



orchard  
Education

## IAG Policy

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## 1. INTRODUCTION

This policy and practice document will set out the service to our young people and the commitment to ensure the quality and effectiveness of the provision. It takes account of the DfE statutory guidance:

- Section 42A of the Education Act 1997– Governing bodies ensure that all registered pupils are provided with independent careers guidance from year 8.
- Section 42B of the Education Act 1997 – Ensure there is an opportunity for a range of education and training providers to access all pupils from year 8 to inform them of technical qualifications or apprenticeships
- Careers guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff: 2015 (Updated April 2017) and the non-statutory departmental advice
- Careers Guidance and access for Education and training providers: July 2021
- The school operates within the Gatsby framework and areas of identified weakness drive School Improvement Plans

The policy also sits alongside other policies and, therefore should be read in conjunction with the following documentation:

- Equality and Diversity Policy and Practice
- Data protection Policy and Practice
- General Curriculum Statement
- Staff support and Development Programme
- Safeguarding and Child Protection Policy and Practice
- British Values policy

## 2. RATIONALE

Young leavers from alternative education with additional social, emotional, learning and mental health support needs can find that their transition to adulthood is often far more challenging than that of their peers. It is therefore extremely important that we support a positive transition by ensuring that our young people have the best quality Information Advice and Guidance (IAG) to help them navigate their future path.

Orchard have a set pathway (please see Appendix 1) to ensure that learners access high quality guidance and support at appropriate times within their school journey.

### 3. AIMS

Fundamental to Orchard is that our young people are supported in developing aspirations and identifying ways to make such aspirations a reality. At Orchard we commit:

- To offer Independent careers advice and guidance from YR7 to YR11
- To inspire young people to reach their full potential
- To create strong links with local employers, training providers, colleges and apprenticeship providers.
- To provide clear, impartial, up to date Information Advice and Guidance for all abilities
- To offer the opportunity to develop entrepreneurial and enterprise skills
- To work with placement authorities to identify vulnerable young people.
- To maintain accurate and up to date records of advice and support provided (please see appendices 2 & 3)
- To expose our learners to multiple employers through are social academic reward programme across NE Lincolnshire, Hull and East Yorkshire with the aim of giving them an insight into potential career opportunities.

### 4. PRINCIPLES OF IAG DELIVERY

#### 4.1 IMPARTIALITY AND CONFIDENTIALITY

Fundamental to Information Advice and Guidance is that it remains impartial and confidential. This is secured by:

- Tutors to identify external sources of careers guidance
- All information is securely stored, and the confidentiality of such information is governed by National Standards for this provision.
- Specialist Independent careers advice sourced from local authority
- Tutors to be aware of the 'Orchard Progression Pathway'
- Orchard "careers champions" work across both key stages, and all three schools
- Working within the school GDPR policy and legislative guidelines

#### 4.2 WHOLE TEAM RESPONSIBILITY

All staff have a responsibility to support young people by offering Information, Advice and Guidance. The roles of adults are defined as follows:

##### **School Principal & Assistant principal of education**

He or she has an overall responsibility for policy, procedure and development planning to ensure the quality of IAG across our provision meets the standard required by legislation.

They are responsible for developing and evolving the curriculum to ensure that IAG meets the standard required by the guidance for schools. They also monitor the quality of the curriculum provision and manage budgets to ensure resources are used wisely. The Assistant Principal of Education will also ensure that professional development of the learning centre team allows for the maintaining of training for each staff member.

### **Tutors**

All tutors will plan learning opportunities to inform, advise and guide our young people that will be motivational and suited to the progression of each individual. The opportunities will have strong links to British Values, encouraging all young people to engage positively within the community.

### **Careers Champions**

Champions will assist and guide staff to ensure that class teams are facilitating and capturing evidence of their learners' career/next step interests, explorations and progress. and that all learners receive advice and guidance tailored to their needs and interests.

## **4.3 PARTNERSHIPS**

Orchard has a well-developed portfolio of contacts and positive links within the construction sector and wider national networks, with whom partnerships can be developed and utilised to provide high quality experiences for young people. These positive relationships enable sharing of good practice as well as an increase in opportunities for young people.

Orchard work in partnership with CarePlus to offer work experience for learners with prospective employers in fields such as care, animal care, catering, administration, hair and beauty, construction and motor vehicle maintenance. Bespoke opportunities are identified to meet the needs, interests and aspirations of individual learners through personalised interviews and career exploration interviews.

## **5. IMPLEMENTATION**

The IAG facilitator will be responsible for ensuring that young people are offered high quality advice and guidance around opportunities both in the present and in the future. At Orchard the nominated Careers Pathway Lead is Rebecca Genney who coordinates, monitors and evaluated Orchard IAG careers guidance, initiatives and provision.

Information, Advice and Guidance will be delivered thorough a range of carefully planned means:

- Bespoke timetabled sessions with young people
- Development of a personalised annual overview for each young person in relation to IAG.

- External Careers based group and individual advice and guidance (For example Young Persons Support Service, external employer visits and attendance at careers events)
- IAG with regard to health and wellbeing is provided through a School Nurse “drop in” regularly hosted at the school
- KS4 work experience programme in conjunction with local stakeholders

## **6. DEVELOPMENT OF IAG AND STAFF DEVELOPMENT**

Fortnightly staff training and CPD during term time within the school, in addition to specific initiatives during school holiday additional staff training days ensure that staff are fully skilled in providing timely and appropriate advice and guidance.

## **7. IAG AND THE WIDER CURRICULUM**

### **7.1 INFORMATION, ADVICE AND GUIDANCE AND OTHER CURRICULUM AREAS PERSONAL AND SOCIAL DEVELOPMENT**

Core curriculum areas such as PSHE, English and ICT will embed aspects of IAG, particularly in relation to learner’s “next step”, personal health and wellbeing. This is demonstrated through planning documents within teaching and learning. Effective planning for PSHE in personal and economic wellbeing needs to ensure that preparation to work, work ethic and key transferable skills are embedded into sequences of work, teaching approaches and learning outcomes. Every learner at Orchard has access to a Personalised Learning Programme (PLP) whereby they access structured vocational based learning such as brickwork, hairdressing, cookery and music.

### **7.2 INFORMATION, ADVICE AND GUIDANCE AND SMSC AND BRITISH VALUES**

The Orchard believes the development of SMSC and promotion of British Values, should be embedded within all areas of teaching and learning across both the school and residential setting. This policy should be read in conjunction with the Spiritual, Moral, Cultural and Social Policy and Practice document and the British Values Policy and Practice Document.

## 7.2.1 SMSC

At Orchard we develop SMSC in many aspects of our curriculum and wider learning environment through ensuring opportunities for SMSC development are extensive and frequent.

Information, Advice and Guidance promotes:

### Spiritual

- IAG encourages young people to make informed decisions for themselves about their own futures.

### Moral

- IAG encourage young people to understand their responsibilities within the communities they live in, to ensure that everyone is valued within that community and are treated fairly. Information given to young people about the benefit system and the moral duty to be honest when sharing information with the authorities for example.

### Cultural

- IAG encourages young people to explore the wider community and understand the diversity of people's background and heritage.

### Social

- IAG encourages young people to understand the social issues that they may encounter and how they can have positive affects within the communities they live in.
- IAG encourages young people to discuss social issues in an open honest and non-judgmental way.
- IAG engages with professional support groups to address social issues

## 7.2.2 British Values

Promotion of British Values is an integral part of life at Orchard. We believe that the promotion of such values should be embedded within teaching and learning as well as in the wider community. We fundamentally believe that the promotion of British Values is an essential strategy in preventing radicalisation. This document should therefore be read in conjunction with our Prevent policy.

Examples of the promotion of British Values within IAG are:

### Rule of law

- IAG provides clear guidance on the law of the country on a range of issues that affect young people i.e. drugs, sexual relationships, health and safety.

#### Democracy

- Orchard is a child centered organisation and is keen to ensure that the voice of the child is heard; to this end there are regular student council meetings, which is the forum where the views and wishes of young people are canvassed.

#### Individual liberty

- Orchard is committed to improving the lives of those in care helping young people to achieve a level of independence enjoyed by their peers

Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

- Orchard promotes an inclusive community where all are welcome to practice their faith and where differing faiths are explored and discussed in a positive forum through both structured curriculum planning and pastoral interventions.

## 8. EVALUATION OF IAG

Orchard ensures that all transitions as young people move on are carefully planned, managed and monitored through a robust reporting system, which explores the outcomes attained by young people.

The outcome and value for young people receiving high quality, impartial information, advice and guidance is that they feel supported in exploring and developing their aspirations for the future.

Information, Advice and Guidance can be monitored through:

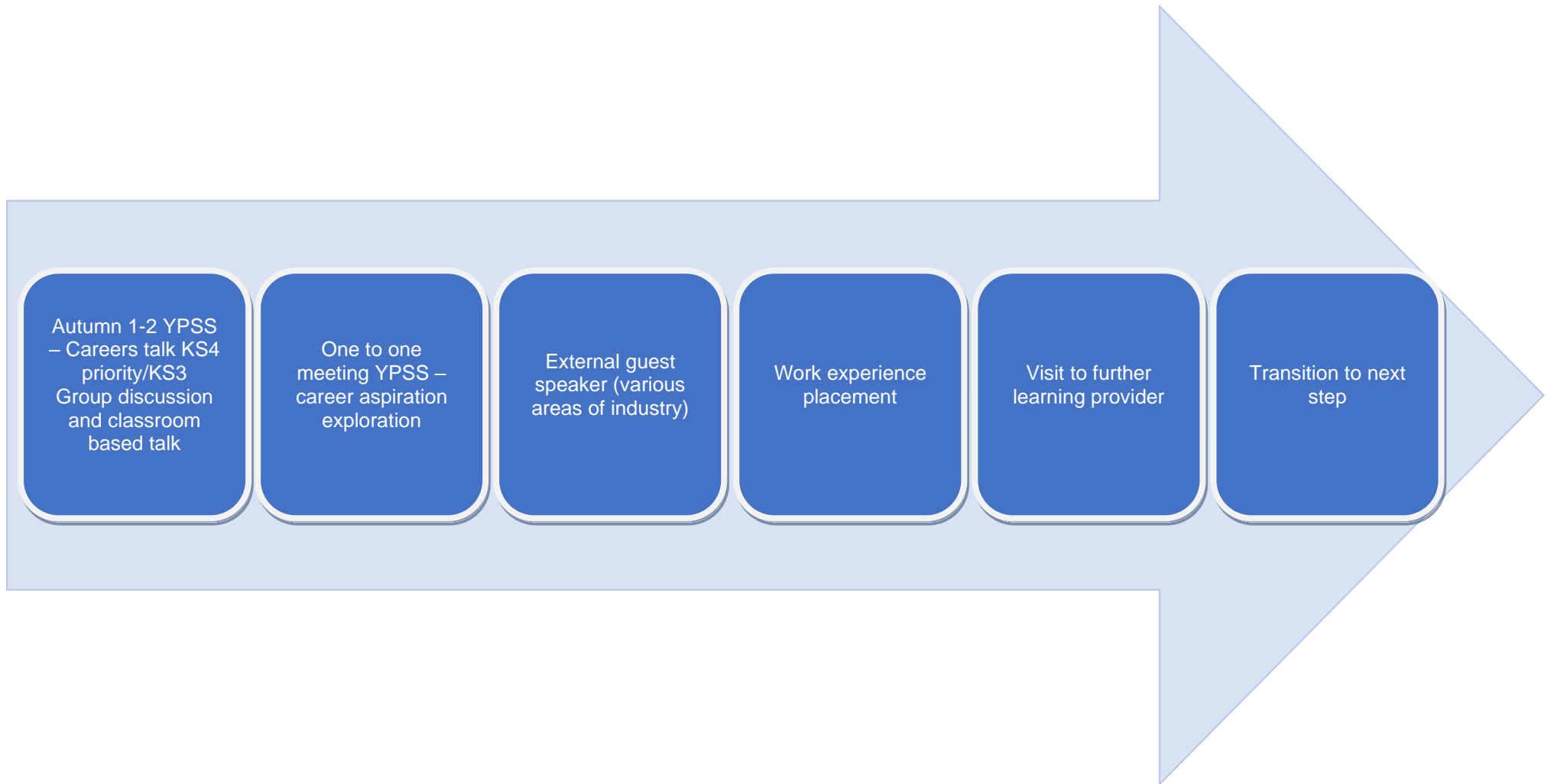
- The Statutory Review process, where professionals linked to the child discuss their progression and development.
- Senior management conduct regular detailed observations of interactions with young people across all schools.
- Orchard Data dashboard
- Partnership agreements
- Tracking of IAG activity linked to careers and next step through personalised “careers trackers”
- Destination data of leavers




This document will be evaluated and reviewed within one year of its current date.

	Initial	Review 1	Review 2	Review 3	Review 4	Review 5
Signed		Dave Melia	Mike Burton	Mike Burton	Mike Burton	Becky Genney
Position		Director	Director	Director	Director	Principal
Date		23.08.17	31/08/18	25/10/18	30/09/2019	14/09/21


## Appendix 1 – Orchard Careers Pathway



## Appendix 2 – Key Stage 3 Careers Passport

 <b>orchard</b> Education	<b>KS3 Careers Passport</b> <i>Orchard Independent School – “Ensuring all young people have the tools and opportunities they need to fulfil their potential regardless of background or life circumstances”</i>	
Name: _____	Year: 7 / 8 / 9	Tutor: _____
I'm interested in a career in: (Top 3 choices)		
I've attended a group careers session with YPSS <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____	We learned:	
Subjects/Lessons I've covered this year that include careers or looking at what I might do after I finish Y11		

## Appendix 3 - Key Stage 4 Careers Passport

 <p><b>orchard</b> Education</p>	<p><b>KS4 Careers Passport</b></p>	<p><i>Orchard Independent School – “Ensuring all young people have the tools and opportunities they need to fulfil their potential regardless of background or life circumstances”</i></p>
Name:	Year: 10 / 11	Tutor:
I'm interested in a career in: (Top 3 choices)		
<p>I've attended a group careers session with YPSS</p> <p><input type="checkbox"/> Yes      Date: _____</p> <p><input type="checkbox"/> No</p> <p>Key areas covered:</p> <p>→ _____</p> <p>→ _____</p> <p>→ _____</p>		<p>I've attended a 1-1 advice session with YPSS on:</p> <p>Date: _____</p> <p>Outcome: _____</p>
I've attended a careers information event /talk by guest speaker delivered by:		Date
		JOB

### Additional Information

<p>Work experience attended (including part-time jobs)</p> <p><b>Organisation:</b></p> <p><b>Role:</b></p> <p><b>Dates:</b></p> <p><b>Overview of work experience:</b></p>	<p>Visits made to "next step" providers (when/where/outcome)</p>
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### Destination Outcome

<p>+</p> <p>I have applied for:</p> <p>_____ (name of course)</p> <p>at _____ (provider)</p> <p>Date: _____</p>	
<p>I have attended an interview at:</p> <p>_____ (name of provider)</p> <p>For _____ (course name)</p> <p>On _____ (Date) Signed: _____ (Provider)</p>	<p>I have accepted a place at:</p> <p>_____ (name of provider)</p> <p>To attend _____ (name of course)</p>

## Notes



Date	Activity
September 2020	
October 2020	
November 2020	
December 2020	
January 2021	
February 2021	
March 2021	
April 2021	
May 2021	
June 2021	
July 2021	