Clonmoney National School
Work Experience/TY Placement Policy for Students

Introduction:

This policy was devised by the Principal, in consultation with the In School Management Team (ISM) team in September 2023. It outlines that the Board of Management (BOM) and Staff of Clonmoney National School are willing to provide opportunities of work experience and TY placement for students from the wider school community on a case-by-case basis.

This policy contains the procedures and requirements for the work experience/TY placement of students to take place.

Procedure for setting up work experience/TY placement:

1. Applications for work experience/TY placement should be made in writing as soon as possible in the school year to the school secretary (including details as outlined below);
2. The granting of work experience/TY placement opportunities will be given on a priority basis to former pupils of the school and to students who have an association with the school (i.e. relatives of staff members, residents in the local community);
3. The maximum number of work experience/TY placement students is 2 students at any one time;
4. Students must be fully insured by their respective college or school for all aspects of their work experience/TY placement;
5. Students must be able to provide current National Vetting Bureau documentation, which should be processed in advance of placement start date through the student's post-primary school or the relevant college (see Appendix 1 for details);
6. Students must sign the Clonmoney NS Guidelines for Work Experience before commencing their work experience/ TY placement (see Appendix 2);
7. Any work experience/TY placement is subject to the authorisation of the school Principal/Deputy Principal and Clonmoney NS reserves the right to refuse or defer work experience/TY placement should school circumstances warrant this.
8. The application for work experience/TY placement should include:
    - a brief summary of the applicant's educational record and interest in the placement;
    - the dates sought for work experience/TY placement;
    - verification that the work experience/TY placement is supported by and indemnified by the post-primary school or college in which the student is attending;

Clonmoney National School
Work Experience/TY Placement Policy for Students

Role of Clonmoney NS in supporting students on work experience/TY placement:

1. A Clonmoney NS staff member (class teacher/secretary/other staff member as appropriate) will coordinate and mentor the student during the work experience/TY placement;
2. Clonmoney NS staff will endeavour to ensure that the time spent in the school by the student is beneficial and a positive learning experience. Students will have an opportunity to work in a variety of settings and develop a variety of skills.
3. Clonmoney NS pupils and staff will treat students on work experience programmes with respect and courtesy at all times.
4. Students will not be left in sole charge of pupils at any time and will work in a non-teaching capacity under the supervision of a Clonmoney NS staff member.

Requirements for the students on work experience/TY placement:

1. Students must at all times be respectful of all members of school staff, BOM, parents and pupils;
2. Students must conduct themselves in a professional manner at all times;
3. Students should dress appropriately whilst on work experience/TY placement;
4. Students must be punctual and attend as agreed;
5. All matters in relation to school business, pupils, staff, parents etc must be treated with the utmost confidentiality; Report all accidents and incidents to the class teacher.
6. Students are expected to co-operate with the general rules, procedures and policies of the school (see Appendix 2: Clonmoney NS Guidelines for Work Experience for more details);
7. Switch off your mobile phone when on the school premises.
8. It is strictly forbidden for students to take photographs of pupils or school staff on any device. Permission to take photos of school displays, etc. must be sought from the Principal/Deputy Principal by the student.
9. Students must follow the instruction/guidance of the Principal, Deputy Principal, Secretary or any other staff member designated to supervise their duties.
10. School/College supervisors of work experience students who visit the school are expected to be positive and respectful towards school staff and to the placement student thereby providing a positive learning environment.

Clonmoney National School
Work Experience/TY Placement Policy for Students

Possible Duties

Under the supervision of the class teacher and at his/her discretion the student to help with a variety of duties, some examples being:

a) Working with individual children or a small group of children on scheduled activities.

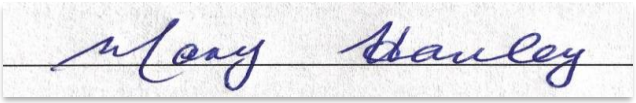
b) Assisting in setting out and preparing equipment, in clearing up and putting away.

c) Reading aloud to a small group of children.

d) Helping to prepare class activities and to tidy up after activities. Checking with the class teacher regarding any tasks that need doing before you finish for the day.

e) Students on placement in Clonmoney NS are requested to take their lunch break at 11:00 – 11:10 am & at 1:00 – 1:25 pm. Students are required to help with supervision duties of pupils in the yard/classroom (on wet days) at the children's break times

This policy was renewed & ratified by Clonmoney NS BOM at its meeting in October 2023

Signed: 

Mary Hanley, Chairperson of the Board of Management of Clonmoney NS

Date: **18th October 2023**

Clonmoney National School
Work Experience/TY Placement Policy for Students

Appendix 1:

IMPORTANT INFORMATION ON VETTING FOR ALL WORK EXPERIENCE/TY PLACEMENT APPLICANTS

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act stipulates that a relevant organisation shall not permit any person to undertake relevant work or activities on behalf of the organization, unless the organization receives a vetting disclosure from the National Vetting Bureau in respect of that person.

Garda vetting is conducted on behalf of registered organisations only and is not conducted for individual persons on a personal basis. If you are seeking employment or intending to volunteer with an organisation, which conducts relevant work, you may be asked to make an application to be vetted.

The procedure for obtaining Garda Vetting for people with access to children have changed recently (refer Circular 31/2016). Consequently, Clonmoney NS needs to ensure that each person on placement in school for work experience has Garda clearance. Clonmoney NS prioritises its responsibility for the protection of pupils and vulnerable adults in the school.

An vetting invitation must be issued by candidates for work experience to the patron's office to seek disclosure of information by the National Vetting Bureau under the provisions of Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016.

Garda Clearance is mandatory for all persons of 16 years and over, wishing to work with children. Students from 16-18 years old must have the permission of their parents when filling out the vetting invitation.

Clonmoney NS is always supportive of any work experience/TY placement program, particularly in facilitating past pupils and this will continue. It would make it a lot more manageable if the students have completed the process outlined above in advance of their time with us. It also means that students will need to secure placement permission from Clonmoney NS well in advance to ensure that the vetting process is completed in advance of commencing work placement.

All returned Garda Vetting forms will be handled in the strictest of confidence by Clonmoney NS. Completed forms will be retained by the school in a secure location.

Clonmoney National School
Work Experience/TY Placement Policy for Students

Appendix 2:

Guidelines for Volunteers, Substitute/Student Teachers & Others Working in Clonmoney National School

DO ✓

- ✓ School starts at 8.50am and finishes at 2.30pm.
- ✓ **Keep all events in class confidential.** If you have a concern about anything that happens in the school, speak to the class teacher or the designated contact person.
- ✓ If you need to leave the school premises at any time, please inform the principal or designated contact person.
- ✓ Treat all children with respect and kindness. Any problems in relation to a child's behaviour should be referred to the class teacher, another member of staff or the Principal.
- ✓ Inform the class teacher if you are writing notes/observations about anything in the class.
- ✓ Switch off your mobile phone when on the school premises.
- ✓ When on yard duty at break-times walk around, observe, and help children. Report any problems/concerns to the teacher on duty.
- ✓ Check with the teacher or designated contact person regarding use of office/school resources and equipment.
- ✓ Seek advice/assistance from the class teacher.

DON'T ×

- ❖ Get involved in any activity that involves lifting children or any other inappropriate physical contact.
- ❖ Find yourself alone with a child in an unsupervised area.
- ❖ Discuss in any detail individual children outside of school – refer requests for information to the class teacher.

Please sign below and return to the Principal.

I hereby agree to participate in Teaching Practice/voluntary work in Clonmoney National School subject to the conditions above.

Signed: _____ Date: _____

Contact Phone No./ email address: _____