

THE BOARD OF MANAGEMENT
St. Attracta's Junior National School
Meadowbrook
Dundrum
Dublin 16

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— *Tús Maith* —

WORK EXPERIENCE POLICY

December 2021



Policy on Work Experience/School Placement St. Attracta's JNS

The Board of Management and Staff of St Attracta's JNS School welcomes opportunities to provide work experience for students from the wider school community. This includes students from Colleges of Education, Transition Year Programmes and students studying childcare or Special Needs Assistance (SNA) programmes. The following are the procedures under which this work experience can take place:

- Places will be given on a priority basis to former pupils of the school, to parents of pupils in St Attracta's JNS and to children of staff members.
- The number of participants on a work experience programme will be determined on a case by case basis depending on the nature of the work experience and the capacity of the school to accommodate a placement at any given time.

Duration of work placements	
School Placement for Student Teachers	A Maximum of 5 weeks in any one class
SNA Work Experience	A Maximum of 1 week
Transition year Students (who have reached 16 years of age)	A Maximum of 1 week
Volunteering to build up work experience	A Maximum of 1 week

- Applications for work experience should be made in writing/email, well in advance of the dates being requested (Appendix1). Students should specify their main area of interest (e.g. teaching, childcare, special needs, administration etc).
- Students must be fully insured while in the school by their respective college or school; a letter to this effect should be provided to the Principal.
- All persons undertaking work experience in St Attracta's JNS must be Garda vetted by the school/college in which they are undertaking their studies prior to the commencement of the placement (See DES Circular 0031/2016). In this regard the school maintains a joint written agreement with the relevant schools/colleges. This agreement which is appended to this policy (Appendix 2) must be downloaded and signed by the relevant organisation and St Attracta's JNS.
- Vetting Disclosures must be submitted to the school at least one week prior to the commencement of the placement.
- The Principal and staff will endeavour to ensure that the time spent in the school by the student is beneficial and a positive learning experience.
- Students must at all times be respectful of all members of staff, Board of Management, parents and pupils. They should also be willing to follow the instruction/guidance of the Principal, Deputy Principal, Secretary or whichever staff member has been designated to supervise their duties.

- Any breaches of discipline observed among the pupils must be reported to one of the teaching staff and not dealt with by the student themselves, except in the case of student teachers who should be familiar with the school's Code of Behaviour and should use the same form of discipline as the class teacher.
- Any Child Safeguarding Concerns should be brought to the attention of the Designated Liaison Person (Mr Neary) or the Deputy Designated Liaison person (Ms.Kingston)
- Students are expected to co-operate with the general rules, procedures and organisational policies of the school; their actions and language while in the school must be exemplary and of a professional nature at all times.
- The use of mobile telephones and other personal electronic devices are not permitted during the school day.
- Recordings (photographic/Video/Audio) of staff, pupils (and their work) and the school grounds are not permitted without prior consent being sought and given by the school authorities.
- Students will be provided with copies of policies which are deemed necessary and appropriate for their work within the school.
- All matters pertaining to the staff, Board of Management, Parents Council, pupils or parents within the school community must be treated as confidential.
- The pupils and staff will be expected to treat students on work experience programmes with respect at all times.
- Supervisors of work experience students, including school placement supervisors, will be expected to adopt a positive and respectful attitude towards their student(s), in keeping with the school ethos of providing a positive learning and working environment.

Dissemination:

This policy will be disseminated via the school website www.stattractasjns.ie

Ratification and Review:

This policy was ratified on 7th May 2019 and will be reviewed as necessary.



Signed: _____ Date: 7th May 2019

Paddy Gough, Chairperson, BOM



Signed: _____ Date: 7th May 2019

Tommy Neary, Principal.

Appendix 1

ST. ATTRACTA'S JUNIOR NATIONAL SCHOOL

MEADOWBROOK

DUNDRUM

DUBLIN 16



Phone: 01-2984352

Roll No: **19537B**

www.stattractasjns.ie

stattractasjns@gmail.com

Transition Year Student - Work Experience Request

Student's Name: _____

Academic Year in which work experience is requested: _____

In order to facilitate your request for Transition Year Work Experience, the following requirement must be met:

1. Your request for work experience must be made in writing to St Attracta's JNS.
2. You must be 16 years of age before you commence Transition Year Work Experience in St Attracta's JNS.
3. You must be fully insured while in St Attracta's JNS by *your school* and a letter to this effect provided to the principal at least *one week prior to the commencement of work experience*.
4. You must be Garda Vetted by your school (and not by St Attracta's JNS). Your vetting disclosure must be submitted to St Attracta's JNS at least *one week prior to the commencement of work experience*.
5. St Attracta's JNS will maintain a written agreement with your school/college in respect of Garda Vetting. The form must be completed (signed, dated and stamped with the official school stamp) *by your school* and returned to St Attracta's with your vetting disclosure *at least one week prior to the commencement of work experience*. The agreement form (Appendix2) can also be downloaded at <https://www.cpsma.ie/vetting/> (go the end of the page and click on Joint Template Agreement).
6. You must read, sign and return St Attracta's Policy on Work Experience which will be given to you when you submit your Garda Vetting Disclosure and Written Agreement to the school.

Unless ALL of the requirements outlined above are fulfilled, it will not be possible to complete work experience in St Attracta's Junior School.

Appendix 2

AGREEMENT BETWEEN:

_____ [the "Organisation"]

AND St Attracta's Junior NS [the "School"]

IN RESPECT OF _____ [name of person]

In recognition of their respective obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 ("the Acts"), the Organisation and the School agree the following:

1. The Organisation and the School agree that [_____] shall attend the school on such dates during the _____ School Year as may be agreed between the Organisation and the School for the purposes of [_____].
2. The Organisation confirms that it has received a Vetting Disclosure from the National Vetting Bureau in respect of the person named above. Prior to the person named above attending the School and the commencement of any relevant work or activities for the purposes of the Acts, he/she will furnish the School with a copy of the Vetting Disclosure received by the Organisation from the National Vetting Bureau ("the Vetting Disclosure") and made available to the person by the Organisation under section 16(1) of the Acts.
3. The person named above will not be allowed to commence relevant work or activities until such time as the Vetting Disclosure has been received and considered by the School.
4. Where the Vetting Disclosure discloses no criminal record or specified information, the person named above will be allowed to commence relevant work or activities in the School on the starting date agreed between the Organisation and the School and may attend the School on such other dates as may be agreed between the Organisation and the School.
5. Where the Vetting Disclosure discloses any criminal record or specified information, the person named above will not be allowed commence relevant work or activities in the School unless a risk assessment for this placement is conducted by the Organisation and is considered acceptable to both the Organisation and the School.
6. Prior to attendance at the School, the person named above will be required to complete a Statutory Declaration in the form attached at Appendix 1 to this Agreement. The School reserves the right to request and verify references in respect of the person named above, prior to and following, the commencement of any relevant work or activities in the School.
7. This Agreement permitting the attendance of the person named above in the School may be terminated by the School at any time.

Signed:

_____ (Organisation) Date: _____

_____ (St Attracta's JNS) Date: _____