



Lincoln Christ's Hospital School

Careers Education, Information, Advice and Guidance Policy

(Careers Access Policy & Baker Clause Policy Statement)

Link member of staff:	John Gibbins, Paul Fragle
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Introduction

This policy statement sets out the school's arrangements for managing the access of further education, higher education and careers providers to pupils at the school for the purpose of giving them information about the provider's education or training offer. This complies with the school's legal obligations under Section 42B of the Education Act 1997.

We have a statutory requirement to provide careers education, information, advice and guidance. Students will be given information and impartial advice on a range of choices to help them make well informed and realistic decisions about their future.

The member of staff responsible for CEIAG is Mr John Gibbins.

All students have access to our Careers Hub, a Careers Leader, and a Careers Co-ordinator, a range of online resources, a careers library, and an impartial careers advisor (personal guidance) who they can book appointments with via their Progress Leader, Pastoral Manager, Sixth Form Pastoral Team, or Directly.

All students have an opportunity to access our careers programme which includes links with local businesses and local labour market information, various encounters with employers and employees, encounters with higher education and further education providers, experience of workplaces and curriculum careers learning.

Management of provider access requests

Procedure

Please contact Mr John Gibbins to be involved in LCHS's careers programme. We work closely with employers across a broad range of sectors and are happy to identify the most suitable opportunity for you to attend.

Telephone: 01522 881144

Email: jgibbins@lchs.uk

Example opportunities for participation:

- Work Experience
- Careers Fair
- Assemblies
- Employer Encounters
- Careers Events
- Widening Participation Events
- Careers in Curriculum Events

Baker Clause Policy Statement

As part of our commitment to informing our students of the full range of learning and training pathways on offer to them, we are happy to consider requests from training, apprenticeship and vocational education providers to speak to students.

LCHS also proactively seeks to build relationships with these partners as we plan our Careers Education, Information, Advice and Guidance (CEIAG) programme activity throughout the school year to ensure that providers have multiple opportunities to speak to students and their parents across years 7-13. The purpose of these relationships are to offer information on vocational, technical and apprenticeship qualifications and pathways. Opportunities for providers to speak with students may include school assemblies, employer and provider engagement events or opportunities to speak with students and parents on a one-to-one basis supporting GCSE, post 16 or post 18 option choices. LCHS's CEIAG programme is monitored for quality and impact by the Senior Leadership Team and the Governing Body and monitoring of access to and opportunities to engage with, technical, vocational and training providers will form part of this process.

In the first instance, requests by providers should be sent to Careers Lead Mr John Gibbins at jgibbins@lchs.uk with a minimum of 6 weeks' lead time.

All requests will be considered on the basis of; staffing availability to support the activity, clashes with other planned activity, trips or visits, interruption to preparation for examinations or rooming and space availability to host the activity.

Opportunities for access - Employers

Employers

We work closely with employers across a broad range of sectors. If you would like to get involved with LCHS's careers programme regarding visits, talks, mock interviews, careers fair, mentoring and work experience placements, please contact Mr John Gibbins to identify the most suitable opportunity for you to attend. We also work with the Careers & Enterprise Company and Greater Lincolnshire LEP.

Premises and facilities

The school will make the main hall, classrooms, or private meeting rooms available for discussion between the provider and students, as appropriate to the activity. The school will also make available equipment to support presentations. This will all be discussed and agreed in advance of the visit with Mr John Gibbins.

Providers are welcome to leave a copy of their prospectus or other relevant course literature in the Careers Hub, an area managed by Mr John Gibbins.

Aims

Careers Education, Information, Advice and Guidance are integral parts of the Lincoln Christ's Hospital School's overall commitment to pastoral care and the emphasis is on preparing pupils for life beyond school. The schools aims of working towards a higher degree of social justice are embedded within our work in CEIAG.

This document was produced as a result of consultation with SLT and draws together the various elements of careers education, information, advice and guidance offered across the curriculum at LCHS.

Responsibility for the implementation of this policy lies with the Careers Leader with support from the Careers Adviser and SLT.

The aim is threefold;

- To provide students with the knowledge and skills required to make well informed career decisions and be able to implement them – both now and in the future
- To prepare students for success in future employment and/or study
- To increase social justice through a highly effective CEIAG programme

We want our students to leave school to a positive outcome; whether university, work, training, apprenticeship or college - and to continue along a career path which will allow students to fulfil their potential.

Student entitlement

All pupils in Years 7-13 are entitled to:

- A. A statutory requirement to provide careers education (information, advice and guidance). Students will be given information and impartial advice and guidance on a range of choices to help them make well informed and realistic decisions about their future.
- B. To find out about technical education qualifications and apprenticeship opportunities, as part of a careers programme which provides information on the full range of education and training options available at each transition point;
- C. To hear from a range of local providers about the opportunities they offer, including technical education and apprenticeships – through options events, assemblies and group discussions and taster events;
- D. To understand how to make applications for the full range of academic and technical courses.
- E. Pupils are entitled to a record of career and enterprise activities that have been offered. In line with Gatsby Benchmark 3 these records can be requested from Mr John Gibbins.

These entitlements are mapped against the CEIAG activities detailed below.

At Lincoln Christ's Hospital School we offer:

Career Offer	Available to year groups
Pupils are welcomed to the ' Careers Hub ' in their first few months at LCHS. They explore the hub during tutor-periods and learn more about how the space is used, the staff that are available to support with CEIAG, and the importance of CEIAG at LCHS	7
Pupils are supported to access a digital careers platform that offers virtual encounters with employers and employees, Labour Market Information, appropriate personality quizzes that help pupils identify skills and attributes useful in the workplace.	7, 8, 9, 10, 11, 12, 13 (Entitlement A, B, D, E)
A six-week Careers Education Package that is delivered during personal development lessons.	7, 8, 9, 10, 11 (Entitlement A, B, C, D)
Pupils are introduced to the concepts of FE and HE through Careers Personal Development.	7, 8, 9, 10, 11 (Entitlement B, C, D, E)
Pupils are introduced to a range of curriculum options during options assemblies. All LCHS Heads of Subject will deliver a presentation in advance of our Options Evening to link curriculum learning to careers.	9
An Options Evening when parents are informed of option choices. Students will gain a clearer understanding of how a particular subject or a particular route will enable potential progression into a particular career path.	9 (Entitlement C)
The school Career Co-ordinator will be available at parents' evenings to support conversations around transition and option choices.	9, 10, 11 (Entitlement A, B, D)
A Careers Fair that provides meaningful encounters with a range of local and national employers, apprenticeship speakers, higher education, further education, Armed Forces, and Technical education providers.	9, 11 (Entitlement A, B, C, D)
Pupils have access to an impartial careers advisor through break and lunch drop in sessions and, where appropriate, pupils may also receive a 1to1 careers appointment. This is prioritised for year 9 and key stage 4 learners.	7, 8, 9, 10 (Entitlement A, C, D)
When available, and where academically relevant, pupils may also be invited to take part in widening participation activities offered by universities.	9, 10, 11, 12, 13 (Entitlement B, C, D)

Pupils will have at least one meaningful encounter with a higher education provider and one meaningful encounter with a further education provider in each Key Phase.	9, 10, 11, 12, 13 (Entitlement B, C)
Pupils have access to a supported work experience programme.	10
Pupils are expected to attend an Interview Day and have a meaningful encounter with local and national businesses, education providers, and their employees.	11
Pupils have access to an impartial and appropriately qualified careers advisor for 1to1 careers appointments and application support.	10, 11, 12, 13 (Entitlement A, B, C, D)
All Year 11 students will attend a number of meetings with our Careers Advisor and other appropriate staff (including SLT) to support with CEIAG and potential applications, interviews, or aptitude tests.	11 (Entitlement A, D)
Pupils have opportunity to take part in national careers events when appropriate and available.	7, 8, 9, 10, 11
Pupils with specific identified needs may be invited to take part in specifically designed activities to support transition and positive, informed choices.	8, 9, 10, 11 (Entitlement C, D)

Additional activities that support the CEIAG programme may be offered on an ad-hoc basis to meet the needs of an identified group. This may include themed personal development days, industry specific trips, assemblies, or external speakers.

Overview of Sixth Form programme

Students are given a wealth of support and information to ensure they make informed, appropriate and realistic decisions:

- Rigorous academic mentoring ensures that students are well informed about their progress and how this will impact on their future career options;
- Students are encouraged to research the academic requirements for a wide range of career pathways;
- A range of impartial external speakers provide information on universities and alternative pathways. These include speakers on the positives of university and the positives of alternative pathways.

Once students have decided on their next steps, further support is offered:

- Students applying for university are given advice with regards to personal statements and choosing an appropriate course. In Year 12 all students will attend a Higher Education Conference (**Gatsby 7**). In Year 13, students all attend a UCAS morning giving information and advice on how to apply for UCAS and personal statement writing (**Gatsby 3 & 8**).

Independent external speakers also offer support and advice with regards to choosing a course and personal statement writing. At the start of Year 13, those students who have decided to apply for university will be supported to perfect their UCAS applications.

- Our Director of Sixth Form provides continuity of support for UCAS applications and personal statements. The Director of Sixth Form will also identify and support students with aspirations to attend elite universities and/or a career in medicine.
- Students embarking on alternative pathways will be given support in applying for jobs and apprenticeships (**Gatsby 2, 3 & 5**). This support will include advice with regards to CV writing, letters of application and identifying strength and areas for development with regards to soft and hard skills. In Year 12, students will attend a talk given by an impartial external speaker on the benefits of pursuing alternatives to UCAS.

Work experience

Students are also encouraged to arrange their own work experience placements.

- In Key Stage 5, students wishing to arrange work experience in school time should speak with Mrs Farrow or one of the Sixth Form team. This should then be coordinated through Mr Gibbins for approval (**Gatsby 6**).

Delivered alongside CEIAG

In addition to the above there is input from subject departments and pastoral teams, which can vary from year to year. Examples:

- Y11 Sixth Form Open Evening – guidance of subject choice
- Y10 +Y11 SLT Student/Parent Meetings
- LiNC Higher Programme
- The Construction Week
- Women into Engineering (SIEMENS)
- Oxbridge Event
- Careers elements/modules on vocational courses (Engineering, Travel & Tourism etc)
- The Sixth form CED programme.
- Project X (RAF)

Advice and Guidance

Students are supported in choosing next step options through the pastoral support system with the aim of meeting their individual needs.

Guidance is delivered by Mr J Gibbins.

Students with additional needs receive extra careers support. Extra support can include; a careers interview with the Independent Careers Adviser, accompanied visits to local colleges and training providers, support in making applications etc. The school targets support for SEN students, LAC students, EAL students and students at risk of becoming NEET.

Monitoring, Review and Evaluation

- The CEIAG team evaluates their programme delivery via questionnaires on a basis. Feedback is requested from students, employers, teaching staff, and parents. Feedback is also received from students through Student Vice mechanisms. The feedback is included in the annual evaluation of the programme in the summer term.
- CEIAG is included as an element on the annual parent survey
- Members of staff responsible for CEIAG attend regular meetings organised by the Greater Lincolnshire Local Enterprise Partnership for the purpose of sharing best practice, updating local labour market information, and networking with local employers.
- The work of the independent Careers Adviser is evaluated by random selected feedback questionnaires to students/parents.
- The CEIAG team engages with the Careers and Enterprise Company who help to externally verify careers activity and provide additional support through the local Enterprise Coordinator and Enterprise Advisor. <https://www.careersandenterprise.co.uk/>