



*Scoil Náisiúnta an Easpaig Ó Gealbháin*  
*Bishop Galvin National School*  
*Orwell Park, Templeogue, Dublin 6w*  
*Tel: 4566652 Fax: 4567066*  
*e-mail: [principal@bishopgalvin.ie](mailto:principal@bishopgalvin.ie)*  
*website: [www.bishopgalvin.ie](http://www.bishopgalvin.ie)*  
*twitter: @bishopgalvin*

## **Work Experience Policy**

### **Introduction**

The Board of Management of Bishop Galvin NS acknowledges the opportunities availed those who experience the day-to-day life of a Primary School, particularly *trainee Special Needs Assistants* and *Transition Year pupils* from local secondary and community schools during the school year to experience the day-to-day life of a Primary School.

The school encourages positive links with its many feeder schools and encourages to its past pupils the opportunities, where possible, to experience the whole-school environment through the Transition Year programme.

In our undertaking of contributing to the TY programme, we recognise our role as guardians of students under the age of 18 during their time here and under the terms of our Child Safety Statement, our responsibilities 'in loco parentis'.

Our facilitation of Transition Year students is at the discretion of the school and may be altered from time to time depending on availability.

The school also encourages trainee Special Needs Assistants to learn from the experiences of classroom settings.

### **Purpose of Policy**

The purpose of this policy is to make all parties – the school community, the students and the secondary schools and trainee Special Needs Assistants – aware of our respective roles during the periods of their Work Experience. This policy has been developed in collaboration with members of the school community and aims to reflect best practice for all concerned in making the Work Experience a positive opportunity of learning for the students.

The following areas will be addressed in this policy:

- 1. Admission and allocation of Work Experience candidates.*
- 2. Vetting*
- 3. Insurance*
- 4. Contact*
- 5. Punctuality and attendance*
- 6. Conduct*
- 7. In-School arrangements*
- 8. Supervision and in-class arrangements.*

## 1. Admission and allocation of Work Experience candidates.

### I) *Transition Year students*

- a) The criteria is that pupils 16 and over can be vetted – therefore we can only permit applicants 16 and over to partake the programme in Bishop Galvin NS.
- b) Each year, the school offers its past pupils the opportunity to apply for placement within their Transition Year pupils for a period not exceeding six weeks. The timing of their application to Bishop Galvin is dependent on decisions of their secondary schools to start the process of Transition Year programme for the following year. The following are the criteria for accepting candidates:
- c) The candidate has been accepted by his/her school for the following year's Transition Year programme.
- d) The candidate is a past-pupil of the school.
- e) On a 'first come, first served' basis.
- f) Where a term allows for a candidate to fill a role. Each term should have no more than two sets of six-week periods – please note, this is at the discretion of the school and is always subject to change.

Each candidate must apply by downloading the attached document and emailing it to the school via [workexperience@bishopgalvin.ie](mailto:workexperience@bishopgalvin.ie). **The application must be carried out by a parent/guardian**

Decision of allocation is decided on a 'first come, first served' basis.

Candidates will be informed if they are successful and should a candidate decline their offer, other unsuccessful candidates will then be offered their dates as per earliest application to latest.

It is at the discretion of the school to allocate two students to the same period of time.

*It is important that candidates inform their respective secondary schools of their successful application and that communication follow from the secondary school to Bishop Galvin, acknowledging this.*

### II) *trainee Special Needs Assistants*

- a) The candidate is not required to be a past-pupil of the school.
- b) On a 'first come, first served' basis.

Each candidate must apply by downloading the attached document and emailing it to the school via [workexperience@bishopgalvin.ie](mailto:workexperience@bishopgalvin.ie).

Decision of allocation is decided on a 'first come, first served' basis.

Candidates will be informed of their set date of work experience at least a week in advance of their Work Experience beginning.

Allocation is at the discretion of the school and may be dependent on availability.

## 2. Vetting

Under the terms of the school's Child Safety Statement, it is imperative that the candidate's secondary school recognise the following that Bishop Galvin will;

*'adopt safe practices to minimise the possibility of harm or accidents happening to children and protect workers from the necessity to take unnecessary risks that may leave themselves open to accusations of abuse or neglect'.*

**Therefore, all prospective Work Experience candidates must present the school with a completed vetting form prior to the start of their programme here.**

*[For the **Transition Year students**, the provision of the vetting forms is a matter for the student and their secondary school].*

**Any candidate without such a form will not be allowed enter the school until the form has been fully processed and completed.**

Each candidate who successfully applies to the school will be directed to the Child Safeguard Statement on the school website and it will be discussed on the first morning.

The students will be notified of the Designated Liaison Officer – Ms. Corbett and the Deputy Designated Liaison Officer – Mr. Devaney and will be reminded that should any issues arise to immediately make them aware of it without hesitation.

## 3. Insurance [**Transition Year students only**]

A copy of the student's insurance form must be provided to the school prior to the start of their programme here. Failure to do so may delay the beginning of their programme or lead to full cancellation of their period here.

The provision of the insurance forms is a matter for the student and their secondary school.

## 4. Contact

Contact can take place via email – [workexperience@bishopgalvin.ie](mailto:workexperience@bishopgalvin.ie) or, in the case of 'on the day communication' by phone, 01-4566652.

**[Transition Year students]** Any contact to the school on behalf of the candidate should be done by the parent/guardian and not by the student himself/herself.

## **5. Punctuality and attendance**

The allocation and timetabling of Transition Year students will occur prior to the start of the school year while allocation and timetabling of trainee Special Needs Assistants will take place as the year progresses.

Before the start of the Work Experience period, each candidate will receive an 'Induction Pack' via email. This will outline the procedures and routines for the school and assist the students in an awareness of the various sections of the school day.

Each candidate should arrive to reception for 9.00 that morning where the Work Experience co-ordinator will meet them and outline their roles for that day.

***It is important to alert the school to non-attendance for any reason prior to 9.00 that morning.***

On the first morning, the Work Experience co-ordinator will take the student(s) on a tour of the school, highlighting where each stream is located, the location of the administration staff, the staff room and toilets.

The Work Experience co-ordinator will remind the students of their own responsibilities and will go through the school's procedures, the Child Safeguard Statement and other relevant policies such as the mobile phone policy.

## **6. Conduct**

Students should be aware that the running of the school is the highest priority and respecting all areas of the school is imperative. As outlined before the start of the process of Work Experience, encouragement of positive behaviour is a top priority to display a willingness to learn.

Inappropriate behaviour on school grounds by candidates will not be accepted and will be treated seriously by the school.

We encourage students to adapt a mature discretion as to how to speak while in the presence of those in school and to be mindful in particular of the language used around children.

Students should consider the following:

- *No use of mobile phones during school time*
- *No chewing gum*
- *Positive language used around school*
- *Appropriate clothing*

## 7. In-school arrangements

The allocation of students to classrooms is at the discretion of the school and will be altered from week-to-week. Insofar as possible, the student will experience all four grades of the school during their spell in the school. As outlined previously, each student will be made aware of their daily plan on the morning they arrive. The following is the standard split of the day for the student;

A) **9.00-9.20** – discussion with Work Experience co-ordinator.

B) **9.20-10.30** – **Class Teacher A**

C) **10.30-10.40** – Break in Staff Room\*

D) **10.45-10.55** – Yard Break\*\*

E) **10.55-12.00** – **Class Teacher B**

F) **12.00-12.30** – Lunch in Staff Room\*

G) **12.40-1.10** – Yard Break\*\*

H) **1.10-2.00** – **Class Teacher C**

I) **2.00-2.40** – **Class Teacher D**

\*break and lunch will take place at same time as those for the Special Needs' Assistants.

\*\*yard breaks will be with the teacher on yard that day.

Each student will be provided with a map of the school showing location of every room, including those in the New Building.

The students will inform the secretary of any issues such as illnesses, reasons for early departure etc. during the course of the day.

## 8. Supervision and in-class arrangements

The class teacher is the primary supervisor of the children in his/her own class. The Work Experience student should at no time be left to supervise a class, teach a lesson or at any time be left in the care of children without the teacher present. We encourage students to take a hands-on approach to their experience and actively involve themselves in lessons under the provision of the class teacher.

The student may also observe lessons and we encourage conversing with class teachers and Special Needs Assistants on what a school day involves and learn from the experiences that both have learned in their time in the classroom.

**[Transition Year students]** We encourage the student to participate in learning activities, assisting the class teacher in their lessons, both in the set-up and the duration of the activity.

**Discretion is advised in any discussion with students and at no time should individual pupils in the class be discussed with the Work Experience students.**

## **Ratification & Communication**

Ratified at the BoM meeting on \_\_\_\_\_ and signed by Chairperson. Secretary recorded the ratification in the Minutes of the meeting

## **Monitoring the Implementation of the Policy**

The implementation of the policy shall be monitored by the Principal, staff and the Board of Management

## **Reviewing and Evaluating the Policy**

This policy will be reviewed and evaluated from time to time. On-going review and evaluation will take cognisance of changing information or guidelines and feedback from staff, various secondary schools and others.

Signed: .....  
*For and behalf of Board of Management*

Date: Ratified .....