

COVID-19 June 2020

**Careers Education, Information, Advice and Guidance Policy 2020 Covid-19 Addendum**

**To assist with the maintaining of providing each student with the skills and confidence to make well informed decisions regarding their future, this document is to be read in conjunction with the current policy on Careers Education, Information, Advice and Guidance Policy.**

The principles as set out in LSEAT Careers Education, Information, Advice and Guidance Policy remain and should continue to be followed. This addendum should not be used as a stand-alone document and should be read in conjunction with the existing policy. It sets out the expectations of LSEAT in light of the Covid-19 pandemic and the new systems in place to support children as they prepare for their next academic pathways.

This addendum follows the advice and guidelines provided by the Government and DFE.

*The Health and Safety of pupils, staff and visitors is our fundamental focus to ensure that everyone is safe whilst on site. As a consequence of this, certain rules will be necessary and non-negotiable at any point.*

These rules include:

- All staff, pupils and visitors will have their temperature taken as they arrive to school. If they refuse or their temperature is deemed as high, they will be sent home immediately.
- The arrival and departure process for pupils will be altered in order to adhere to social distancing.
- Social distancing will be expected to be followed at all times.
- There will be stringent rules regarding hand washing throughout the day.
- PPE maybe worn by staff but we will not be providing any for pupils at this point apart from hand sanitiser and soap to wash hands.
- Moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- Expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- Tell a member of staff if you are experiencing symptoms of coronavirus

**All pupils will be supported in the following ways:**

- The Careers programme will be followed as closely as possible to ensure students are given up-to-date, impartial advice and guidance.
- All students and parents/carers will receive a copy of the Careers roadmap.

- Where employers are not able to visit the site, the careers Leader will endeavour to use alternative means to provide students with the ability to see, hear and ask questions of employers in line with the careers programme. (eg Zoom)
- Whilst external visitors are prohibited on site, the Careers Leader will provide alternative options for STEM learning as an in-class activity. All social distancing and hygiene rules will be maintained.
- Whilst external visitors are prohibited on site, the Careers Leader will provide an in-house offer normally delivered by external partners.
- Work Experience – using the Oak National Academy virtual Week of Work, students will be encouraged to take part in a week of work experience (until Students are allowed off-site)
- Careers Fairs – these have been cancelled by organisers under the existing government guidelines regarding large gatherings. The Careers Leader will promote virtual careers fairs to students and parents via letters home, the school website and student assemblies.
- Independent Careers Advice – This will continue to be offered by observing the correct social distancing rules.
- College Tours – a virtual tour of the college will be presented to each Form Class.
- College Applications – the Careers Leader will meet with students to discuss college options and continue to assist with applications. This will take place in the hall to allow for adequate social distancing.
- Regular careers presentations during tutor time
- Narrated careers presentations will continue to be available on Show My Homework