

Scoil Aodán Naofa

Carnew

Co Wicklow

Roll No. 18242A

Work Experience Policy

Work Experience Policy

General

1. Placement are at the discretion of the Board of Management of Scoil Aodán Naofa and in consultation with the Principal and Staff of our school.
2. Priority will be given to candidates from within the wider school community or to those who are aligned to local agencies such as Carnew Enterprise Centre.
3. Individual placements are subject to permission being granted by individual teachers.
4. Candidates should have a Garda Clearance Cert prior to commencement of work experience in Scoil Aodán Naofa.

Conditions of Work Experience

1. Candidates on work experience are expected to be punctual and consistent in good time keeping.
2. Candidates are expected to dress appropriately with the respect to the environment in which they are working.
3. Scoil Aodán Naofa and its environs are non-smoking areas. No smoking in the school building or on the school grounds.
4. Matters of discipline regarding children are the responsibility of the class teacher, and, ultimately, the school principal. Children are not to be disciplined, chastised or scolded by persons on work experience in the school. Ridicule, sarcasm or any behaviour which belittles or humiliates a child is strictly forbidden in Scoil Aodán Naofa.
5. Candidates are accepted on work experience placements on the strict understanding that they must treat all school matters with the utmost confidentiality. This is especially important where elements of children's behaviour, performance or family situation are discussed or overheard.
6. Care should be taken by persons on work experience in the language used, particularly when in discussion with another adult, within the presence of our children.
7. Mobile phones should be switched off or on silent as a courtesy to the class teacher and children whilst candidates are present in the classroom.
8. Any concerns about conditions of service during work experience should be relayed directly to the school principal.
9. Should a child make a disclosure to a parent on work experience, which is of a worrying nature i.e. a matter which affects the child's personal safety, this information **must** be given to the class teacher, who will then inform the **Designated Liaison** Person in the school.
10. Placement in the school is dependent on acceptance of the above conditions.

Declaration

I have read the above conditions of service for work experience and I agree to abide by the conditions as laid out.

Signed:

Date:

This policy was reviewed and ratified by the Board of Management, Scoil Aodán Naofa Carnew

Date: 3rd March 2010

Signed: Martin Casey
Chairperson B. of M.