CAREERS EDUCATION & GUIDANCE POLICY

NAMED PERSON:	Mrs Rebecca Beaumont Assistant Headteacher

Last Review Date:	September 2026
Review Cycle:	1 Year
Next Review Date:	September 2027

Mr Andy Crossey **Chairman of Governing Body**
Signed: A.D. Crossey
Date: September 2026

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1. Aims and Scope

Vision: To empower every student to make informed, ambitious, and meaningful decisions about their future through inclusive, high-quality careers education that connects learning to life beyond school.

The Buckingham School believes that every student is valued, unique and full of potential. Our careers programme from Year 7, all the way through to Year 13, allows our students to explore a variety of different experiences in order to make informed decisions about their futures, leading to Success for All. Through The Buckingham Way, we aim to ensure that every student:

- Understands their options
- Explores the world of work
- Gets ready for life after school/sixth form
- Develops skills throughout their whole curriculum that will support them in future life
- Feels inspired, informed and confident about their next steps

2. Legislation and guidance

In order to ensure that we are supporting our students effectively, this policy and our careers programme has been designed to meet all 8 of the Gatsby Benchmarks of Good Careers Guidance. These are as follows:

***1**: A stable careers programme*
***2**: Learning from career and labour market information*
***3**: Addressing the needs of each young person*
***4**: Linking curriculum learning to careers*
***5**: Encounters with employers and employees*
***6**: Experiences of workplaces*
***7**: Encounters with further and higher education*
***8**: Personal guidance*

In addition to the above Benchmarks, The Buckingham School this policy and our careers programme ensures that the Provider Access Legislation (PAL) Agreement is met. This states that schools must provide at least six encounters with approved providers of apprenticeships and technical education for all their students:

- *Two encounters for pupils during the 'first key phase' (year 8 or 9) that are mandatory for all pupils to attend*
- *Two encounters for pupils during the 'second key phase' (year 10 or 11) that are mandatory for all pupils to attend*
- *Two encounters for pupils during the 'third key phase' (year 12 or 13) that are mandatory for the school to put on but optional for pupils to attend*

3. Roles and Responsibilities

The Buckingham School believes that all of its staff are responsible for and have a vested interest in ensuring students can and do access the full scope of the Careers Programme in place. Specific responsibilities regarding this are listed below.

3.1 Careers Leader

The Careers Leader (with the support of other School Leaders or staff, as directed) is responsible for:

- Ensuring that the vision and principles in this policy are upheld
- Completing Careers Leader training
- Ensuring that each of their respective areas plans for and supports the delivery of the careers programme
- Quality assuring the planning and delivery of the careers programme
- Deliver training to staff, students and families, as appropriate
- Communicate to families at key transitional stages to support with making decisions about future pathways
- Tracking the destinations data for students prior to them completing their courses and afterwards, in line with government expectations
- Ensuring a contract is in place providing accessible, professional, impartial 1:1 careers guidance interviews
- Quality assuring work experience placements before, during and after the placement to ensure safeguarding requirements are met and that students are positively benefiting from it

3.2 Teachers and Support Staff

- Teachers and support staff are responsible for:
- Delivering the careers programme via curriculum lessons and form time sessions
- Supporting students with the use of Unifrog, as directed by their CLs or the Careers Leader
- Raising any concerns about potential NEETs with the Careers Leader (if a form tutor or key worker)

3.3 Students

Students are responsible for:

- Recording interactions on Unifrog
- Finding work experience placement (when appropriate) and recoding these on Unifrog
- Representing the school in exemplary manners when interacting with external bodies, whether this be on-site or off-site

3.4 Families

Families are responsible for:

- Supporting their children secure work experience placement (when appropriate)
- Encouraging the use of Unifrog at home
- Talking to their children about their next steps
- Communicating to the school any concerns they have regarding next steps

4. Implementation

The implementation of this policy is done through the delivery of The Buckingham School's Culture Curriculum, the Careers Learning Journey and the Careers Strategic Plan; all of which can be found on the School's website. These documents detail key events and programmes which take place annually for each year group. For example:

- Form times programmes for all year groups
- Bucks Skills Show
- Y10 and 12 Work Experience
- Guest speakers
- Y9 Menu Masters Challenge

- LiFT Programme

Throughout the year, the school will continue to reach out to local businesses and explore bespoke opportunities for students/year group based on student voice and therefore, additional opportunities may arise and be offered to the students.

5. Review

This policy will be reviewed every year by the Headteacher. At every review, the policy will be shared with the full governing board.

6. Links with other policies

This policy links with the following policies and procedures:

- Behaviour Policy
- Trips & Events Policy
- Child Protection Policy