

Below is the current text of this policy. Please note, however, that it is due for review during the 2019/20 school year.



Work Experience Policy

This policy was devised in consultation with the Principal & Deputy Principal and in consultation with the teaching staff in Dublin 7 Educate Together N.S.

The Board of Management and Staff of Dublin 7 Educate Together N.S. are willing to provide opportunities of work experience and Transition Year placement for students from the wider school community on a case by case basis and subject to the authorization of the school Principal/Deputy Principal. Dublin 7 ETNS reserves the right to refuse or defer work experience/placement should school circumstances warrant this.

The following are the procedures under which this work experience can take place:

1. Applications for work experience/TY placement should be made in writing as soon as possible in the school year to the school secretary stating
 - i. a brief summary of the applicant's educational record and interest in the placement
 - ii. the dates sought for experience/placement
 - iii. verification that the work experience /placement is supported by and indemnified by the post-primary school or college in which the student is attending
 - iv. confirmation that the vetting obligations (as per DES circular 31/2016) will be complied with in advance of commencing work placement.
2. Granting of Work Experience/Placement opportunities will be given on a priority basis to former pupils of the school subject to a maximum number (normally 2) placements at any one time. The number of students accepted on placement may vary depending on the needs of the student and the capacity of the school to accommodate the student at a specific time.
3. Students must be fully insured by their respective college or school for all aspects of their work experience placement

Role of D7ETNS in supporting students on experience/placement:

School staff will endeavor to ensure that the time spent in the school by the student, is both a beneficial and a positive learning experience and that students have an opportunity to work in a variety of settings and develop a variety of skills.

Pupils and staff will treat students on work experience programs with respect and courtesy at all times.

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 the Student on Work Placement/Experience

Students must at all times be respectful of 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 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 general rules, procedures and organizational policies of the school.

Students must keep their mobile phone turned off whilst on w/e 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/Deputy Principal by the student.

Students must be willing to follow the instruction/guidance of the Principal, Deputy Principal, Secretary or any other staff member designated to supervise their duties.

School/College supervisors of work experience students, who visit the school, are expected to be positive and respectful towards school staff and to the placement student thereby providing a positive learning environment.

Students will be asked to sign a Work Experience Agreement before commencing their placement.

Students will be asked to read the Child Safeguarding Statement before commencing their placement.