



orchard  
Education

## IAG Policy

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## 1. INTRODUCTION

This policy and practice document will set out the service to our young people and the commitment to ensure the quality and effectiveness of the provision. It takes account of the DfE statutory guidance

- Careers guidance and inspiration in schools: Statutory guidance for governing bodies, school leaders and school staff: March 2015
- Careers Guidance and access for Education and training providers: October 2018

and the non-statutory departmental advice

- Careers guidance and inspiration in schools: Departmental advice for governing bodies, school leaders and school staff: April 2014.

The policy also sits alongside other policies and, therefore should be read in conjunction with the following documentation:

- Equality and Diversity Policy and Practice
- Data protection Policy and Practice
- General Curriculum Statement
- Staff support and Development Programme
- Safeguarding and Child Protection Policy and Practice

## 2. RATIONALE

Young leavers from alternative education find that their transition to adulthood is often far more challenging than that of their peers, often having to deal with the adult world at an earlier age than most, and without the support of a family. It is therefore extremely important that we support a positive transition by ensuring that our young people have the best quality Information Advice and Guidance (IAG) to help them navigate their future path.

Orchard have a set pathway, please see Appendix 1.

The Statutory Guidance for schools was changed in April of 2014 and updated again in March of 2015 and most recently October 2018 in regard to the provision of Careers Information Advice and Guidance. The guidance reflects the view that that careers guidance has been inadequate for some time, leaving young people in a poor position to make informed choices in relation to their futures, this in turn has led to an increase in NEET's (children "Not in Education, Employment or Training") and long-term unemployment. The data suggested that this is a particular issue for those who have been in the care system.

## 3. AIMS

Fundamental to The Orchard is that our young people are supported in developing aspirations and identifying ways to make such aspirations a reality.

- To offer Independent careers advice and guidance from YR8 to YR11
- To inspire young people to reach their full potential
- To create strong links with local employers, training providers, colleges and apprenticeship providers.

- To provide clear, impartial, up to date Information Advice and Guidance for all abilities
- To offer the opportunity to develop entrepreneurial and enterprise skills
- To work with placement authorities to identify vulnerable young people.

## 4. PRINCIPLES OF IAG DELIVERY

### 4.1 IMPARTIALITY AND CONFIDENTIALITY

Fundamental to Information Advice and Guidance is that it remains impartial and confidential. This is secured by:

- Tutors to identify external sources of careers guidance
- All information is securely stored and the confidentiality of such information is governed by National Standards for this provision.
- Specialist Independent careers advice sourced from local authority
- Tutors to be aware of the 'Orchard Progression Pathway'

### 4.2 WHOLE TEAM RESPONSIBILITY

All staff have a responsibility to support young people by offering Information, Advice and Guidance. The roles of adults are defined as follows:

#### **School Principle**

He or she has an overall responsibility for policy, procedure and development planning to ensure the quality of IAG across provision meets the standard required by legislation.

They are responsible for developing and evolving the curriculum to ensure that IAG meets the standard required by the guidance for schools. They also monitor the quality of the curriculum provision and manage budgets to ensure resources are used wisely. The Head of education will also ensure that professional development of the learning centre team allows for the maintaining of training for each staff member.

#### **Tutors**

All tutors will plan learning opportunities to inform, advise and guide our young people, which will be motivational and suited to the progress rate of each individual. The opportunities will have strong links to British Values, encouraging all young people to engage positively in the community.

## 4.3 PARTNERSHIPS

The Orchard has a well-developed portfolio of contacts and positive links within the construction sector and wider national networks, with whom partnerships can be developed and utilised to provide high quality experiences for young people. These positive relationships enable sharing of good practice as well as an increase in opportunities for young people.

## 5. IMPLEMENTATION

The IAG facilitator will be responsible for ensuring that young people are offered high quality advice and guidance around opportunities both in the present and in the future.

Information, Advice and Guidance will be delivered through a range of carefully planned means:

- Bespoke timetabled sessions with young people
- Development of a personalised annual overview for each young person in relation to IAG.

## 6. DEVELOPMENT OF IAG AND STAFF DEVELOPMENT

The Orchard will aim to achieve the national quality service standard; The Matrix Standard. This is awarded to organisations who provide the highest quality of service and who understand the importance of the service.

The Matrix Standard consists of four elements that fit around an organisation's business themes. These four elements are:

- Element 1 - Leadership and Management
- Element 2 - Resource
- Element 3 - Service Delivery
- Element 4 - Continuous Quality Improvement

## 7. IAG AND THE WIDER CURRICULUM

### 7.1 INFORMATION, ADVICE AND GUIDANCE AND PERSONAL AND SOCIAL DEVELOPMENT

Effective planning for PSD in personal and economic wellbeing needs to ensure that preparation to work, work ethic, key transferable skills are embedded into sequences of work, teaching approaches and learning outcomes.

### 7.2 INFORMATION, ADVICE AND GUIDANCE AND SMSC AND BRITISH VALUES

The Orchard believes the development of SMSC and promotion of British Values, should be embedded within all areas of teaching and learning across both the school and residential setting. This policy should be read in conjunction with the Spiritual, Moral, Cultural and Social Policy and Practice document and the British Values Policy and Practice Document.

### 7.2.1 SMSC

At The Orchard we develop SMSC in many aspects of our curriculum and wider learning environment through ensuring opportunities for SMSC development are extensive and frequent.

Information, Advice and Guidance promotes:

#### Spiritual

- IAG encourages young people to make informed decisions for themselves about their own futures.

#### Moral

- IAG encourage young people to understand their responsibilities within the communities they live in, to ensure that everyone is valued within that community and are treated fairly. Information given to young people about the benefit system and the moral duty to be honest when sharing information with the authorities for example.

#### Cultural

- IAG encourages young people to explore the wider community and understand the diversity of people's background and heritage.

#### Social

- IAG encourages young people to understand the social issues that they may encounter and how they can have positive effects within the communities they live in.
- IAG encourages young people to discuss social issues in an open honest and non-judgmental way.
- IAG engages with professional support groups to address social issues

### 7.2.2 British Values

Promotion of British Values is an integral part of life at The Orchard. We believe that the promotion of such values should be embedded within teaching and learning as well as in the wider community. We fundamentally believe that the promotion of British Values is an essential strategy in preventing radicalisation. This document should therefore be read in conjunction with our Radicalisation Policy and Practice document.

Examples of the promotion of British Values within IAG are:

#### Rule of law

- IAG provides clear guidance on the law of the country on a range of issues that affect young people i.e. drugs, sexual relationships, health and safety.

#### Democracy

- The Orchard is a child centered organisation and is keen to ensure that the voice of the child is heard; to this end there are regular student council meetings, which is the forum where the views and wishes of young people are canvassed.

#### Individual liberty

- The Orchard is committed to improving the lives of those in care helping young people to achieve a level of independence enjoyed by their peers

Mutual respect for and tolerance of those with different faiths and beliefs and for those without faith.

- The Orchard promotes an inclusive community where all are welcome to practice their faith and where differing faiths are explored and discussed in a positive forum.

## 8. EVALUATION OF IAG

The Orchard ensures that all transitions as young people move on are carefully monitored through a robust reporting system, which explores the outcomes attained by young people.

The outcome and value for young people receiving high quality, impartial information, advice and guidance is that they feel supported in exploring and developing their aspirations for the future.

Information, Advice and Guidance can be monitored through:

- The Statutory Review process, where professionals linked to the child discuss their progression and development.
- Senior management conduct regular detailed observations of interactions with young people across both teams.
- Partnership agreements
- Destination data of leavers

This document will be evaluated and reviewed within one year of its current date.

	Initial	Review 1	Review 2	Review 3
Signed		Dave Melia	Mike Burton	Mike Burton
Position		Director	Director	Director
Date		23.08.17	31/08/18	25/10/18

## Appendix 1 – Orchard Careers Pathway

