

# WORK EXPERIENCE POLICY

## **Rationale for Policy**

The rationale for this policy is to ensure that the required standards and safeguards are applied when considering applications seeking work placement in the school and that the applicant will have a safe and successful placement. This policy seeks to:

- Clarify for all teachers how work experience can be accommodated in the primary school.
- Clarify for all applicants for work experience how work experience can be accommodated in the school.
- Clarify for all members of the wider school community how work experience can be accommodated in the school.
- Ensure that the primary functions of the school are not compromised by accommodating applicants for work experience.

## **Policy**

- Applicants for consideration of work placement should submit their application in writing to the Principal outlining the nature and purpose of the request:
  - giving full personal and contact details
  - giving details of the sponsoring organisation and the applicants relationship to this organisation
  - at least one month prior to the desired date of commencement of placement
- Before a decision can be approved the school management must satisfy themselves that the sponsoring organisation is providing indemnity insurance for the applicant. (evidence of this insurance cover and approval by the sponsoring organisation must be provided to the school management) and has appropriate documentation.
- Applicants must be provided with and be familiar with our Child Safeguarding Statement.
- All applicants must submit to Garda vetting and approval is dependant on a satisfactory response.
- Applicants must adhere to strict confidentiality in relation to child/parent/school issues.
- The applicant must provide the names, addresses and phone numbers of two appropriate referees who may be contacted for a character reference. Appropriate referees may include: a relevant member of the sponsoring organisation; a member of

the local clergy; a commissioner for oaths/peace commissioner; a school principal/deputy principal; a bank manager.

- The applicant must accept and attempt to perform the duties given them by the teacher.
- The applicant must confirm that he/she will adhere to all terms and conditions, health and safety requirements, punctuality, presentation (appropriate dress code ), policies and directions issued by the school management and their agents.

### **REVIEW**

This Work Experience Policy shall be reviewed by the Staff of Scoil Mhuire Clondra, as necessary but at the latest March 2026.

### **RATIFICATION**

This policy was ratified on \_\_\_\_\_

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

Ms Aileen Mollahan, Chairperson, Board of Management, Scoil Mhuire, Clondra.