



LUCAN EDUCATE TOGETHER

WORK EXPERIENCE POLICY

Policy & Guidelines:

The Board of Management and Staff of Lucan Educate Together are open to providing opportunities of work experience for students from the wider school community. Consideration will be given to students on Transition Year Programmes, students from Colleges of Education and students studying childcare or Special Needs Assistance (SNA) programmes.

Rationale:

Work experience is one way in which young people can engage in social interaction, professional values, daily routines and demands that typify a job. In addition to the benefits that they derive, young people on work experience also have a contribution to offer the school. Their enthusiasm and practical help can add interest to classrooms, improve the adult/child ratio and support learning in a practical manner. It is, therefore, our policy to provide opportunities, where possible, for work experience within the school whenever possible. Work experience should never be to the detriment of our own children's care and education.

Selection:

1. Applications for work experience should be made in writing well in advance of the dates being requested.
2. Forms from applicant's school must be completed before commencement of placement.
3. 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 in advance of the placement starting.

4. Persons who request a voluntary position in the school, for the purposes of building up work experience, must be Garda vetted prior to commencing their placement. This requirement applies to persons undertaking long term placements. See DES Circular 0063/2010 for further information.
5. All applications are considered on a one to one basis. Preference will be given to students who are past pupils of our school. The following points will also be taken into consideration:
 - Staff are willing to accept a student;
 - the additional adult presence would not hinder the smooth running of the class;
 - no child in the class is related to the student;
 - priority will be given to past pupils;
 - the student provides suitable documentation (re: insurance, record keeping, school feedback, consent forms, etc.).

Procedures:

The person on work experience is expected to report to the principal on the first morning. Issues of punctuality, attendance, confidentiality, health and safety, child protection and respect for pupils and staff will be discussed with the student. The student will be introduced to the deputy principal teacher who will then discuss the timetable. (The timetable will be distributed by the Deputy Principal and filled in by relevant teachers beforehand) Work experience may comprise a number of days in a block or one set day each week.

- The student should be available between 8:50am and 2:30pm with break for snack (10.15 – 10.25) and lunch (12.00 – 12.15)
- The student will assist with yard supervision
- Students will be given experience in as broad a range of activities as possible.
- Students are expected to adhere to the school's no smoking policy and its health and safety policy; and to dress in a manner that is appropriate for a professional working in a primary school.
- All matters pertaining to the staff, Board of Management, pupils or parents within the school community must be treated as confidential.
- 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.
- 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.
- The student will receive completed evaluation forms on the final day of his/her work experience.

Activity:	Date:
Reviewed:	
Ratified by Board of Management:	
Effective from:	
Next Review Date: *	

*** Unless reviewed at an earlier date if deemed necessary by a change in law, Department policy, or to reflect changing school circumstances.**

Signed: _____

Chairperson:

Signed: _____

Principal: