



# **Careers, Information and Guidance Policy**

## **Northern Counties School**

|                                                             |                            |                           |
|-------------------------------------------------------------|----------------------------|---------------------------|
| Policy Name: Careers, Information and Guidance Policy (NCS) | Issue Date: May 2026       | Version No: 1.3           |
| Status: Approved                                            | Next Review Date: May 2027 | Page <b>1</b> of <b>6</b> |

## Policy Control/Monitoring

|                                                       |                    |
|-------------------------------------------------------|--------------------|
| <b>Approved by:<br/>(Position in Organisation)</b>    | Headteacher        |
| <b>Date (dd/mm/yyyy):</b>                             | 21 May 2026        |
| <b>Accountability:<br/>(Position in Organisation)</b> | Deputy Headteacher |
| <b>Revision Cycle:</b>                                | Yearly             |
| <b>Brief details of<br/>amendments made</b>           | New Template       |

## Equality Impact Assessment

The Foundation's commitment is to create a positive culture of respect for all staff and service users and to identify, remove or minimise risks of unlawful discrimination and disadvantage in its policies, functions and activities. As part of its development, this document has been assessed in line with The Foundation's equality impact assessment procedure.

## Version Control Tracker

| <b>Version Number</b> | <b>Date</b>   |
|-----------------------|---------------|
| 1.1                   | January 2024  |
| 1.2                   | February 2025 |
| 1.3                   | May 2026      |
|                       |               |

|                                                             |                            |                           |
|-------------------------------------------------------------|----------------------------|---------------------------|
| Policy Name: Careers, Information and Guidance Policy (NCS) | Issue Date: May 2026       | Version No: 1.3           |
| Status: Approved                                            | Next Review Date: May 2027 | Page <b>2</b> of <b>6</b> |

## 1. Introduction

The world of work and employment is changing rapidly, and young people face a wide range of career opportunities alongside complex information.

Northern Counties School recognises that **some groups of pupils may face additional barriers** in accessing, understanding, or benefiting from careers information, including those with special educational needs and disabilities, communication differences, or social disadvantage.

The school is committed to ensuring that all pupils have access to **accurate, impartial, accessible, and inclusive careers guidance**, enabling them to make informed and aspirational decisions about their futures.

## 2. Purpose

The school is committed to ensuring that all pupils, regardless of background, ability, disability, gender, culture, or any other protected characteristic, are supported to make informed decisions at all stages of their development.

Careers Information, Advice and Guidance (IAG) will:

- Empower all pupils to plan and manage their future pathways through personalised support.
- Provide information in accessible and appropriate formats to meet diverse needs.
- Raise aspirations for all pupils, particularly those at risk of underachievement or disadvantage.
- Actively promote equality of opportunity and **challenge stereotypes, bias, and discrimination** in education and employment
- Provide relevant Labour Market Information in ways that are understandable and meaningful to all learners.
- Promote diverse role models and pathways, reflecting a wide range of backgrounds, identities, and experiences.

All staff will contribute to ensuring that equality and inclusion are actively embedded within careers education.

## 3. Scope

An effective IAG programme will ensure that all pupils, including those with complex needs, have equitable access to opportunities that enable them to:

|                                                             |                            |                           |
|-------------------------------------------------------------|----------------------------|---------------------------|
| Policy Name: Careers, Information and Guidance Policy (NCS) | Issue Date: May 2026       | Version No: 1.3           |
| Status: Approved                                            | Next Review Date: May 2027 | Page <b>3</b> of <b>6</b> |

- Investigate and engage with career and post-school pathways through **adapted and personalised experiences**.
- Participate in meaningful encounters with employers, training providers, and further education settings that reflect diversity and inclusion.
- Develop the skills, knowledge, and confidence required to make informed decisions, with appropriate levels of support and scaffolding.
- Access careers information through **a range of communication methods and formats**, including visual, practical, and digital approaches.
- Understand the relationship between educational achievement and future opportunities.
- Explore their own values, beliefs, and identities in a safe and inclusive environment.

The school will ensure that:

- Reasonable adjustments are made to enable full participation.
- No pupil is disadvantaged in accessing careers provision.
- Gatsby Benchmarks are applied **flexibly and proportionately**, recognising individual starting points and needs.

## 4. Definitions

For this policy:

- **Equality** means ensuring that all individuals are treated fairly and have access to opportunities appropriate to their needs.
- **Inclusion** means removing barriers to participation and ensuring all pupils can engage fully in careers education.
- **Protected Characteristics** refer to those defined in the Equality Act 2010
- **IAG (Information, Advice and Guidance)** refers to structured support that enables pupils to make informed decisions about education, training, and employment.

## 5. Principles

### Headteacher Responsibilities

The Headteacher will ensure that:

- The curriculum meets statutory requirements and reflects inclusive practice.
- Equality and inclusion are embedded within all aspects of careers provision.
- Relevant pupil groups and protected characteristics monitor data on pupil progress and outcomes.
- A positive, inclusive culture is promoted where all pupils believe they can succeed.

|                                                             |                            |                 |
|-------------------------------------------------------------|----------------------------|-----------------|
| Policy Name: Careers, Information and Guidance Policy (NCS) | Issue Date: May 2026       | Version No: 1.3 |
| Status: Approved                                            | Next Review Date: May 2027 | Page 4 of 6     |

- The governing body is regularly informed of progress, including equality outcomes within careers education.

## Careers Leader Responsibilities

The Careers Leader will ensure that:

- Careers provision is planned, delivered, and reviewed in line with Gatsby Benchmarks, with specific attention to equality and inclusion.
- All materials and resources are **accessible and appropriately adapted** to meet individual needs.
- Pupils receive **impartial, unbiased guidance**, with staff trained to recognise and challenge stereotyping and unconscious bias.
- Employer engagements and experiences reflect **diverse industries, backgrounds, and role models**.
- Participation and outcomes (e.g. destinations, engagement) are **monitored and analysed by pupil groups**.
- All pupils, particularly those with additional needs, receive appropriate support at key transition points.

## Staff Team Responsibilities

Staff will ensure that:

- Careers learning is embedded across the curriculum in ways that are **inclusive and representative of diverse experiences**.
- Stereotypes and bias are actively challenged within teaching and learning.
- Teaching is adapted to meet the **individual needs, abilities, and communication styles** of pupils.
- Pupils are supported to access careers information and decision-making processes with appropriate scaffolding.
- All pupils are encouraged to explore a wide range of pathways without limitation.

## Governing Body Responsibilities

The governing body will ensure that:

- Careers provision is inclusive, equitable, and effectively monitored.
- Data relating to pupil outcomes, including by protected characteristic, is scrutinised.
- Any gaps in access, participation, or outcomes are identified and addressed.
- The school meets its duties under the Equality Act.

|                                                             |                            |                           |
|-------------------------------------------------------------|----------------------------|---------------------------|
| Policy Name: Careers, Information and Guidance Policy (NCS) | Issue Date: May 2026       | Version No: 1.3           |
| Status: Approved                                            | Next Review Date: May 2027 | Page <b>5</b> of <b>6</b> |

## Monitoring and Evaluation

Evaluation of careers provision will:

- Be continuous and evidence-based.
- Include analysis of participation and outcomes by **key pupil groups and protected characteristics**.
- Gather feedback from pupils, parents, employers, and staff, including underrepresented groups.
- Identify and address any inequalities in access or outcomes.

Success will be measured through:

- Improved aspirations and engagement across all groups
- Equitable access to opportunities
- Positive and appropriate post-school destinations

Findings will inform ongoing development of the policy and practice.

## 6. Monitoring and Compliance

The Senior Leader responsible for Careers will have overall responsibility for monitoring compliance with this policy, including:

- Ensuring adherence to equality legislation and the Public Sector Equality Duty
- Reviewing the provision to ensure it is inclusive and accessible.
- Reporting regularly to the Headteacher and governing body on equality outcomes

## 7. Associated Policies and References

This policy should be read in conjunction with:

- Equality and Diversity Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Teaching and Learning Policy
- Behaviour Policy
- Safeguarding Policy

All policies collectively support the school's commitment to **inclusive practice and equality of opportunity**, ensuring a coherent and consistent approach.

|                                                             |                            |                           |
|-------------------------------------------------------------|----------------------------|---------------------------|
| Policy Name: Careers, Information and Guidance Policy (NCS) | Issue Date: May 2026       | Version No: 1.3           |
| Status: Approved                                            | Next Review Date: May 2027 | Page <b>6</b> of <b>6</b> |