

## **Newfield School – Careers, Information and Guidance Policy**

### **Introduction**

Newfield provides a relevant and engaging careers curriculum which meets the differing needs and requirements of our pupils. This is developed throughout a pupil's time at the school and is always supportive of their abilities, strengths and skills.

### **Aims**

We aim to prepare young people for the transition into adult life by:

- Providing relevant and meaningful experiences of work
- Developing skills for the work place
- Developing personal independence skills
- Developing social skills, communication skills, self-confidence and resilience
- Supporting young people to achieve the most that they can, including qualifications
- Supporting pupils and families to make informed decisions which are appropriate for them

### **School Responsibilities**

The school has a series of statutory duties:

- All registered pupils at the school must receive independent careers advice in Years 8 to 13
- This careers advice must be represented in an impartial manner, showing no bias towards a particular institution, education or work option
- This advice must cover a range of education or training options
- This guidance must be in the best interests of the pupil
- There must be an opportunity for education and training providers to access pupils in Year 8 – Year 13 in order to inform them about approved technical qualifications or apprenticeships.
- The school must have a clear policy setting out the manner in which providers will be given access to pupils. This policy and these arrangements must be published. (See Appendix 1)
- The school will base its careers provision around the Gatsby Benchmarks.
- The school will continuously monitor its CEIAG offer and seek further improvement.

## Governor Responsibilities

The governing body will ensure that the School has a clear policy on Careers Education, Information and Guidance (CEIAG) and that this is clearly communicated to all stakeholders. They should ensure that this policy is:

- based on the eight Gatsby Benchmarks
- meeting the school’s legal requirements

The governing body will ensure that arrangements are in place to allow a range of educational and training providers to access pupils in Years 8 – 13. There will be a member of the governing body who takes a strategic interest in CEIAG and encourages employer engagement.

## The Gatsby Benchmarks at Newfield

The DfE Careers strategy sets out that school should use the Gatsby Benchmarks to develop and improve their careers provision. We are currently using the Compass self-evaluation tool to assess and further develop our careers programme.

Our current Careers Program includes:

<p>1. A stable careers programme</p>	<ul style="list-style-type: none"> <li>• Work experience</li> <li>• Independent living skills</li> <li>• Travel training</li> <li>• Mini-enterprise activities</li> <li>• Volunteering</li> <li>• Accreditation</li> <li>• Employer encounters</li> <li>• 1to 1 Sessions with New Directions advisor</li> <li>• Transition reviews</li> <li>• Parent/family events</li> <li>• Skills for the workplace</li> <li>• Careers education lessons within the thematic curriculum</li> <li>• RRSA group and/or School Council</li> <li>• Duke of Edinburgh Award</li> </ul>
<p>2. Learning from career and labour market information</p>	<ul style="list-style-type: none"> <li>• Personal development units linked to accreditation</li> <li>• New Directions support with career and labour market information</li> <li>• EHCP reviews provide pupils and families with advice and information</li> <li>• Preparing for the Future event so parents and students can meet possible employers/providers</li> </ul>

	<ul style="list-style-type: none"> <li>• Links to LMI websites</li> <li>• Students engage in activities to learn about different jobs</li> </ul>
3. Addressing the needs of each student	<ul style="list-style-type: none"> <li>• Travel training opportunities to travel independently to work/college placement</li> <li>• Aspirations discussed as part of EHCP reviews</li> <li>• All about Me document created including future aspirations and plans</li> <li>• Links with post 19 providers</li> <li>• Preparing for the Future event – information for pupils/parents/ carers about future pathways</li> <li>• Individual transition plans (Years 9-14)</li> <li>• Transition support from social care/ health professionals and other agencies involved with the young person</li> </ul>
4. Linking curriculum learning to careers.	<ul style="list-style-type: none"> <li>• Careers teaching embedded in thematic curriculum</li> <li>• Functional skills accreditation</li> <li>• ASDAN accreditation</li> <li>• Work related learning</li> <li>• Mini-enterprise activities- including raising money for charity events both nationally and locally</li> <li>• Wow Events</li> <li>• Careers input from New Directions</li> </ul>
5. Encounters with employers and employees.	<ul style="list-style-type: none"> <li>• Employer visits to school</li> <li>• Running a stall at Blackburn Market</li> <li>• Regular visits and liaison with staff and clients at a local nursing home</li> <li>• Social action activities including Blackburn Foodbank, Bag2school and other fundraising and awareness raising initiatives to develop interaction skills and an understanding of social responsibility</li> <li>• Work experience in the community</li> <li>• School based work experience e.g. takeover day</li> <li>• United Utilities are our employment advisor</li> <li>• Preparing for the Future event</li> </ul>
6. Experiences of workplaces	<ul style="list-style-type: none"> <li>• Work experience placements</li> <li>• Visits to work places, e.g. theatres, supermarkets, cafes, museums, libraries, sports centres</li> <li>• School based work placements/volunteering</li> <li>• Exploration of objects linked to the world of work</li> <li>• Liaison with United Utilities to develop workplace experiences</li> </ul>
7. Encounters with further and higher education.	<ul style="list-style-type: none"> <li>• Students meet with New Directions to discuss options</li> <li>• Links with other schools, colleges and adult social care providers.</li> <li>• Transition visits</li> <li>• New Directions attend Annual Reviews and support parents and young people to explore all options</li> <li>• Preparing for the Future information day</li> </ul>
8. Personal Guidance	<ul style="list-style-type: none"> <li>• Students meet an advisor from New Directions which provides independent and impartial careers information, advice and guidance</li> </ul>

	<p>to young people in Blackburn and Darwen. They help young people by:</p> <ul style="list-style-type: none"> <li>• Career advice is available to students and their families at EHCP Annual Reviews to support transition in Year 9, 11 and 13.</li> <li>• Students meet with the school counsellor to discuss future plans and create an All About Me</li> </ul>
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### **How we measure and assess the impact of our Careers programme**

- Teacher feedback and annotation in learning journeys
- Pupil voice, through feedback sessions with student council and various teaching groups
- Parent consultation meetings and feedback at Annual Reviews
- Planning and recording of achievement for work related learning activities
- Personal Progress files
- Reports from 1-1 meetings with New Directions personal advisor
- Compass framework

### **Safeguarding**

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from Rachel Kay, Head Teacher.

### **Equal Opportunities**

Newfield School is also committed to ensuring the equality of opportunity in line with the Equality Act and seek to show this through all aspects of school life and in particular through our commitment to every child fulfilling their potential, our work in the classroom, our recruitment and retention of staff and our work in the local and wider community.

## **Appendix 1**

### **Provider Access Policy**

#### **Introduction**

This statement sets out the school's arrangements for managing the access of Education and training providers to pupils at the school for the purpose of giving 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 8-13 are entitled:

- To find out about Further Education qualifications, supported internships, apprenticeship opportunities, paid employment and volunteering as part of their 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, Further Education, Supported internships, apprenticeships, paid employment and volunteering - through transitions events, Jobs Fairs, College Links, EHCP reviews and transition planning meetings
- To understand how to make applications for the full range of course, internships, paid employment and volunteering opportunities.

We will make these opportunities available to all pupils and this will be personalised to meet the needs of the individual.

#### **Procedure**

A provider wishing to request access should contact:

Mrs Laura Walmsley - Careers Lead

Telephone – 01254 588600

#### **Opportunities for access**

The Preparing for the Future event held each year will offer providers an opportunity to speak to pupils and/or their parents /carers. Other opportunities could also be arranged.

#### **Premises and facilities**

The school will make the hall, classrooms or meeting rooms available for discussions between the provider and the pupils as appropriate to the activity. The school will also make available AV and other specialist equipment to support provider presentations. This will all be discussed and agreed in advance of the visit with the career's leader or a member of their team. All providers will be expected to adhere to the school procedures for visitors and these will be explained to you.

Providers are welcome to leave a copy of their prospectus or other course literature with the Careers Lead.

#### **Approval and review**

## **Careers Policy**

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*'Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as it's number one priority. This commitment to robust recruitment, selection and induction procedure is shared by all staff and volunteers of Newfield School'*

Approved February 2026 by Governors at Curriculum and Standards Committee

Next review: February 2029