



KILGARVAN CENTRAL SCHOOL

Work Experience Policy

October 2024

Roll No 19458F

Work Experience Policy for Kilgarvan Central School

Introduction

This policy has been drafted by the teaching staff and Board of Management of Kilgarvan Central school in order to regularise and clarify our school's position on the provision of temporary work experience to those who may be seeking unpaid work placement.

Rationale:

This policy is to establish

- *Who would be considered eligible for work placement in Kilgarvan Central School*
- *The acceptable length of time for a placement*
- *How many students / work experience candidates we could reasonably facilitate during the standard school year.*

Aims and Objectives:

- *To provide students who may be interested in working in a school environment with meaningful experience*
- *To minimise disruption to the teaching and learning process which is the core activity of our school.*

Allocation of Work Experience:

In all cases of work experience applications due consideration will be given to the circumstances in the school at the time of application such as, but not exclusively, class sizes, availability of accommodation, scheduled school events.

1. Transition Year Work Experience

- *The school will consider, on a case by case basis, applications from Transition Year students seeking work experience, with preference being given to past pupils of the school.*
- *Applications must be submitted to the school principal well in advance of the start date of the placement.*
- *Transition year students must furnish the school with appropriate documentation from the secondary school which they attend (letter requesting placement for the student and evidence of insurance)*
- *All students must have completed successful Garda Vetting Procedures before beginning placement. There is no exception to this.*
- *The school will facilitate a maximum of two transition year students at any one time.*

2. Others

- *From time to time the school may be requested to facilitate work experience from other 2nd Level students (LCVP and LCA) and 3rd level students (Childcare). Again, these applications will be assessed on a case by case basis, with preference being given to past pupils.*
- *Where a person has already been facilitated for a previous period of work experience they will not be considered for a second term.*
- *Work placements lasting more than 10 days, ie more than one school week or one day per week for more than 10 weeks cannot be facilitated for second level students.*

- All students must have completed Garda Vetting Procedures in advance of the start date of the placement. There are no exceptions to this rule.

Refusal /Termination of Work Placement

A request of work placement may be refused if

- *In the view of the principal sufficient placements have already been granted for the school year.*
- *The Board of Management do not feel that the placement will be of benefit to the school.*
- *That the applicant has already completed a previous term of work experience within the school.*
- *That circumstances within the school are not conducive to facilitating additional personnel within the school eg large class sizes / lack of accommodation.*
- *Garda Vetting Procedures for our school have not been completed in advance of the placement.*
- *Evidence comes to light of child protection concerns regarding the applicant.*

Work Placement may be terminated if

- *The supervising teacher or the principal are not satisfied that the appointee is contributing adequately to the life and work of the school, or is creating friction among staff or pupils*
- *Inappropriate behaviour, especially towards children.*
- *The Principal/Board becomes concerned about the suitability of the appointee.*
- *If a person on work experience is dismissed, both the person themselves and their sponsoring organisation (if applicable) will be informed of the reason(s) for the dismissal.*

General Procedures:

- *The Principal and staff will endeavour to ensure that the time spent in the school by the student is a beneficial and positive learning experience.*
- *Students must, at all times, be respectful of all members of staff, Board of Management, parents and pupils – their actions and language while in the school must be exemplary and of a professional nature at all times.*
- *Students will be provided with copies of policies which are deemed necessary and appropriate for their work within the school and are expected to co-operate with the general rules, procedures and organisational policies of the school.*
- *Students should be willing to follow the instruction / guidance of the Principal / Deputy Principal/ class teacher while on work experience in the school.*
- *All matters pertaining to the staff, Board of Management, pupils or parents within the school community must be treated with the utmost **confidentiality**. Any breach of this requirement will be seen as a serious matter and work experience may be terminated as a result.*
- *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.*
- *The pupils, staff and parents will be expected to treat students on work experience programmes with respect at all times.*
- *A timetable, including scheduled breaks, will be drawn up for each student but s/he will be expected to be flexible in how they work.*
- *All supervisors of work experience students, who visit the school, will be expected to adopt a positive and respectful attitude towards their students, in keeping with the school ethos of providing a positive learning and working environment.*

- *If a student wishes to leave the workplace during the school day s/he must seek permission from the Principal in advance.*
- *Kilgarvan Central School reserves the right to contact the school /college of the work experience student in order to ascertain whether that student is suitable for a placement in a primary school.*
- *All students must sign an agreement in advance of starting (see below). The agreement can be terminated at any time at the discretion of the Principal /Board of Management (see above)*
- *The use of mobile phones in classrooms/ playground or around pupils by work experience students is **strictly** prohibited*
- *Work experience students are expected to dress neatly.*

Roles and responsibilities / Implementation:

All stakeholders have a role to play in the implementation of this policy form pupils, parents, staff and the board of Management

Ratification

This policy was ratified by the Board of Management on 14th of October 2024 and is due to be reviewed in 2029, or before, if necessary.

Signed: Jeremiah McCarthy

Jeremiah McCarthy, Chairperson, Board of Management

Date: 14/10/2024

Signed: Caroline Lehane

Caroline Lehane, Acting Principal

Date: 14/10/2024

Work Experience Agreement

I agree to participate in a work experience programme in Kilgarvan Central School on the following dates:

From: _____ To: _____

I agree to be in the school by 9.20 AM and to remain until at least 3.00PM each day.

I agree to perform whatever duties are assigned to me to the best of my ability.

I have read the Work Experience Policy of Kilgarvan Central School.

I understand the requirements in relation to my duties, the school's dress code and the importance of maintaining confidentiality.

I also understand that breaching these requirements will be seen as a serious matter and that in some circumstances my work placement may be terminated,

Signed: _____ Work Experience Student

Date: _____

Signed: _____ On behalf of the school

Date: _____