

*Ratified by BOM*

*13/02/2025*

## **Work Experience Policy**

# **Clarecastle National School**



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## **Introduction**

The Board of Management and Staff of Clarecastle 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 and subject to the authorization of the school Principal/Deputy Principal.

Clarecastle National School reserves the right to refuse or defer work experience/placement should school circumstances warrant this.

### **The following are the procedures under which this work experience can take place:**

1. **Applications for work experience/TY placement** should be made in writing as soon as possible in the school year to the school secretary stating:

- (i) a brief summary of the applicant's educational record and interest in the placement
- (ii) the dates sought for experience/placement
- (iii) verification that the work experience /placement is supported by and indemnified by the post-primary school or college in which the student is attending

#### **In relation to Child Safeguarding:**

- (iv) confirmation from the school college, in writing, that Clarecastle National Schools vetting obligations ( as per DES circular 31/2016) will be complied with in advance of commencing work placement.
- (v) **Students must be able to provide current NVB vetting documentation** which should be processed in advance of placement start date through the student's post-primary school or the relevant college.
- (vi) Clarecastle National School is not in a position due to current legislation to offer work experience/TY placement to students who cannot meet vetting obligations.

2. **Granting of Work Experience/Placement opportunities** will be given on a priority basis to:

- (i) Past pupils of Clarecastle National School.
- (ii) Children of staff members.
- (iii) Residents of Clarecastle.
- (iv) Parents of pupils currently enrolled in the school.

The granting of work experience will be subject to a maximum number (normally 2) of placements at any one time. The number of students accepted on placement may vary depending on the needs of the student and the capacity of the school to accommodate the student at a specific time.

**3. Students must be fully insured** by their respective college or school for all aspects of their work experience placement and provide written confirmation to the Principal/Deputy Principal of same.

**4. Role of Clarecastle National School in supporting students on experience/placement:**

- (i) School staff will endeavour to ensure that the time spent in the school by the student, is both a beneficial and a positive learning experience and that students have an opportunity to work in a variety of settings and develop a variety of skills.
- (ii) Clarecastle National School pupils and staff will treat students on work experience programmes with respect and courtesy at all times.
- (iii) All students will have a staff member to mentor and co-ordinate their placement (class teacher/secretary/other staff member as appropriate).
- (iv) 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 teacher/staff member.

**5. Expectations from the Student on Work Placement/Experience**

- (i) Students must at all times be respectful of all members of school staff, BOM, parents and pupils.
- (ii) Students must conduct themselves in a professional manner at all times. Students should dress appropriately whilst on work experience/placement.
- (iii) Students must be punctual and attend as agreed.
- (iv) All matters in relation to school business, pupils, staff, parents etc must be treated with the utmost confidentiality.
- (v) Students are expected to co-operate with the general rules, procedures and organizational policies of the school. Students must keep their mobile phone turned off and out of sight whilst on placement.
- (vi) It is strictly forbidden for students to take photographs of oneself, 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.
- (vii) Students must be willing to follow the instruction/guidance of the Principal, Deputy Principal, Secretary or any other staff member designated to supervise their duties.

**6. Expectations from supervisors of students on Work Placement/Experience**

- (i) School/College supervisors of work experience students, who visit our school are expected to be positive and respectful towards school staff and to the placement student thereby providing a positive learning environment.

## **7. Termination of work experience/TY Placement**

Clarecastle National School reserves the right to terminate the placement of a student at any stage if in the opinion of the Principal:

- (i) The presence of the student poses a risk to any member of the school community.
- (ii) The student repeatedly fails to meet the expectations as outlined in section 5 above.

### **Ratification**

This policy was ratified by the Board of Management of Clarecastle National School at a meeting held on 13/02/2025.

Signed: Pat Bergin

Date: 13/02/2025

Mr. Pat Bergin

Chairperson