



Ballinahinch National School

Scoil Náisiúnta Baile na Ínse

Scoil Náisiúnta Baile na hÍnse

Policy on Work Experience.

Introduction

The Board of Management and Staff of Ballinahinch National School welcomes student teachers, transition year students and other categories of student seeking to gain work experience in the school. The school recognises its obligation to share best educational practice with those seeking to gain experience in a school setting and will host students in accordance with the capacity of the school to accommodate such students and in accordance with the willingness and availability of teachers to accommodate them.

For the purpose of this policy the term “Student” refers to the person on work experience and “Pupil” to the children under our care.

Procedures

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.
- Probated Teachers may be requested to allow trainee-teachers work in their classroom. Only **one** placement will be allowed in any classroom each school year.
- Only one transition-year student at a time will be accepted on a work experience programme, except in exceptional circumstances. The school **cannot** accept three at the same time
- Students must be fully insured while in the school by their respective college or school.
- Students must provide evidence of Garda Vetting as per current legislation.
- If people on work experience have any concerns regarding child protection, they should report it to the Designated Liaison Person or the Deputy DLP.

- 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 both for the student and the pupils in our school.
- Students must accept that each of our pupils is central to everything that happens in the school and this must be reflected in all they do while in the school.
- 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 are expected to co-operate with the general 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.
- 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.
- Students should note that use of mobile phones is prohibited during their working day.
- **All matters pertaining to the staff, Board of Management, Parents Council, pupils or parents within the school community must be treated with the utmost confidentiality.**
- 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 and staff will be expected to treat students on work experience programmes with respect at all times.
- Students need to be aware that timetabled school activities will carry on as normal e.g. swimming, hurling, etc. Students may need to consider this when applying for placement.
- All supervisors of work experience students, who visit the school, including teaching practice supervisors, will be expected to adopt a positive and respectful attitude towards their student, in keeping with the school ethos of providing a positive learning and working environment.

Refusal/Termination of work placement

Request of work experience may be refused if

- In the view of the Board, sufficient placements have already been granted for the year.

- The Board do not feel that the work placement will be of benefit to the school.
- Evidence comes to light of child protection concerns regarding the applicant.

As already stated Scoil Náisiúnta Baile na hÍnse exists primarily for the benefit of all its pupils. Work placement may be terminated if

- The supervising teacher(s) 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 Board becomes concerned about the suitability of the appointee
- If someone on work experience is dismissed, both the person themselves and their sponsoring organization (if applicable) will be informed of the reason(s) for the dismissal.
- Principles of natural justice will be followed at all times