



Careers Education, Information, Advice and Guidance Policy (CEIAG)

DATE UPDATED	July 2023
AUTHOR	SLT
VERSION NO.	V.04
NEXT REVIEW	Autumn Term 2024
REVIEWED BY	Curriculum Inclusion & Achievement Committee

Amendments to previous policy:

- DfE Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges January 2023 (replaces the 2021 document).
- Students at Key Stage 5 access workplace visits through external visits or opportunities associated with their taught curriculum.
- Appendices added: Careers Programme Overview 2022– 2023 Appendix 2 and Work Experience Appendix 3

Rationale

Park High School is committed to providing high quality Careers Education, Information, Advice and Guidance (CEIAG) to all students and recognises the important role that careers education / work-related learning plays in:

- Raising aspirations and inspiring young people to achieve their full potential.
- Empowering young people to make well-informed decisions when planning and managing their own futures.
- Preparing young people for the opportunities, responsibilities and experiences of life, so they make a successful transition from school to adult life.
- Equipping young people with the skills, attitudes, knowledge and understanding to sustain employability and achieve personal and economic wellbeing throughout their working lives.
- Promoting equality, diversity, social mobility and challenging stereotypes.

This policy document is in line with legislation and guidance documents detailed below:

- DfE Careers strategy: making the most of everyone's skills and talents December 2017.
- DfE Careers guidance and access for education and training providers. Statutory guidance for schools and guidance for further education colleges and sixth form colleges January 2023
- DfE new Guidance on Work Experience 4 October 2013.
- Section 42A and 45A of the Education Act 1997.
- Gatsby Foundation Good Career Guidance 2014.
- CDI (Careers Development Institute) Framework for Careers, Employability and Enterprise Education April 2021.
- Section 29 of the Education Act 2011 placed schools under a duty to secure independent and impartial careers guidance for young people in Years 9 to 11 and from September 2013 was extended to Years 8-13.
- National Curriculum programme of study for PSHCEe and citizenship.

Commitment

Park High School is committed to providing a planned programme of careers education, information, advice and guidance (CEIAG), Work Related Learning and Enterprise for all students in Years 7-13. The CEIAG programme is a planned, progressive programme of activities which supports students in choosing 14-19 pathways that suit their interests and abilities and helps them to follow a careers path and sustain employability throughout their working lives. Park High School have secured the services of Prospects, to provide our independent and impartial career guidance. The careers adviser is level 7 qualified and is in school two days per week. Our careers adviser ensures that careers education, information, advice and guidance is:

- Presented in an impartial manner.
- Includes information on the full range of education or training options, including apprenticeships and other vocational pathways.
- Guidance that the person giving it considers will promote the best interests of the students to whom it is given.

Park High School achieved the Quality in Careers Standard Award, through Investor in Careers in December 2018 and is committed to the reassessment of the award and are reapplying in December 2023.

Links with other policies

The policy for CEIAG supports and is underpinned by a range of key school policies / action plans, including:

- Safeguarding and Child Protection Policy.
- School Development Plan.
- SEN Policy.
- PSHCE Policy.
- Teaching and Learning Policy
- Work Experience Guidance
- Provider Access Policy. This complies with the school's legal obligations under Section 42B of the Education Act 1997 (the 'Baker Clause').
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Objectives

The CEIAG programme is designed to meet the needs of all students at Park High School. It is adapted and personalised to ensure progression through activities that are appropriate to students' stages of career learning, planning and development.

The CEIAG programme makes a major contribution to preparing young people for the opportunities, responsibilities and experiences of life.

Careers Education forms an integral part of our curriculum. The three main areas of careers learning are:

- Self-Development – understanding themselves and the influences on them.
- Career Management – Make and adjust plans to manage change and transition.
- Career Exploration – Investigate opportunities in learning and work.

In line with statutory guidance, Park High is committed to working towards meeting the eight Gatsby Benchmarks. Appendix 1

- The school will work to ensure that an embedded programme of career education and guidance is known and understood by students, parents, teachers, employers and FE and HE institutions.
- Continue to provide every student, and their parents/carers, access to good quality information about future study options and labour market information, to minimise the number of students who are not in education, employment or training (NEET) when they leave school.
- Opportunities for advice and support will be tailored to the needs of each student. Appropriate guidance will be provided during each key stage and will embed equality and diversity throughout, including for disadvantaged students and those with SEND.
- All departments will continue to link curriculum learning with careers, promoting STEM careers by teachers of STEM subjects.
- From Year 7 to Year 13 every student will have multiple opportunities to learn from employers about work, employment and the skills that are valued in the workplace.
- In Year 10, all students complete a one-week Work Experience placement. This provides them with first-hand experiences of the workplace. Students at Key Stage 5 access workplace visits through external visits or opportunities associated with their taught curriculum.
- All students will continually be made aware of the full range of learning opportunities that are available to them.
- All students have opportunities for guidance interviews with a Level 7 qualified careers adviser during their time at Park High School.
- To improve the transition from school to working life.
- To encourage participation in continued learning including higher and further education.

- To ensure students follow courses or programmes post 16 that are appropriate to their longer-term aspirations and needs.
- To develop enterprise and employment skills, relating these skills, attitudes, concepts and knowledge learned in school to applications in the wider world.
- To increase access and choices for all students.
- To focus students on their future aspirations improving employability through developing effective links with external partners.
- To be aware of career opportunities available to them as individuals.

All students are entitled to be fully involved in an effective CEIAG programme. All students have access to unbiased, confidential, personalised and impartial careers advice and are actively encouraged to take responsibility for their futures and plan and manage their own personal development and career progression. Students have access to relevant up to date information via the Careers & Employability page on [SharePoint](#).

Parental involvement

Young people do not make career decisions in isolation and parents/carers can have substantial impact, as well as a clear interest in the right outcomes for their young person. The school encourages parental involvement in the careers programme and holds several events for parents/carers.

- Review days - invited into school to discuss their son /daughter's progress, targets set with tutors.
- Parents/Carers Evenings - invited into school to discuss their son / daughter's progress with subject teachers.
- Year 10 Work Experience - conversations with parents and carers regarding work placement.
- Volunteering for career events within school and offers work experience opportunities.
- 1:1 Career guidance meetings, invited to attend.
- Year 9 Preferences Evening – GCSE & Vocational choices.
- Year 11 Careers Fair.
- Parents/Carers are kept up to date with career-related events and activities via letters and emails home, the school website, social media and termly newsletters.
- There is a dedicated page on the Careers & Employability webpage for parents/carers.
- The Careers Lead attends all Parents Evenings and annual reviews.

Curriculum Delivery

The careers programme includes careers education sessions, career guidance activities (group work and individual interviews) and information and research activities, work-related learning (including one week's work experience in Year 10 and opportunities in Year 12).

Careers work is largely delivered as part of the school's PSHCEe programme for Years 7 to 13 in the form of a series of curriculum sessions including those devoted to Careers and Work-Related Learning. Additionally, there are assemblies, seminars, tutorials, drop down days, local businesses involvement and 1:1 session. The delivery is both formal and informal and permeates the whole curriculum.

The range of opportunities offered to Park High students evolves on a yearly basis. For example:

- Year 7 & 8 Ignite Programme.
- Year 7 & 8 & 9 Forest School.
- Year 9 & 10 Brilliant Club.
- Year 10 Work Experience
- Year 10 Enterprise Challenges.
- Year 10/11 Mentoring Programme
- Year 11 Careers Fair

- Year 11 Day in the life of – taster day at College or Sixth Form
- Year 12 Employability Day
- Year 12 / 13 Kick Start Medicine Programme.
- Year 12 / 13 Oxbridge Support Programme.

Visibility of careers

CEIAG opportunities and pathways are made visible to students both in classrooms and communal areas by:

- A dedicated Careers & Employability display board.
- Screens at reception and around the school, with rolling information about local college and Sixth Form Open Days or upcoming events.
- A wall display with stories and pictures from Work Experience.
- Wall displays in classrooms showing the different careers linked to a specific subject, as well as case studies of different people and the jobs they do.

Careers information resources are shared and celebrated on the school [website](#), Sharepoint, a platform called [Start Profile](#) and [Unifrog](#), a programme for students to record their achievements, interactions and opportunities. Within the designated Careers & Employability room, which is accessible to students from 8.30am - 4.30pm everyday, there are a range of paper-based materials from information leaflets to prospectuses.

Career guidance meetings

Students are entitled to appropriate guidance to meet their individual needs. Our independent Careers Adviser attends Park High School two days a week and conducts 1:1 guidance interviews mainly with students in Years 10, 11, 12, 13 and other targeted students throughout the year.

We recognise the key role that parents/carers play in career choices and they are welcome to attend these interviews with their child. The Careers Adviser also leads group work sessions with students in Years 8 and 9, attends careers events and attends Year 9 Preferences Evening. The work carried out with students is documented through [Unifrog](#) and students are tracked through the school to ensure that they make well informed choices post 16 and manage that transition successfully. All students at Park High can request an appointment with the Careers Adviser. The Careers & Employability Coordinator or Careers Adviser attends the annual reviews for students with an Education Health Care Plan in Years 7 – 13.

Monitoring, Review and Evaluation

Careers Education is monitored and evaluated annually by the Careers & Employability Co-ordinator using the CDI (Careers Development Institute) Framework for Careers, Employability and Enterprise Education. When reviewing the programme, the School Improvement Plan is used to ensure that the careers department is fully supporting the whole school aims.

The Careers & Employability Co-ordinator works with the PSHCEe lead and all tutors to evaluate the current programme and plan the next one. All educational visits are evaluated by both the facilitator and students through questionnaires and online surveys. These are analysed and the results form a part of the annual review. These outcomes identify areas for development, set goals and agree strategies to ensure they are effective.

Careers Guidance is monitored and evaluated annually through discussion with key staff, senior management team and by way of an online survey to students post 1:1 guidance interviews.

The Service Level Agreement, with our external provider, is reviewed termly and annually.

Evaluations are completed by students and external providers after any career events for feedback, which is then used to enhance future provision.

Year 11 progression data is used to monitor the effectiveness of both careers education and careers guidance. This is also taken into consideration when reviewing the careers education programme.

Staffing

Responsibility for CEIAG within Park High School is a partnership between the teaching staff, Careers & Employability Co-ordinator (Careers Lead), Pastoral Team and the Independent Careers Adviser who are responsible to the Deputy Headteacher. There is an active linked Governor for Careers & Employability. All staff contribute to CEIAG through their roles as tutors and subject teachers. Specialist sessions are delivered by Form Tutors and complemented by external providers which include both external and internal visits. The careers programme is planned, monitored and evaluated by the Careers & Employability Co-ordinator and overseen by the Deputy Headteacher and linked Governor. The independent Careers Adviser provides specialist careers guidance. Careers information is available via Sharepoint and on the [website](#) for parents/carers, students and teachers. These resources are maintained by the Careers & Employability Co-ordinator. Careers information can be accessed via the internet.

Staff training needs are identified by an online survey and Form Tutors are kept updated via the Careers & Employability Coordinator attending their team meetings and registration activities.

Employer and External links

A range of external providers are invited into school to support the careers programme. These might include local colleges, universities, training providers, apprenticeship organisations, employers, school alumni, or staff from various projects. In all cases, such staff and organisations will be vetted for suitability by the relevant staff at school.

Resources and budget

The school is committed to providing the resources to enable an effective careers programme. The Careers & Employability department has its own budget. The Careers & Employability room has relevant, up to date information in a range of media, formats and languages. Students have access to IT facilities. Specialist equipment and support are available for individuals with learning difficulties and /or disabilities. Additional information resources include participation in local events and activities, and work with employers, business and other organisation.

PARK HIGH SCHOOL Provider Access Policy Statement. – Please see policy for full details.

Several events integrated into the school careers programme will offer providers of education or training an opportunity to come into school to speak to students and/or their parents/carers. Providers should speak to the contact name below to identify the most suitable opportunity for access to Park High students.

Providers are welcome to leave a copy of their prospectus or other relevant course literature for the Careers & Employability room, which is available to all students at break and lunch times and before and after school.

A provider wishing to request access should contact: Mrs Donna Foster, Careers & Employability Coordinator
Telephone: 0208 951 6299. Email: dfoster4.310@parkhighstanmore.org.uk

If you would like this policy in a different format please contact Mrs Foster, details above.

References

The Gatsby Benchmarks

<http://www.gatsby.org.uk/uploads/education/good-career-guidance-handbook-digital.pdf>

The Career Development Institute Careers Framework

[Careers Framework \(2020\) \(thecdi.net\)](#)

Careers guidance and access for education and training providers

[Careers Framework \(2020\) \(thecdi.net\)](#)

Careers strategy: making the most of everyone's skills and talents

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/664319/Careers_strategy.pdf

Quality in Careers Standard

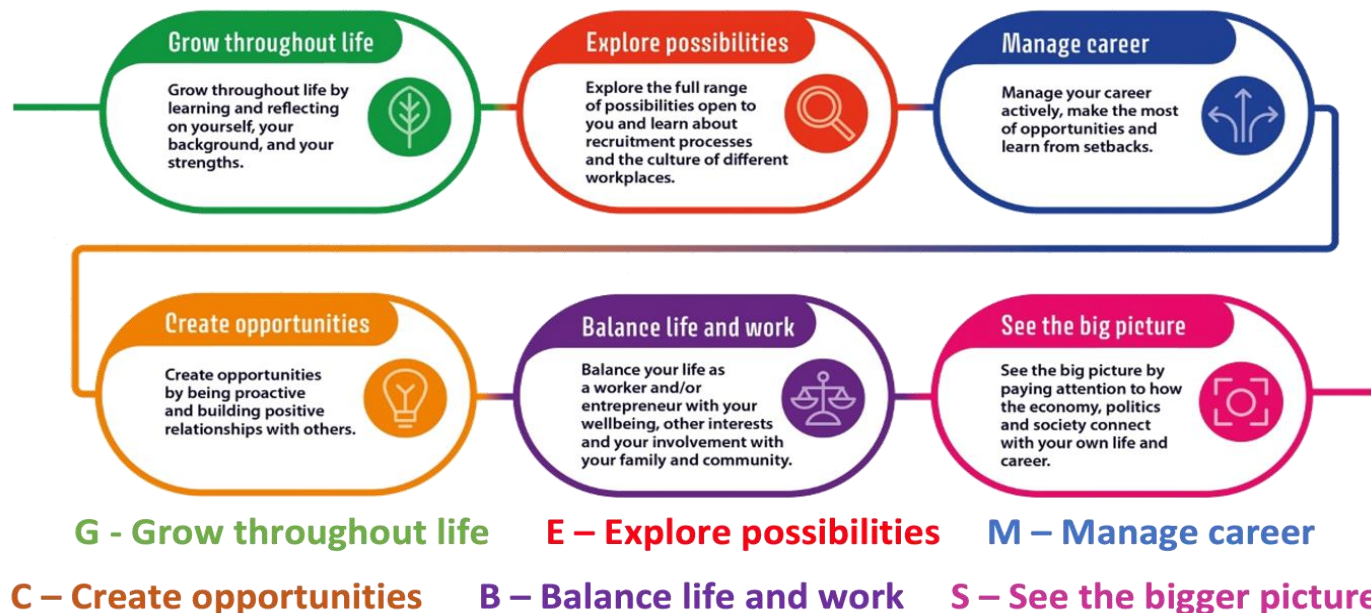
<https://investorincareers.org.uk>



Park High School Careers Programme Overview 2022 - 2023

Our careers programme inspires curiosity, challenges perceptions and raises aspirations.

Incorporating the Gatsby Benchmarks and CDI Framework



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Park High School Careers Programme Overview 2022 - 2023

Year group	Event	Term Date	Notes
7	Enterprise Challenge	Autumn Term 1	Pilot - two tutor groups attended an enterprise workshop delivered by an external company linking maths and creative skills
7	Careers Fair	Autumn Term 1	Students attend during lunch period to speak with visitors from FE, HE and companies
7	Introduction to Careers Assembly	Spring Term 1	Introduction to the Careers Team
7	National Apprenticeship Week	Spring Term 1	Presentation about apprenticeships. Understanding post 16 pathways.
7	Assembly	Spring Term 2	Careers assembly linking curiosity character virtue
7	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons. Careers treasure hunt.
7	Career speed Networking Event	Spring Term 2	Meet with external employers to hear about their job role.
7	Introduction to Unifrog	Summer Term 2 and throughout the year	Students create a Unifrog account and complete the interests quiz. Students log use of Park High Character Virtues using competency tool.
7	Unifrog	Summer Term 2	Exploring career pathways that suit me
7	Job of the week at registration time	Summer Term 2	Broadening students awareness of jobs available and labour market information.
Year group	Event	Term Date	Notes
8	Job of the week at registration time	Throughout the year	Looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market.
8	Careers Fair	Autumn Term 1	Students attend during lunch period to speak with visitors from FE, HE and companies

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8	National Apprenticeship Week	Spring Term 1	Presentation about apprenticeships. Understanding post 16 pathways.
8	Assembly	Spring Term 2	Careers assembly linking curiosity character virtue
8	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons. Careers treasure hunt.
8	Career speed Networking Event	Spring Term 2	Meet with external employers to hear about their job role.
8	Refresher of Unifrog	Termly	Complete exploring career pathways that suit me
8	Registration activity	Spring Term 2	Understanding different qualifications and pathways.
8	Trip to BT Office London	Summer Term 2	Work place visit to raise aspirations. Hearing from employees and importance of employability skills.

Year group	Event	Term Date	Notes
9	Job of the week at registration time	Throughout the year	Looking at a wide range of careers and being aware of the range of possible jobs. Identifying common sources of information about the labour market.
9	Careers Fair	Autumn 1	Students attend during lunch period to speak with visitors from FE, HE and companies
9	National Apprenticeship Week	Spring Term 1	Presentation about apprenticeships. Understanding post 16 pathways.
9	Assembly	Spring Term 2	Careers assembly linking curiosity character virtue
9	Preferences Evening	Spring Term 2	Careers & Employability Coordinator and Independent Careers Adviser attend evening and speak with parents/carers and students.
9	Parents/Carers Evenings	Spring Term 2	Careers & Employability Coordinator attends Parents Evenings

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9	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons. Careers treasure hunt.
9	Career speed Networking Event	Spring Term 2	Meet with external employers to hear about their job role.
9	Trip to Price Waterhouse Cooper.	Spring Term 2	Work place visit to raise aspirations. Hearing from employees about their journey and job.
9	CV preparation	Summer Term 2 and throughout the year	Programme during registration time to create their CV.
9	Review Day	Summer Term 2	Work Experience Administrator in attendance to speak with parents/carers about work experience in Year 10.
Year group	Event	Term Date	Notes
10	Registration activities	Continuous throughout the year	Post 16 pathways, personal development action plan, Planning my route work experience,
10	CV Preparation Programme	Autumn Term 1	Programme during registration time to create their CV.
10	Work Experience Launch assembly	Autumn Term 1	Careers & Employability Coordinator launches work experience through an assembly. Benefits, expectations, locations.
10	Careers Fair	Autumn Term 1	Students attend during lunch period to speak with visitors from FE, HE and companies
10	Top tips for interviews.	Autumn Term 2	Live teams presentation by SCS Railways.
10	Mock Interview Event	Autumn Term 2	External employers interview students and provide feedback.
10	National Apprenticeship Week	Spring Term 1	Activities during the week during tutor time. Presentation from Department of Work and Pensions.
10	Trip to Harrow College	Spring Term 1	BTEC Sport and Enterprise students exploring post 16 pathways
10	Assembly	Spring Term 2	Careers assembly linking curiosity character virtue
10	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons. Careers treasure hunt.
10	Career guidance meeting	Summer Term 1	1:1 career guidance meetings begin with independent careers adviser.

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10	Personal Safety	Summer Term 2	In person presentation by Police on Personal Safety during work experience
10	Assembly	Summer Term 2	Expectations during work experience
10	Parents Evenings	Summer Term 2	Careers & Employability Coordinator attends Parents Evenings
10	Work Experience	Summer Term 2	Students attend a one week work experience placement which they have to source
10	Work Experience debrief	Summer Term 2	Students share their work experience with their form, complete evaluation, start preparing their Park High Portfolio, update their CV
10	Group meeting for SEN parents/carers	Summer Term 2	Careers & Employability Coordinator, SENCO and Careers adviser attend to explain post 16 options.
Year group	Event	Term Date	Notes
11	Weekly registration activity	Throughout the year	Topics range from post 16 and post 18 options, UCAS website, self evaluation of their progress check, revision techniques, open days, live Q & A sessions, application forms.
11	Career guidance meeting	September - February	Students attend a one to one meeting with Level 7 qualified Careers Adviser
11	Assembly	Autumn Term 1	Introduction to Mr Clarke, Head of Sixth Form and Careers Team
11	Year 11 Curriculum Evening	Autumn Term 1	Careers & Employability Coordinator provides information on post 16 pathways to parents/carers.
11	SEN annual reviews	Autumn Term 1	Independent Careers Adviser or Careers & Employability Coordinator attend the annual reviews.
11	Careers Fair	Autumn Term 1	Wide range of Colleges, Apprenticeship and Traineeship providers, universities and employers.
11	Review Day	Autumn Term 1	Careers & Employability Coordinator in attendance to speak with parents/carers.
11	Visit to Park High Sixth Form	Autumn Term 2	Tutor groups visit the Sixth Form for a presentation from Head of Sixth Form and students.
11	Park High Sixth Form Open Evening	Autumn Term 2	Parents/ Carers attend presentation followed by talks with A level subject teachers.

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11	Day in the Life of	Autumn Term 2	Students attend Park High Sixth Form or a local College to experience a day of lessons.
11	Post 16 Transition meetings	Spring Term 1	All students attend a transition meeting about their post 16 pathway.
11	Attendance at Parents/Carers Evenings	Spring Term 1	Careers & Employability Coordinator is in attendance.
11	National Apprenticeship Week	Spring Term 1	Activities during the week during tutor time. Presentation from Department of Work and Pensions.
11	National Careers Week	Spring Term 2	Variety of careers activities over the week both in and out of lessons.
11	Spark Change	Summer Term 1	Letter to parents/carers free support programme from Prospect Services
11	GCSE Results Day	Summer Term 2	Careers & Employability Coordinator and Careers Adviser in attendance to provide support and advice.
Year group	Event	Term Date	Notes
Sixth Form	Opportunities continuously advertised on the Padlet	throughout the year	Virtual work experience, insight days, apprenticeships, webinars
Sixth Form	Apprenticeship Padlet	throughout the year	Padlet advertising apprenticeship vacancies.
Sixth Form	Assembly by SCS Railways - Work Experience opportunities	Autumn Term 1	In person assembly promoting work experience opportunities with SCS Railways
Sixth Form	Careers Fair	Autumn Term 1	Opportunity to speak with FE, HE, Employers about post 18 pathways.
Sixth Form	Why students need a Linked in profile.	Autumn Term 2	Live presentation by Get my first job
Sixth Form	Introduction to Careers Compass site.	Autumn Term 2	Live presentation to Careers Compass website. Workshops and support available to Sixth Form students.
Sixth Form	Preparing for your future in work presentation	Spring Term 1	In person talk by Department of Work & Pensions
Sixth Form	Apprenticeship presentation	Spring Term 1	In person presentation by Apprenticeship Support & Knowledge
Sixth Form	Live Team & In person Apprenticeship Speed networking event	Spring Term 1	In person and live teams presentations from apprentices

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Year 12	Career guidance meetings	Autumn Term 2	Interviews for students new to Park High Sixth Form
Year 12	Preparing for work - Interview skills and employability day	Spring Term 1	Preparation for the employability day interviews, looking at CVs.
Year 12	Live Teams presentation. Networking Skills and employability skills	Spring Term 1	Live Teams presentation by external provider.
Year 12	UCAS Fair	Spring Term 2	Opportunity to explore post 18 options
Year 12	Employability Day	Spring Term 2	External employers interview students, provide feedback and observe team working challenge
Year 12	Post 18 Options Week	Summer Term 2	Variety of activities linked to progression after Year 12. University and Apprenticeship Festival visits.
Year 13	Student Finance	Spring Term 1	In person presentation by University of Hertfordshire
Year 13	Spark Change	Summer Term 1	Letter to parents/carers free support programme from Prospect Services

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Work Experience Guidance

Introduction

Work experience is an integral part of our students' entitlement to Careers Education, Information, Advice and Guidance and supports Gatsby Benchmark 6 'Experiences of the Workplace' which states:

Every student should have first-hand experiences of the workplace through work visits, work shadowing and/or work experience to help their exploration of career opportunities and expand their networks.

<https://www.goodcareerguidance.org.uk/the-benchmarks>

Work experience gives young people vital insights into the world of work and can help young people make decisions about their future and develop new and existing skills. Work experience can be linked to four curriculum areas:

- Developing students' employability and key skills.
- Careers education and guidance.
- Personal and social education.
- Character education.

Aims and Objectives:

The aim is for all students in Year 10 to have an opportunity to take part in one week of work experience to allow them to see firsthand the world of work and experience the day-to-day aspects of employment. It also offers many benefits and learning opportunities which include:

- Developing students' employability skills.
- Enhancing students' knowledge of, and prepare them for, the world of work.
- Providing an insight into the skills, qualities and attitudes required by employers.
- Providing opportunities for personal and social development – including self-confidence, time management, personal organisation, team working, resilience.
- Supporting the School's Careers Education Advice and Guidance and Character Education provision.
- Enabling students to make cross curricular links.
- Providing students with an opportunity for self-evaluation.

Provision

At Key Stage 4, the opportunity to participate in a one-week work experience placement is offered to all Year 10 students in the Summer Term. Key Stage 5 students access workplace visits through their chosen curriculum courses.

Key Stage 4 Responsibilities

Park High School always has the prime 'duty of care' for all students – including times when students are involved in Work Experience or other off-site work-related learning. Before a student can go out on work experience it is the school's responsibility to ensure all required forms are completed, signed and returned. The work experience programme is co-ordinated by the appointed member of staff who is responsible to the Deputy Headteacher.

Safeguarding

Students are informed through assemblies and tutor time about how to act if they do not feel safe or are concerned at any time, namely:

- Speak to their parents /carers.

- Speak to their employer/point of contact if appropriate.
- Contact their HOY and PSA team.
- Contact the school safeguarding team.
- If it is an immediate concern about their, or somebody else's, safety, call the emergency services.

Parents and employers are advised to contact the school if they have any concerns during their child's placement. They are also made aware of the process and responsibility to report any safeguarding concerns.

Safety considerations

The HSE guidance for work experience and placements is invaluable and should be shared with staff and placement providers. It can be found at <https://www.hse.gov.uk/youngpeople/workexperience/>

Delivery

Work Experience is introduced early in the Autumn Term in Year 10 through tutor time, assemblies and PSHCEe sessions to prepare students to find a placement. All students are encouraged to source their own placement. All placements need to provide evidence of an organised programme, supervision and that there are relevant Health & Safety procedures in place.

Park High's preparation programme includes:

- Looking at the benefits of work experience.
- Thinking carefully about placement choice.
- Finding the placement.
- Applying for the placement.
- CV and cover letters.
- Ensuring that all required paperwork is completed.
- Learning about Health and Safety.
- Planning your route.
- Post work experience – evaluating what has been learned.

Monitoring

Students are provided with a copy of their original paperwork which provides the contact details of their supervisor, working hours and job description.

Students are either visited or telephoned whilst on their placement by a member of school staff.

All students are provided with a work experience diary to record all aspects of their experience during their placement. These must be signed and completed by all students, parents/carers and employers.

Students must advise the employers and school should they be unable to attend for any reason to enable all attendance to be accurately recorded. Employers are asked to contact the school as soon as possible should a student not attend for any reason.

Review and Evaluation

All students take part in a work experience debrief which is delivered during tutor time and PSHCEe.

This includes:

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- Evaluating the experience – to explore what has been gained from work experience.
- Work experience diaries – to know what skills have been developed through completing the diary and reflecting on skills learnt.
- Work experience – key skills – to understand and know what skills have been developed through comparing key skills at the start and end of the programme and to record in Unifrog.
- Letter of thanks – to understand how to correspond with an employer through writing a formal letter of gratitude.

This guidance is reviewed annually.