

## Work Experience Placements

Ennis National School welcomes volunteers on work experience placements to our school. Work placement should be a worthwhile experience for both the school and the person on work placement.

### The Process

If a person wishes to complete a work placement in our school, appropriate Garda vetting is an essential part of the process. Students in colleges / universities will generally be provided with the appropriate forms for vetting and these must be produced to the school. Ennis National School facilitates a maximum of one teaching work experience placement and one non-teaching work experience placement in each class annually. Placements are accepted on a voluntary basis by teachers. Places are allocated at the discretion of the school management.

To apply for a work experience placement, the applicant should contact the deputy principal either by phone, by email or in person. The applicant should bring all necessary documentation i.e. letter of application (with dates of work), Curriculum Vitae, Garda Vetting, identification and details of insurance cover.

Once an application is received, the deputy principal of the school will contact staff to ask them if they are willing to accommodate a person on work placement in their classroom. This process usually takes one week.

If the work experience placement consists of working with small groups of children, it is required that the volunteer organises any letters of consent for parents of all children involved. It is only when parental consent is given that the work placement can commence working with small groups of children. It is school policy not to allow those on work experience placements to work one-to-one with a child except in exceptional circumstances, e.g. play therapy.

### Guidelines

- Parents and relations of children are welcome to apply for work experience placements in the school. Applicants with a relationship to a child (or children) in the school should avoid any work experience placements in these particular classes to ensure that there is no conflict of interest.
- If the work placement consists of any taught lessons, it is expected that planning is completed for this. For students on Teaching Practice, it is important to ensure planning is based on the long term aims of the class teacher. It is good practice to visit the school and the teacher before teaching practice commences. Teaching practice candidates must share their lesson plans with their teacher and a brief outline at the end of the placement (i.e. that they would provide a cuntas-míosúil style document or else a copy of their lesson plans for the teacher to include in their own planning folder).
- The school does not generally supply resources or photocopying services for work experience placements. All resources needed to teach lessons must be provided for by the volunteer. Exceptions to this would include paper, pencils, crayons and other basic stationary.

- Any volunteer working in the school must follow their teacher's guidance. While all teachers are very happy to accept volunteers in the classroom, it does provide them with an extra workload. It is expected that the volunteer respects the teacher's classroom rules, plans and any other structures in the classroom
- Volunteers should familiarise themselves with the school's policies in relation to child protection and behaviour. These are available on the school's web site.
- If the volunteer requires 'case studies' on/of children, these must be approved by the supervisor (class teacher). In assignments, children should not be identifiable from the case study reports.
- It is essential that volunteers on work experience placements respect the confidentiality of school information. In particular, volunteers on work experience placements should not discuss school staff or pupils. Photographs or videos of individual / small groups of children cannot be taken by the volunteer without permission. Volunteers cannot gain access to a child's file without parental permission. If writing reports/case studies, children's names must not be written. Any breach of this confidentiality will result in the immediate cessation of the volunteer's work experience placement in the school.
- Volunteers/Work Placements will be supervised by the assigned class teacher. It is important that all volunteers/work placements invited into Ennis National School comply with school regulations.
- Placements which prove to be unsatisfactory from the perspective of the volunteer or the school can be terminated before the end of the agreed timeframe for the placement.

### **Policy Ratification**

The policy was ratified by the Board of Management of Ennis National School at its meeting held on 23<sup>rd</sup> April 2012.

Signed: \_\_\_\_\_ Chairperson, Board of Management