



The Bayleaf Hub **Careers Education Policy**

Date of Publication	September 2025
Reviewed On	September 2025
Next Review Date	September 2026

1. Introduction

At The Bayleaf Hub, we are committed to providing high-quality Careers Education, information, advice and guidance that is tailored to meet the diverse needs of all our learners. We believe that every young person, regardless of their abilities or additional needs, should be supported to achieve their aspirations and make a successful transition into adulthood, further education, training and employment.

This policy is guided by the principles of the **Gatsby Benchmarks** and the **SEND Code of Practice (2015)**, ensuring that our careers programme is inclusive, person-centred, and aspirational.

2. Aims and Objectives

The aims of our Careers Education programme are to:

- Equip students with the knowledge, skills, and confidence to make informed and realistic decisions about their futures.
- Raise aspirations and broaden horizons for all learners.
- Provide personalised support that recognises each learner's individual needs and circumstances.
- Enable smooth and well-supported transitions at key points in a young person's education.
- Engage families, carers, and external stakeholders in the careers process.

3. Statutory Guidance

This policy has been developed in accordance with:

- *Careers guidance and access for education and training providers* (DfE, January 2023)
- *The SEND Code of Practice (2015)*
- *The Children and Families Act (2014)*
- *The Equality Act (2010)*



4. The Gatsby Benchmarks

Our careers programme is structured around the **eight Gatsby Benchmarks**, adapted appropriately for our SEND learners:

1. **A Stable Careers Programme**

We have a structured and progressive careers programme that is embedded in the curriculum and regularly reviewed by the Careers Leader and SLT. It is accessible to all students and their carers/families through the school website.

2. **Learning from Career and Labour Market Information**

Students and families are provided with up-to-date and relevant labour market information (LMI), with appropriate adaptations to make it understandable and meaningful. We aim to work closely with local employers and post-16 providers to tailor LMI to local and regional opportunities.

3. **Addressing the Needs of Each Pupil**

Every student receives careers education that is personalised and differentiated according to their EHCP outcomes, interests, and learning styles. We maintain detailed records of Careers interactions and outcomes through careers action plans and transition reviews.

4. **Linking Curriculum Learning to Careers**

Curriculum subjects integrate careers themes and outcomes where possible. Teachers collaborate with the Careers Leader to deliver subject-specific examples of careers and employability skills, making learning relevant and aspirational.

5. **Encounters with Employers and Employees**

Students will have meaningful encounters with a range of employers and employees through activities such as workplace visits, employer talks, enterprise events, and supported work placements. Adaptations and support are provided to ensure accessibility and positive experiences.

6. **Experiences of Workplaces**

Work experience is adapted to suit individual needs and can include internal placements, supported internships, volunteering, or virtual experiences where appropriate. Risk assessments and support planning are undertaken to ensure safety and success.

7. **Encounters with Further and Higher Education**

Learners are given the opportunity to engage with a range of post-16 and post-18 providers, including colleges, training providers, and supported employment organisations. We also offer bespoke transition planning and supported visits.

8. **Personal Guidance**

Every student has access to independent and impartial careers guidance, delivered by a Level 6-qualified Careers Adviser. Personal guidance is embedded into EHCP review meetings and careers action plans.

5. Careers Programme Delivery



Bayleaf Care



THE BAYLEAF HUB

- Delivered through PSHE, vocational learning, subject teaching, enrichment activities and dedicated careers sessions.
- Includes annual Careers Weeks, employer engagement days and enterprise projects.
- Tailored interventions for students with more complex needs, including communication support and sensory considerations.

6. Roles and Responsibilities

Headteacher and SLT:

- Oversee strategic direction and compliance.
- Ensure resourcing and staffing for effective delivery.

Careers Leader:

- Design and implement the Careers Education programme.
- Liaise with external partners and monitor impact.
- Provide staff training and support.

SENCO:

- Align Careers Education provision with EHCP outcomes.
- Support staff in making appropriate adaptations.

Teachers and Support Staff:

- Embed careers learning in curriculum.
- Facilitate employer encounters and experiences.

External Careers Adviser:

- Provide one-to-one impartial guidance.
- Support transition planning and post-16 applications.

7. Working with Parents, Carers, and Partners

We actively involve families in the Careers Education process, recognising the importance of their role in shaping aspirations. We also work closely with:

- Local Authorities and Connexions services
- FE Colleges and training providers
- Local employers and supported employment agencies



- Careers and Enterprise Company (CEC) and Local Enterprise Partnership (LEP)

8. Monitoring and Evaluation

The impact of the careers programme is monitored through:

- Student and parent feedback
- Destination data tracking
- EHCP review outcomes
- Evaluation of employer and provider interactions
- Regular reports to SLT and Governors

We aim for continuous improvement and adapt our provision based on evaluation outcomes and the changing needs of our learners.

Post 16 policy statements

Our curriculum for Post 16 is largely dependent on where the student is working at academically and their cognitive functioning. As a special school, most of our will be working significantly below their age-related expectations and as such will require our Equals curriculum.

The Bayleaf Hub is ambitious however for our learners and wants to provide opportunities for any child entering the school to start their A'level studies. For this reason, we have employed the Beyond curriculum and aim to work with local FE colleges to provide a fuller A'level offer.

PSHE

Our post-16 PSHE offer is focused around promoting independence and life skills ready for adulthood. The PSHE association lessons extend to Post 16 and cover areas such as personal care, health , substance use and misuse and careers advice.