



## Care, Guidance and Support (CGS) Policy

This policy should be read in conjunction with the following policies:

- Safeguarding policies
- eSafety Policy
- Educational Visits policy
- Anti-bullying policy
- Professional Values and Behaviours policy
- SEND Policy
- Personal Development Policy
- Sex, Relationship Education Policy
- Drugs and Alcohol Awareness Policy
- Careers Information, Advice and Guidance Policy
- Fundamental British Values Policy

### **Vision:**

Our vision is to be an outstanding school that:

- ensures that every student fulfils their academic, social and creative potential through innovative, relevant and rigorous teaching and learning;
- develops digitally experienced young people who can support a wide range of industries and address the employment skills gap;
- supports all students to develop top level employability and entrepreneurial skills which ensure their progression onto well-paid, worthwhile and fulfilling employment pathways;
- makes a significant and bespoke contribution to the economic development of the region by providing highly skilled local young people who are equipped to take up exciting employment opportunities in the engineering, digital technology and manufacturing sectors in the Humber region.

To realise this vision all our students must feel valued, happy and safe and receive personalised support to meet their individual social and emotional needs. Our CGS policy is integral to ensuring they do.

### **CGS Staff Team**

The Vice Principal Personal Development, Behaviour and Well-being is responsible for leading CGS, including Safeguarding and the Enrichment curriculum. He is over-seen by the Principal and the Personal Development Committee of the Governing Body.

The CGS Team consists of:

- Vice Principal
- Assistant Principal Safeguarding and Compliance
- Two Assistant Principals - Joint Heads of Sixth Form

- Assistant Principal - Head of Key Stage 4
- Two Information, Advice and Guidance Mentors (IAG) - 1 per Key Stage
- Internal Exclusion Manager
- The School Nurse
- A Counsellor
- An Education Welfare Officer

A year group's IAG Mentor is the first point of contact for any student experiencing difficulties during the school day or for any parents wishing to discuss any aspect of their son/daughter's education or welfare. If the IAG Mentor is unable to deal with the issue him/herself, he/she will pass the issue to the appropriate member of staff to respond to.

### **CGS Mentoring:**

- Students are assigned to Mentoring Groups (max. 25 students per group). They meet as a group with their Academic Mentor once per week for a one-hour Personal Development session. During this session they review their weekly attendance, effort and behaviour and update Employability Rating Logs (ERLs).
- IAG Mentors are available to students throughout the working day and will liaise with students re a range of CGS issues as and when required. Unless absolutely necessary, students will not be withdrawn from learning time to discuss CGS issues.
- IAG Mentors liaise closely with the relevant Academic Mentor, Assistant Principal and, if appropriate, the Safeguarding Co-ordinator and/or Vice Principal, re any urgent issues that arise – positive and negative.

### **CGS Intervention Meetings:**

- CGS Intervention Team meetings take place weekly with the Vice Principal, Assistant Principals (Head of KS4; Joint Heads of Sixth Form; Safeguarding and Compliance), IAG Mentors, EWO to review behaviour and attendance support plans and intervention and plan future action.
- Academic Intervention meetings for each Key Stage take place weekly with both Vice Principals, either the Assistant Principals - Head of KS4 or the Assistant Principals - Joint Heads of Sixth Form and the relevant IAG Mentors to review students' progress towards academic targets.
- Formal Student Progress Reviews take place termly, following calendared data entry points, with members of the SLT to review students' progress towards their academic and attendance targets and the development of their personal and employability skills.

**Effective Date: September 20219**

**Review Date: July 2020**