



## **STUDENT TEACHER / TRANSITION YEAR STUDENT / SNA** **WORK EXPERIENCE POLICY**

The Board of Management of St. David's National School has put in place the following policy.

The Board of Management and Staff of St. David's N.S. are willing to provide opportunities for student teachers, transition year (TY) and SNA work experience from the wider school community on a case-by-case basis and subject to the authorisation of the school principal.

St. David's N.S. reserves the right to refuse or defer work experience/placement should school circumstances warrant this.

### **STUDENT TEACHER/TRANSITION YEAR AND SNA WORK EXPERIENCES/PLACEMENTS SPACING**

The number of students accepted on work experience/placement may vary depending on the needs of the student and the capacity of the school to accommodate students at a specific time. Students must be fully insured by their respective college or school for all aspects of their work experience placement.

### **BENEFITS TO STUDENTS**

- School staff will endeavour to ensure that the time spent in the school by the student is a beneficial and positive learning experience and that students have an opportunity to work in a variety of settings and develop a variety of skills.
  
- St. David's N.S. will treat students on work experience/placement programmes with respect and courtesy at all times.
  
- Transition Year 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.

## **EXPECTATIONS FROM STUDENT ON WORK EXPERIENCE/PLACEMENT**

- Students must at all times be respectful towards all members of school staff, BOM, parents and pupils.
- Students must conduct themselves in a professional manner at all times.
- Students should dress appropriately whilst on work experience/placement.
- Students must be punctual and attend for the full duration of their work experience, as agreed.
- All matters in relation to school business, pupils, staff, parents etc must be treated with the utmost confidentiality.
- Students are expected to co-operate with the rules, procedures and organisational policies of the school.
- Students will be provided with copies of policies which are deemed necessary and appropriate for their work within the school.
- Students must keep their mobile phone turned off whilst on work experience/placement and out of visibility.
- 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 by the student.
- Students must be willing to follow the instruction/guidance of the principal.

## **GARDA VETTING OBLIGATIONS FOR WORK EXPERIENCE/PLACEMENT STUDENTS**

The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 - 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 organisation, unless the organisation 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.

## **GUIDANCE TO WORK PLACEMENT CO-ORDINATORS**

The procedures for obtaining Garda Vetting for people with access to children has changed (C0031/2016). Consequently St. David's N.S. needs to ensure that each person on placement in school for work experience has Garda clearance if over the age of 16. 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. We request that work experience students have completed the process in advance of their time with us. It also means that work experience students will need to secure placement permission from St. David's N.S. 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. Completed forms will be retained by the school in a secure location. St. David's N.S. prioritises its responsibility for the protection of pupils and vulnerable adults in the school.

Unfortunately, St. David's N.S. is unable to offer work experience to parents of pupils in the school.

#### REVIEW

This policy will be reviewed as and when is required.

#### RATIFICATION

This policy was ratified by the Board of Management on date shown below.

Ratified by Board of Management on: 31/1/23

Signed: Rev. Lutz Okelly,  
Chairperson

J. Rank  
Principal