



BRIGHTON AND HOVE CLINIC SCHOOL

CAREERS POLICY

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Elysium Children and Education is committed to promoting equality in all its activities.
We aim to provide an environment free from discrimination and unfair treatment.

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Statement of intent

The main aims of careers provision at Brighton and Hove Clinic School are to:

- Prepare students for life post-education.
- Develop an understanding of different career paths and challenge stereotypes.
- Develop an understanding of the differences between school and work.
- Inspire students to chase and achieve their dreams.
- Help students to access information on the full range of post-16 education and training opportunities.
- Offer targeted support for vulnerable and disadvantaged students.
- Instil a healthy attitude towards work.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 1997
- Education and Skills Act 2008
- Apprenticeships, Skills, Children and Learning Act 2009
- Equality Act 2010
- Children and Families Act 2014
- Technical and Further Education Act 2017
- The School Information (England) (Amendment) Regulations 2018
- DfE (2023) 'Careers guidance and access for education and training providers'

This policy operates in conjunction with the following Brighton and Hove Clinic school policies:

- Complaints Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy

Roles and responsibilities

The Management Committee is responsible for:

- Ensuring that all registered students are provided with independent careers guidance from Year 7 to Year 13.
- Ensuring that arrangements are in place to allow a range of education and training providers to access all students and inform them about approved technical education qualifications and apprenticeships.
- Ensuring that the independent careers guidance is presented in an impartial manner, showing no bias or favouritism towards a particular institution, education or work option.
- Ensuring that the guidance includes information on the range of education or training options, including apprenticeships and technical education routes.
- Ensuring that the guidance that is provided promotes the best interests of students.
- Ensuring this policy does not discriminate on any grounds.
- Handling complaints regarding this policy as outlined in Brighton and Hove Clinic School's Complaints Procedures Policy.
- Providing clear advice and guidance to the Headteacher on which they can base a strategy for careers education and guidance which meets the school's legal requirements.

The Careers Leader is responsible for:

- Managing the provision of careers information.
- Taking responsibility for the development, management and reporting of the school's careers programme.
- Planning careers activities, managing the careers budget and, where necessary, and managing and coordinating other staff involved in the delivery of careers guidance.
- Establishing and developing links with employers, education and training providers, and careers organisations.
- Providing students with effective careers guidance and supporting social mobility by improving opportunities for all students.
- Supporting teachers of careers education and providing initial information and advice.
- Monitoring teaching and learning in careers education, and the access to and take up of career guidance.
- Preparing and implementing a development plan for CEIAG (Careers Education, Information, Advice and Guidance).
- Reviewing and evaluating the programme of CEIAG.
- Using the [Gatsby Benchmarks](#) to improve the school's careers provision and ensure compliance with legal duties, with an ultimate aim to meet all benchmarks.
- Ensuring that students with SEND (Special Education Needs and Disabilities) understand their different career pathways, and enabling them to gain the skills, knowledge and experience they require to achieve their career goals.
- Providing a thorough, personalised career service throughout the school.
- Staying up to date with relevant CPD (Continual Professional Development) and developments in the CEIAG sector.
- Organising workshops for students.
- Providing an open-door service for students once a week to drop in and discuss their options.
- Arranging meetings and follow-up appointments with students who are interested in the careers service.

Teaching staff are responsible for:

- Ensuring careers education is planned into their lessons.
- Attending any relevant CPD or training to ensure they are up to date with the Brighton and Hove Clinic School's careers plan.
- Promoting careers guidance in the classroom through visual aids.
- Being good role models for their particular area of work or specialism.
- Creating a learning environment that allows and encourages students to tackle real life challenges, manage risks and develop skills that can be applied to the workplace.

Developing a stable careers programme

Brighton and Hove Clinic School is a small independent school for up to 16 students aged between 12 to 18 who have been admitted to Brighton and Hove Clinic, a CAMHS Tier 4 Eating Disorder Service.

Students are admitted and discharged to the clinic throughout the year, and the anticipated length of stay is around 12 to 16 weeks, however, this is dependent on each student's presentation and some admissions have lasted for up to one year. Whilst receiving treatment, students are placed on roll at Brighton and Hove Clinic School and many also maintain their place on roll at their home-school who we work closely with so that continuity is maintained.

Brighton and Hove Clinic School has a careers programme in place which is guided by the eight Gatsby Benchmarks:

- A stable careers programme
- Learning from career and labour market information
- Addressing the needs of each student
- Linking curriculum learning to careers
- Encounters with employers and employees
- Experiences of workplaces
- Encounters with further and higher education
- Personal guidance

The programme will be reviewed regularly against the benchmarks to ensure it remains on target. It will ensure that we comply with the Baker Clause, which is an amendment to the Technical and Further Education Act that requires schools to proactively provide access to its pupils by alternative providers of technical & post 14, 16 to 18 education.



A careers lead is in place to ensure the leadership and coordination of a high-quality careers programme.

The careers lead for Brighton and Hove Clinic School is the Deputy Headteacher.

An impartial careers adviser will support the careers leader and provide individual, tailored careers guidance to students. The external provider will work alongside our internal careers lead teacher to ensure that the needs of all students are met.

Using labour market information

Brighton and Hove Clinic School will ensure every student, and their parents, has access to good-quality information about future study options and labour market opportunities. Students and their parents will be referred to the National Careers Service which offers information and professional advice via a website, helpline and web chat.

Brighton and Hove Clinic School will ensure students understand the value of finding out about the labour market and support them in accessing this information. Students will be provided with information on the benefits of understanding the labour market, including the salaries and promotion opportunities for different jobs, and the volume and location of vacancies across different sectors.

Brighton and Hove Clinic School will provide students with the necessary links and information that will enable them to access this. Access will be monitored to review whether students are making the most of the service, and if not, what can be done to ensure they do.

To support social mobility, Brighton and Hove Clinic School will work to raise students' aspirations and tackle stereotypical assumptions. Interventions will be used to tackle gender stereotypes; arrangements will be made for students to talk to employees who work in non-stereotypical jobs to raise awareness of the range of careers that STEM (Science, Technology, Engineering, Maths) qualifications lead to.

Addressing the needs of students

Brighton and Hove Clinic School's careers programme will aim to raise the aspirations of all students whilst being tailored to individual needs. The programme will inform students of the range of opportunities available to them, encouraging them to aim higher and make choices relevant to what they feel they can achieve.

All forms of stereotyping will be prohibited in the careers advice and guidance that is provided, to ensure students of all genders, backgrounds and abilities can consider the widest possible range of careers.

Destinations data will be retained by the school for at least three years after a student has left school.

Brighton and Hove Clinic School will work in partnership with a student's home-school and Local Authority as well as post-16 providers to provide support and advice on transitional pathways into Further Education or training.

Brighton and Hove Clinic School will work with the Local Authority, children's social care, and a student's home-school to identify students who are in need of targeted support or those who are at risk of not participating in post-16 pathways, such as:

- LAC (Looked after Child) and PLAC (Previously Looked After Child)
- Care leavers.
- Students from Gypsy, Roma and Traveller backgrounds.

Agreements will be made on how these students can be referred for support drawn from a range of education and training support services available in their area.

Brighton and Hove Clinic School will ensure that careers guidance is differentiated, if appropriate, and based on high aspirations and a personalised approach.

The careers leader will work closely with other staff to support students with understanding different career pathways and how to develop the necessary skills, knowledge, experience and qualifications to succeed and fulfil their potential. The school will work with families of students to help them understand what career options are available.

Careers guidance will take account of the full range of relevant education, training and employment opportunities. It will inform students about the ways employees are supported in the workplace. Guidance will focus on a student's career aspirations and the post-16 options which are most likely to give the student a pathway into employment or higher education.

Linking curriculum learning to careers

Brighton and Hove Clinic School will endeavour to encompass careers education and guidance into subjects across the curriculum. All teachers will be asked to support the career development of students in their role and through their subject teaching.

Students will be taught to understand how the subjects they study provide a sound basis for many careers, as well as how they can enrich and enhance their lives and prepare them for adult life in general. Careers and employability lessons will be embedded into the PSHE (Personal, Social, Health Economic) curriculum.

Students will be informed that if they do not achieve a grade 4 or higher in GCSE maths and English by the end of KS4, they will be required to continue working towards this aim as part of their 16-19 study programme.

Enabling encounters with employers and employees

At Brighton and Hove Clinic School, students will have the opportunity to hear from employers about work, career opportunities and the recruitment process. The school will invite guest speakers to attend either face-to-face or virtually. In addition, students will have the opportunity to attend events in their local area such as careers events and fairs. These will be arranged in collaboration with parents and home-schools.

Providing work experience

Brighton and Hove Clinic School endeavour to provide students with the opportunity to take part in external face-to-face work experience, however as students are inpatients in an eating disorders unit and many of whom are under Section 3 of the Mental Health Act, face-to-face work experience may not always be possible whilst they are on roll at the school. If a student is able to take part in external face-to-face-work experience, the school will work closely with parents, home-schools and the occupational therapy team to ensure that the placement is appropriate and meets the needs of the student.

The school will encourage students to experience a wide variety of workplaces and support them to plan for, reflect upon, and learning from these experiences.

All students will have the opportunity to participate in either internal work experience or virtual work experience at Brighton and Hove Clinic School through opportunities made available within the hospital such as Patient Advocate and through skills development programmes such as Barclays Life Skills and Springpod.

Enabling encounters with further education (FE) and higher education (HE)

Brighton and Hove Clinic School will ensure all students understand the requirement to remain in education or training until their 18th birthday and what this requirement means for them. The school will ensure students are aware that this does not mean they need to stay in school, and that they may:

- Study full time in a school, college or with a training provider.
- Undertake an apprenticeship, traineeship, or supported internship.
- Work or volunteer 20 hours or more a week, combined with part-time accredited study.

The school will provide students with a range of information and opportunities to learn about the academic and technical pathways for education, training, and career paths throughout their school life, to prevent last minute decision-making.



Every student will be provided with the opportunity to have a meaningful encounter with providers of educational opportunities, including sixth forms, colleges, universities and apprenticeships.

Students will be encouraged to use information tools, such as websites and apps, which display information about opportunities, such as the National Careers Services' [Find a Course](#).

The school will ensure that there are opportunities for providers to visit the school and speak to students in Years 9 to 13. A range of opportunities for visits from providers offering other options, such as from FE providers.

Providing personal guidance

Careers advice provided by the school will be unbiased and maintain the best interests of individual students at all times. The school will not promote particular career or progression routes as better or more favourable than others; however, students will be advised, where evidence supports it, whether a chosen course has the potential to lead to poor career outcomes.

All students will be provided with opportunities for personal guidance interviews with a qualified careers adviser. Such interviews will take place by the time the student reaches age 16, with the opportunity for a further interview by the age of 18.

Careers advisers working with students with SEND will use the outcome and aspirations in the EHC (Education, Health, Care) plan to focus discussions, where they have one. Careers advisers working with LAC or care leavers will use their personal education plan to focus discussions. These students will have a named adviser who will build a relationship with them to better understand their individual needs.

Compliance with legal duties and statutory guidance

Where someone has a complaint about the school's careers provision, such issues will be handled locally in accordance with the Brighton and Hove Clinic School's Complaints Procedures Policy. All complaints will be easy to submit and considered impartially.

Under Section 42B of the Education Act 1997 and the Skills and Post-16 Education Act 2022, the school has a duty to provide students in Years 8 to 13 with access to providers of post-14, post-16 and post-18 education and training.

Brighton and Hove Clinic School will liaise with home-schools to ensure that each student has the opportunity to receive additional information about approved technical qualifications and apprenticeships, enabling them to build a picture of the kind of training that may suit them best, ultimately reducing the risk of them dropping out of courses.

The school will ensure that provider visits are available to all students in the relevant year group and will not do anything which may limit the ability of students to attend.

The school will prepare a policy statement which sets out the circumstances in which education and training providers will be given access to students.

Monitoring and review

The Headteacher and careers leader will review this policy on an annual basis, taking into account the success of supporting students in accessing post-16 education and training. The Headteacher will make any necessary changes to this policy and will communicate these to all members of staff.