

Careers Education Information Advice and Guidance (CEIAG) Policy

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1. Introduction

At Keys Group, our independent special schools provide a unique, safe, and supportive environment for pupils who have complex needs, emotional and behavioural difficulties, or who display challenging behaviour. Our Careers and Guidance Policy supports our commitment to preparing every pupil for their future beyond school, acknowledging the diverse and complex pathways our pupils may follow.

Our careers education and guidance programme is designed to be flexible, personalised, and progressive, ensuring that each pupil receives tailored support to build the skills, confidence, and knowledge needed for life after school, whether that be further education, training, employment, or meaningful community engagement.

2. Policy Aim and Scope

This policy aims to:

- Address the individual needs of all pupils, including those with SEND and complex needs.
- Deliver a planned, progressive and personalised careers education programme from Year 5 onwards.
- Integrate careers learning across the curriculum, linking it to real-world skills and labour market information.
- Provide opportunities for meaningful work experience and encounters with employers, where appropriate.
- Develop employability, independence and life skills essential for students' future success.
- The careers programme recognises the unique challenges faced by pupils with emotional, behavioural and social difficulties. It provides tailored support, including flexible work experience opportunities, mentoring and skills development, to overcome these barriers and promote positive outcomes.
- The careers programme is informed by the Gatsby Benchmarks to ensure best practice in careers education.

3. Careers Education and Guidance Delivery

- Careers education will be embedded within PSHE, Citizenship and other relevant subjects, delivered by teachers, tutors or support staff.
- All students from Year 5 onwards will receive planned careers education as part of the curriculum. The careers programme is delivered through 3 career focused days over the academic year.
- Special consideration will be given to pupils with EHCPs, looked-after children and those with additional vulnerabilities to ensure personalised and effective support.

4. Roles and Responsibilities

- Careers Lead: Coordinates the careers programme, manages resources and budgets, liaises with external partners and supports staff.
- Headteacher: Oversees policy implementation and ensures staff training and resource allocation.
- Teachers, Tutors and Support Staff: Deliver careers education, support individual guidance and embed employability skills across the curriculum.
- SENCO: Works closely with the Careers Lead to identify and support pupils with SEND and complex needs.

5. Training and Development

- All staff involved in careers education and guidance will receive regular training and updates to maintain best practice and statutory compliance.
- Induction for new staff will include familiarisation with this policy and the careers programme.

6. Equality and Inclusion

- Keys Group is committed to equality and diversity. Careers education and guidance will be inclusive, respectful, and tailored to meet the diverse needs of all pupils regardless of race, gender, disability, faith, or background.
- Reasonable adjustments will be made to ensure all pupils can access careers support.

7. Monitoring and Review

- The policy will be reviewed every 2–3 years, unless changes in legislation or best practice require earlier review.
- The Careers Lead will monitor and evaluate the effectiveness of the careers programme regularly, including student outcomes and engagement.
- Feedback from students, staff and external partners will inform ongoing improvements.
- The policy will be reviewed annually or sooner if required by changes in legislation or practice.

- Regular feedback will be collected from students, families and employers involved in engagement activities. This feedback will be used to evaluate and continuously improve the careers programme, ensuring it meets the diverse needs of students, especially those with SEND and complex behavioural needs.
- The effectiveness of the careers programme will be measured through clear success indicators, including:
 - Levels of student engagement and satisfaction with careers activities, gathered through regular feedback surveys.

Appendix A: Careers Lead Contact Details

Careers Lead Name: Matt Vince

Job Title: Careers Lead / Coordinator

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Telephone Number: 01543 622461

Office Location: Robin's Nest, Gailey

Role Summary: The Careers Lead is responsible for coordinating the delivery of the careers education and guidance programme, managing relationships with external providers, supporting staff, and ensuring that all pupils receive personalised and impartial careers support.

Appendix B: Local Careers Programme Overview

Term	Activity	Purpose	Gatsby Benchmark
Autumn Term	Team Building Activities	Develop teamwork, communication and resilience	Benchmark 3: Addressing the needs of each pupil
Spring Term	Enterprise Project	Link core subjects and design to practical everyday skills, encourage creativity and collaboration	Benchmark 4: Linking curriculum learning to careers
Summer Term	Dream Big Day	Explore careers, challenge stereotypes and identify personal strengths	Benchmark 2: Learning from career & labour market information Benchmark 3: Addressing the needs of each pupil Benchmark 5: Encounters with employers

