



# Toonagh National School

## School Placement and Work Experience Policy

### Applications:

1. Students should specify their main area of interest (e.g; teaching, childcare, special needs, administration etc) and date(s) requested.
2. School Secretary will notify applicant of the outcome of the request following discussion with Principal and Deputy Principal.
3. Places will be given on a priority basis to former pupils of the school, to parents of pupils and to relatives of staff members.
4. Only one participant at a time will be accepted on a work experience programme, except in exceptional circumstances.
5. 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 secretary.
6. Students must send on their **Vetting Clearance** the school secretary.

### During Placement:

1. Students must sign a declaration form, declaring that there is nothing from a child protection perspective in relation to their character, conduct or personal background of any nature that would adversely affect the position of trust in which they are being placed in relation to children.
2. Students must sign a declaration of confidentiality. All matters pertaining to the staff, Board of Management, Parent's Association, pupils or parents within the school community must be treated with utmost confidentiality.
3. Students are obliged to follow the timetable which is given to them.
4. Lunch breaks (with the exception of student teachers) are taken at separate times to staff. School secretary will organise a place in the school for lunch breaks.

### Guidelines:

#### **DO**

1. School starts at 9.20am and finishes at 3.00pm. On your first day in Toonagh NS meet with the principal/deputy principal. Be punctual and neatly dressed. If you are going to be late, contact the school.
2. **Keep all events in class confidential.** If you have a concern about anything that happens in the school, speak to the class teacher, the principal or the designated contact person.
3. If you need to leave the school premises at any time, please inform the Principal or designated contact person.
4. Treat all children with respect and kindness. Any problems in relation to a child's behaviour should be referred to the class teacher, another member of staff or the Principal.

5. Inform the class teacher if you are writing notes/observations about anything in the class.
6. Switch off your mobile phone when on the school premises.
7. When on yard duty at break-times walk around, observe, and help children. Report any problems/concerns to the teacher on duty.
8. Check with the teacher or designated contact person regarding use of office/school resources and equipment.
9. Seek advice/assistance from the class teacher or other member of staff.
10. Familiarise yourself with the Child Safeguarding Statement and Risk Assessment for Toonagh NS.

**DON'T**

1. Get involved in any activity that involves lifting children or any other inappropriate physical contact
2. Find yourself alone with a child in an unsupervised area
3. Discuss in any detail individual children outside of school – refer requests for information to the class teacher.

It is at the discretion of the principal and The Board of Management when students can be accepted.

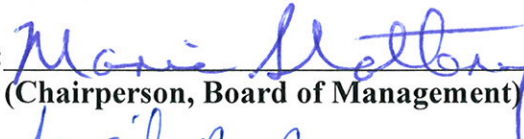
**Implementation and Review:**

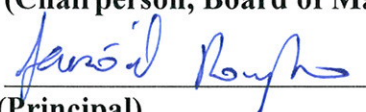
This Policy will be reviewed, as deemed necessary, by the Board of Management.

**Ratification:**

This Policy was ratified by the Board of Management of Toonagh National School at its meeting on February 16<sup>th</sup> 2022.

Signed:

  
(Chairperson, Board of Management)

  
(Principal)

Date:

