



Work Experience/Transition Year Placement Policy for Students & Adults

Introduction:

This policy outlines that the Board of Management (BOM) and Staff of St Marys NS Cobh are willing to provide opportunities of work experience and Transition Year 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/Transition Year placement of students to take place.

Procedure for setting up work experience/Transition Year placement:

1. Applications for work experience/Transition Year 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/Transition Year 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 is at the discretion of the Principal.
4. Students must be fully insured by their respective college or school for all aspects of their work experience/Transition Year 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 St Mary's Guidelines for Work Experience before commencing their work experience/Transition Year placement (see Appendix 2).
7. Any work experience /Transition Year placement is subject to the authorisation of the school Principal/Deputy Principal and St Mary's reserves the right to refuse or defer work experience/Transition Year placement should school circumstances warrant this.



8. The application for work experience/Transition Year placement should include:
- a brief summary of the applicant's education record and interest in the placement.
 - the dates sought for the work experience/Transition Year placement.
 - verification that the work experience/Transition Year placement is supported by and indemnified by the post-primary school or college in which the student is attending.
 - confirmation that St Mary's NS vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work experience/Transition Year placement.

Role of St Mary's NS in supporting students on work experience/Transition Year placement:

1. A staff member (class teacher/secretary/other staff member as appropriate) will coordinate and mentor the student during the work experience/Transition Year placement.
2. 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. 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 supervision of a staff member.

Requirements for the students on work experience/Transition Year 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/Transition Year 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.



6. Students are expected to co-operate with the general rules, procedures and policies of the school (See Appendix 2: Guidelines for Work Experience for more details).
7. It is strictly forbidden for students unless authorised by the Principal to take photographs of pupils or school staff on any devices. Permission to take photos of school displays, etc. must be sought from the Principal/Deputy Principal by the student.
8. Students must follow the instruction/guidance of the Principal, Deputy Principal, Secretary or any other staff member designated to supervise their duties.
9. 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.

This policy was ratified by St Mary's NS Cobh Board of Management at its meeting on
28th February 2023.

Signed: _____

Victor O' Flynn
Chairperson of the Board of Management of St Mary's NS

Date: _____



Appendix 1:

IMPORTANT INFORMATION ON VETTING FOR ALL WORK EXPERIENCE/TRANSITION YEAR 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 form 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 organization, which conducts relevant work, you may be asked to make an application to be vetted.

St Mary's needs to ensure that each person on placement in school for work experience has Garda clearance (refer Circular 31/2016). St Mary's prioritises its responsibility for the protection of pupils and vulnerable adults in the school.

A vetting invitation must be issued by candidates for work experience to the Diocesan 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.



Appendix 2:

Guidelines for Volunteers, Substitute/Student Teachers & Others Working in St Mary's National School

Before you start you must provide the school with:

- Teachers: Copy of your Teaching Council registration, photocopy ID and you will be asked to sign a copy of these guidelines, completed garda vetting form (which will need to be returned to the school before you commence volunteer work), signed copy of these guidelines.
- Transition Year students: copy of insurance, copy of Garda vetting and signed copy of these guidelines.

Do

1. School starts at 8.40am and finishes at 2.30pm.
2. **Keep all events in class confidential.** If you have a concern about anything that happens in the school, speak to the class teacher or designated contact person.
3. If you need to leave the school premises at any time, please inform the Principal or designated contact person.
4. 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.
5. Inform the class teacher if you are writing notes/observations about anything in class
6. Switch off your mobile phone when on the school premises.
7. When on yard duty at break-times walk around, observe and help children. Report any problems/concerns to the teacher on duty.
8. Check with the teacher or designated contact person regarding use of office/school resources and equipment.
9. Seek advice/assistance from the class teacher.

DON'T

1. Find yourself alone with a child in an unsupervised area.
2. Get involved in any activity that involves lifting children or any other inappropriate physical contact.



3. Discuss in any detail individual children outside of school -refer requests for information to the class teacher.

St Marys is always supportive of any work experience /Transition Year 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 St Marys 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 St Marys. Completed forms will be retained by the school in a secure location.



Please sign below and return to the Principal.

I hereby agree to participate in Teaching Practice/voluntary work in St Marys subject to the conditions above.

Signed: _____ Date _____

Contact Phone No. _____

Please circle accordingly:

I have supplied the school with a copy of my statutory declaration which is less than a year old from today's date (I cannot work in the school without this): Y/N

I have supplied the school with a copy of my Teaching Council registration: Y/N

If I am not yet a member of The Teaching Council, I have completed the garda vetting for the school and they have received this and have it on file: Y/N

I have supplied the school with a photocopy of my ID: Y/N

I have read the school Code of Behaviour: Y/N

I have read the school Child Protection policy: Y/N

I have read the school Health and Safety Policy and the Fire Evacuation Plan: Y/N

I have read the school Anti-bullying policy: Y/N