Some other organisations which are financed through public funds, such as

passenger transport executives and magistrates' courts committees;

• Family businesses, if all of the employees are closely related (excluding family

businesses which are incorporated as limited companies).

A Public Liability insurance policy is not a legal requirement to host work placements, however, most Public Liability policies will cover any accidental injury or damage to third party property arising from the actions of the pupil on work experience, and employers may want to make sure that they are insured in this way.

Placements outside of the UK

The school does not assess or verify overseas placements arranged independently by families. Parents/guardians are advised to check that employers outside the UK conform to all local and national standards in the country in which the placement will take place. Parents/guardians should satisfy themselves that appropriate health and safety, insurance, and risk assessment procedures are in place.

Safeguarding

Parents/guardians should satisfy themselves that their child is safe in the work experience placement by checking there are procedures in place to ensure this is adhered to for a young person. Safeguarding of the pupil whilst in the placement is the responsibility of the employer, as with any of their other employees or voluntary workers.

Links to other school policies and documentation

The CEIAG policy also supports and is underpinned by the following Kimbolton School policies:

- Curriculum Policy
- PSHE & Citizenship Policy
- SEND policy
- Extra-curricular activity Policy
- Mapping learning characteristics