

SCOIL THOMÁIS, LAUREL LODGE, CASTLEKNOCK, DUBLIN 15
Work Experience/TY Placement Policy for Students & Adults

This policy was devised in consultation with the Principal & Deputy Principal and in consultation with the Senior ISM in February 2017. The Board of Management and Staff of Scoil Thomáis are willing to provide opportunities of work experience and TY 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. Scoil Thomáis 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 Scoil Thomais 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 and to students who have an association with the school (ie relatives of staff members, resident in the local community) 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
4. **Students must be able to provide current NVB vetting documentation** which should be processed in advance of placement start date through the student's post-primary school or the relevant college.

Role of Scoil Thomáis 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.

Scoil Thomáis pupils and staff will treat students on work experience programmes with respect and courtesy at all times.

All students will have a staff member to mentor and co-ordinate their placement (class teacher/secretary/other staff member as appropriate). 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.

5. 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. (Appendix 1)

This policy was ratified by Scoil Thomáis BOM at its meeting on 13TH February 2017

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**IMPORTANT INFORMATION ON VETTING FOR ALL WORK EXPERIENCE/PLACEMENT APPLICANTS
VETTING OBLIGATIONS FOR STUDENTS/ADULTS ON WORK EXPERIENCE & PLACEMENT.**

VETTING The National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 provide a statutory basis for the vetting of persons carrying out relevant work with children or vulnerable persons. The Act stipulates that a relevant organization shall not permit any person to undertake relevant work or activities on behalf of the organization, unless the organization receives a vetting disclosure from the National Vetting Bureau in respect of that person.

Garda vetting is conducted on behalf of registered organizations only and is not conducted for individual persons on a personal basis. If you are seeking employment or intending to volunteer with an organization which conducts relevant work, you may be asked to make an application to be vetted.

GUIDANCE TO WORK PLACEMENT CO-ORDINATORS FROM SCOIL THOMÁIS

The procedures for obtaining Garda Vetting for people with access to children have changed recently (C 31/2016) Consequently Scoil Thomáis needs to ensure that each person on placement in school for work experience has Garda clearance. SCOIL THOMAIS prioritizes its responsibility for the protection of pupils and vulnerable adults in the school.

The following process needs to be activated to arrange vetting for students wishing to undertake work experience and placement opportunities.

An invitation must be issued by candidates for work experience to the patron's office to seek disclosure of information by the National Vetting Bureau under the provisions of Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 and 2016.

Scoil Thomais is in the Archdiocese of Dublin so the vetting invitation must be submitted to the ***Archdiocese of Dublin Child Safeguarding & Protection Service, Holy Cross Diocesan Centre, Clonliffe Road, Dublin 3***

A copy of the Diocesan Vetting Invitation Form is available on www.dublindiocese.ie

Please give a copy of this document to any student coming to our school for work experience and ask them to fill and return it to the address on the form at least one month before work experience is due to commence.

- An invitation to the e-vetting website will then be sent to the applicants Email address, which, when filled, should provide Garda Clearance where no problems exist quite quickly.

Garda Clearance is mandatory for all persons of 16 years and over, wishing to work with children. Students from 16-18 years old must have the permission of their parents when filling out the vetting invitation.

Scoil Thomáis is always supportive of the Work Experience program, particularly in facilitating past pupils and this will continue. It would make it a lot more manageable if the students have completed the process outlined above in advance of their time with us. It also means that students will need to secure placement permission from Scoil Thomais well in advance to ensure that the vetting process is completed in advance of commencing work placement.

All returned GV forms will be handled in the strictest of confidence by Scoil Thomáis. Completed forms will be retained by the school in a secure location.

Updated March 2017