



## **School Placement & Work Experience Policy**

**Lucan Educate Together NS**

**January 2026**

Lucan ETNS welcomes student teachers, transition year students, ANA trainees and other categories of student seeking to gain work experience in the school.

The school recognises its obligations 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.

The Schools' Student Teacher Coordinator will deal with requests for work placement, this role is carried out by the principal in Lucan ETNS.

The principal of the school, as an agent of the Board of Management and charged with the day-to-day running of the school, reserves the right to refuse or allow applicants a work placement in the school.

All categories of student are expected to respect the ethos of the school and to work under the direction of the principal and the teacher to whom they are assigned.

- Punctuality is essential for all work experience students. It is important to arrive on time, take breaks at the allotted time and not to leave school before the designated time.
- All members of staff, pupils and the school community should be treated with the utmost courtesy and respect. Failure to abide by this code of behaviour may result in the termination of the work experience placement.
- Equally, members of staff are required to treat students with courtesy and respect and to guide and mentor them as applicable.
- Confidentiality in relation to all matters relating to teachers, support staff, pupils and the organization and administration of the school is an essential prerequisite for students on work placements. Breaches of confidentiality in relation to the school will be treated with the utmost seriousness.
- The policy will be discussed with individuals on placement, together with procedures to be followed, particularly the Child Protection Policy. All adults on placement must sign a declaration (See Appendix A) confirming they have read these policies.
- A copy of the recent Garda Vetting certificate (relevant for those over the age of 18 years) must be provided to the school in advance of placement.

### **Student Teachers/ANA trainees**

- Lucan ETNS welcomes student teachers and recognises its obligation to share best practice in education with student teachers.
- Students are encouraged to engage in all aspects of school life. Such engagement will support the student in gaining insights into the range of activities and responsibilities carried out by school staff.
- Fully probated teachers at Lucan ETNS are eligible to host student teachers.
- Lucan ETNS will host student teachers in accordance with the school's capacity to accommodate them.

- The accommodation of student teachers is ultimately at the discretion of the Principal.
- Hosting a student teacher is dependent on the willingness and generosity of teachers in the school. No teacher will be obliged to host a student teacher. Teachers may decide for a variety of reasons, that they are not in a position to host a student at a particular time.
- Infant classes may not be able to accommodate student teachers in September.
- All student teachers are expected to behave in a professional manner at all times, to abide by the school's child protection policy and to maintain confidentiality in relation to the pupils, Parent / Guardians and staff at Lucan ETNS.
- All personnel in the interests of *Professional Collegiality and Collaboration* should work with teaching colleagues and student teachers in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for pupils/students.
- Should it become apparent that the student teacher is not carrying out his/her duties in a professional and satisfactory manner the class teacher is advised to refer the matter to the Principal or Student Teacher Coordinator, who will bring the matter to the attention of the student placement department at the College of Education.
- Teachers/student teachers should conduct themselves in line with the Teaching Council's Code that sets out the standards of professional knowledge, skill, competence and conduct which are expected of registered teacher. The core values which underpin this code are: respect, care, integrity & trust.

#### **Transition Year Students**

- Preference will be given to past pupils of Lucan ETNS and children of permanent members of staff.
- Transition year students work under the direction of the principal or the class teacher to whom they are assigned.
- The accommodation of transition year students is ultimately at the discretion of the Principal.
- Students who are 16 years of age or over at the commencement of their work experience, must be garda vetted through ET in advance.

Ratified by:

  
\_\_\_\_\_

Date: 23-02-2026

 Chairperson Board of Management

## Appendix A

1. I have read the Student Placement and Work Experience Policy and I agree to abide by the terms of this policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Confidentiality:

I agree to abide by the confidentiality clause as outlined in the Student Placement and Work Experience Policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Child Protection:

Lucan ETNS has a Child Protection Policy in place. This may accessed through the principal, the secretary or the teachers. In signing below, you are acknowledging that you have read this policy and agree to abide by the guidelines. This includes following procedures for reporting any incident to the Principal and agreeing never to be alone with a child in our school. You are also agreeing not to take any photographs or make any video recordings without written permission from Parent / Guardians, the Principal and the Board of Management.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_