



BURLINGTON  
HOUSE SCHOOL

## **Careers Policy**

**Responsible person(s):** Ángela Moreno Morales (Careers Advisor Senior), Steve Proctor (Head of Sixth Form)

**Review Cycle:** Annual

**Last review date:** September 2023

**New review date:** September 2024

**In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.**

Burlington House School is owned and operated by **Cavendish Education**.

### **General Introduction:**

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school’s aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that ‘all children can achieve’.

While this current policy document may be referred to elsewhere in Burlington House School documentation, including particulars of employment, it is non-contractual.

In the school’s policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the [Education Act 1996](#), which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility September 2018](#) considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- Peninsula BrightHR
- Peninsula BrightSafe (Health and Safety)
- Atlantic Data (DBS)
- Educare (online CPD)
- SchoolPro (data protection)
- Marsh Commercial (insurance)

Burlington House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions a significant revision, although promulgated in school separately, may have to take effect between the re-publication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

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## 1. **Policy Introduction:**

### **STANDARD 1. THE QUALITY OF EDUCATION PROVIDED (CURRICULUM)**

At Burlington House School, we aim to prepare our pupils and Students for the opportunities, responsibilities and experiences of life. Careers education and guidance is an essential part of this process, and so we ensure that all our learners have access to a programme of careers education through Tutorial lessons, scheduled work experience as well as a combination of internal and independent careers advice. Burlington House School has a named post-16 advisor, who leads on Vocational Progression, a named work experience coordinator and a named Academic Post-16 advisor (including UCAS). Burlington House School has a named Careers Lead.

Careers guidance will:

- be presented in an impartial way, with no bias or favoritism towards a particular educational route or work option
- encourage pupils to fulfill their potential
- support pupils in knowing their own strengths and weaknesses, interests relating to the world of work
- allow pupils to learn about different career opportunities
- as far as is reasonably possible, present guidance tailored to the individual

- aim to reach all pupils attending a Post-16 placement
- aim to meet the Gatsby Benchmarks for careers education provision

Where possible, pupils attend careers or apprenticeship fairs and outside speakers are invited to come in and talk to the pupils across key stages 3, 4 and 5 about their careers pathway and progression. Further, an LA careers representative for SEN is invited to attend annual reviews. The LA Keyworker will give recommendations as part of the review of/transition to an Education, Health and Care Plan (EHCP) which forms part of the Annual Review. We advise parents to seek further advice from the LA representative, if required.

Burlington House School seeks to create and maintain links to a series of Post-16 provisions that we deem suitable for SpLD learners. Pupils and parents are invited to meet representatives of these provisions when they have open day events, or taster days.

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## **2. Careers guidance:**

At Burlington House School, the process of career guidance starts in January with a 1: 1 meeting with an external careers advisor. Burlington House School aims to invite independent speakers who will address KS4 and KS5 pupils on topics related to future education and employment. In PSHE lessons at KS3, pupils are introduced to the e-clips web based software which has information on routes into work choices, education and wellbeing. In Year 9 parents and pupils are invited to GCSE Options Information evening . In Year 10, the school delivers a Transition Information evening for parents and pupils. The KS5 Tutorial curriculum delivers guidance on C.V writing, interview skills and letters of application to work experience and future placement. This is also supported by external bodies.

Ángela Moreno Morales is the Burlington School's career advisor. Utilising advice from SLT (particularly the Principal, Deputy Head Pastoral and SENCo), she will discuss with pupils ideas for the future and explore the range of options available after they have left the school. They will devise a plan to assist pupils in achieving their end goals. Additional support is available from Form Teachers and the SENCO. In addition the school aims to provide access to independent careers guidance for all pupils through external bodies (which may vary).

The SENCo maintains a list of leavers' destinations, which is made available to parents on request. Pupils and parents are invited to attend organised visits to post-16 providers.

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## **3. Work Experience:**

Work experience is an integral part of career planning and Burlington House School pupils in Year 10 and Year 12 complete Work Experience alongside their studies.

This experience links to Study Skills and Citizenship Education programmes and is designed to provide opportunities for real life experience.

### **3.1 - Aims:**

The work experience policy will help pupils to:

- Gain greater understanding of the requirements of the world of work
- Identify their strengths and areas for development
- Recognise health and safety implications of the workplace
- Give valuable evidence for their CV
- Begin to consider adulthood and career routes

### **3.2 - Principles:**

- Burlington House School will have two named work experience coordinators, Steve Proctor (Sixth Form) and Ángela Moreno Morales (Senior School)
- The workplace should be chosen in collaboration with the pupil based on general interests and where possible KS4 and KS5 course
- The pupil should be prepared for work experience by Burlington House School: be aware of health and safety at the workplace, pre-work experience visit to the company by the pupil (to be organised by the parents)
- There should be opportunities for the pupil to extend his/her experience through real working tasks and activities
- The pupil will have an opportunity to reflect on the experience and discuss it with it both with staff and peers
- There should be a criteria for assessing the success of the individual pupil experience and success of the programme
- Work experience should link to EHCP adulthood outcomes

### **3.3 - Responsibilities:**

- Burlington House School has a duty of care for all pupils on work experience and there is a need to check the suitability of all placements in advance. Checking should cover; health and safety check, a risk assessment and general suitability as a meaningful placement. Placements should be appropriate to the pupils and have risk assessments completed. Written evidence of these checks should be maintained.
- Pupils should be briefed before and debriefed after the experience
- Burlington House School undertakes their own health and safety checks by a competent person, by virtue of experience, training and qualification. Only approved placements should be used.
- Employers should have appropriate public liability and employers' liability insurance.
- Safety clothing and equipment must be provided.
- BurlingtonHouse School should have monitoring placements through staff visits with particular emphasis on the higher risk placements.
- Pupils on work experience should not receive payment.