



Work Experience/School Placement Policy

Introduction

The Board of Management and staff of St. Mary's Boys' National School welcomes opportunities to provide work experience for students from the wider school community. This includes students from Colleges of Education, Transition Year Programmes and students studying childcare or Special Needs Assistance (SNA) programmes.

This policy was drawn up by the staff and Board of Management of St. Mary's Boys National School in order to clarify our school's position on the provision of temporary work experience to those who may be seeking an unpaid work placement.

Rationale

As an increasing number of secondary and third-level students, including adult students engaging in FETAC training, have been asking us if they may do work experience in our school, we felt it was important that we would establish:

- Who we would consider eligible for work experience
- How long we would consider the work experience to last for
- How many trainees/students we are prepared to take on in a standard school year.

Aims and objectives

This policy aims to:

- provide student teachers and others who may be interested in working in a school environment with meaningful and hands-on work experience
- minimise disruption to the teaching and learning process which is the core activity of our school.

Allocation of work experience

Teaching Practice

The school welcomes applications from student teachers pursuing a course in a recognised College of Education. No more than one placement will be considered in each classroom for each school year. This is to minimize disruption to pupils and teachers. Students must present a Garda Vetting Certificate and an appropriate introductory letter from the Teaching Practice Department of the college that he/she is attending. A Statutory Declaration must be completed and furnished by the work experience candidate. Places will be allocated on a first-come, first-served basis.

Third Level Work Experience

The school will consider applications for placements from Third Level students seeking work experience as part of their Early Childhood Course / Special Needs Assistance Training etc. Application must be made to the teacher in charge of work experience. Students must furnish the school with appropriate documentation from the third level institute/college which they attend (letter requesting a placement for the student and evidence of insurance for the student.) All persons undertaking work experience/placement in St. Mary's BNS must be Garda vetted by the college/third level institution in which they are undertaking their studies prior to the commencement of the placement (See DES Circular 0031/2016). In this regard the school maintains a joint written agreement with the relevant college/third level institution. This agreement which is appended to this policy (Appendix 2) must be downloaded and signed by the relevant organisation and St. Mary's BNS in advance of any work experience/placement. The individual seeking work experience/placement is responsible for ensuring this document is presented to St. Mary's BNS at least one week prior to placement.

Transition Year Work Experience

The school will consider applications for placements from secondary school students seeking work experience as part of the Transition Year programme on a case by case basis. Application must be made to the teacher in charge of work placement. Transition Year students must furnish the school with appropriate documentation from the secondary school which they attend (letter requesting a placement for the student and evidence of insurance for the student.) All persons undertaking work experience/placement in St. Mary's BNS must be sixteen years or older. All persons must undergo Garda vetting in partnership with their parents and their secondary school prior to the commencement of the placement. In this regard the school maintains a joint written agreement with the relevant schools/colleges. This agreement which is appended to this policy (Appendix 2) must be downloaded and signed by the relevant organisation and St. Mary's BNS in advance of any work experience/placement. The individual seeking work experience/placement is responsible for ensuring this document is presented to St. Mary's BNS at least one week prior to placement.

Others

From time to time, other people who do not fit into the three categories mentioned above may seek observation time or work experience in the school. As above, applications for observation/work experience must be made to the teacher in charge of work placement.

Applications for work experience

- Applications should be made in writing or by email to agrant@ferrybankbns.ie, well in advance of the dates being requested (Appendix 1). Students should specify their main area of interest (e.g. teaching, childcare, special needs, administration, etc).
- Applications for any work experience should be submitted by the person(s) seeking the placement themselves.
- 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 Principal.

- Additionally, all persons undertaking work experience/school placement must submit a statutory declaration to St. Mary's BNS at least one week prior to the commencement of work experience/placement. A template Statutory Declaration is available at Appendix 3 or can be downloaded [here](#).
- Vetting Disclosures must be submitted to the school at least one week prior to the commencement of the placement.

DURATION OF WORK PLACEMENTS	
School Placement for Student Teachers	A Maximum of 5 weeks in any one class
SNA Work Experience	A Maximum of 10 days
Transition year Students (who have reached 16 years of age and are Garda Vetted prior to placement)	A Maximum of 5 days
Volunteering to build up work experience	A Maximum of 5 days

- In the normal course of events a student teacher will not be accepted during the first two weeks of the school year or during the last 2 weeks of the school year.
 - Non-probated teachers will not have a student teacher in their class
 - A maximum of 2 student teacher placements for teaching practice will be facilitated in any one school year.
 - Only one student teacher per class per year will be accommodated.
 - The student teachers will rotate amongst the staff, whenever feasible, to ensure that no one teacher may be asked to accommodate a student teacher placement year after year.
 - Any absences must be notified in advance to the school principal/work experience co-ordinator.
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- The Principal and staff will endeavour to ensure that the time spent in the school by the student is a positive learning experience.
 - Students are expected to co-operate with the general rules, procedures and organisational policies of the school; their actions and language while in the school must be exemplary and of a professional nature at all times. Dress Code should be appropriate to the school setting.
 - Students must at all times be respectful of all members of staff, Board of Management, parents and pupils. They should also be willing to follow the instruction/guidance of the Principal, Deputy Principal, Class Teacher, SNA, Secretary or whichever staff member has been designated to supervise their duties.
 - Any breaches of discipline observed among pupils must be reported to one of the teaching staff and not dealt with by the student themselves, except in the case of student teachers who should be familiar with the school's Code of Behaviour and should use the

same form of discipline as the class teacher. In these cases, the class teacher should be informed of the misbehaviour in question as soon as possible. Students will be made aware of policies which are deemed necessary and appropriate for their work within the school.

- Any Child Safeguarding Concerns should be brought to the attention of the Designated Liaison Person (James Robinson - Principal) or the Deputy Designated Liaison Person (Corinna Quillinan – Deputy Principal).
- The use of mobile telephones and other personal electronic devices are not permitted during the school day.
- Recordings (photographic/video/audio) of staff, pupils (and their work) and the school grounds are not permitted without prior consent from the school authorities.
- All matters pertaining to the staff, Board of Management, Parents Association, pupils or parents within the school community must be treated as confidential.
- Student teachers' files and observation notes must avoid reference to pupils' full names. Pupils may be referred to by their initials.
- The pupils and staff will be expected to treat students on work experience programmes with respect at all times, in accordance with our policy on Dignity in the Workplace.
- Supervisors of work experience students, including school placement supervisors, will be expected to adopt a positive and respectful attitude towards their student(s), in keeping with the school ethos of providing a positive learning and working environment.
- Supervisors of Teaching Practice students should meet with the principal or deputy principal, before proceeding to the classroom.

Dissemination: This policy will be available on the school website www.ferrybankbns.ie

Ratification and Review: This policy was ratified on 10th June 2025 and will be reviewed as necessary.

Signed:

Chairperson, Board of Management

Date: _____

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To be completed by the applicant seeking placement:

Please sign below to indicate you have read and agree to abide by the contents of this policy.

Applicant's signature

Date: _____

APPENDIX 1

Transition Year Student / Work Experience Request

Student's Name: _____

Academic Year in which work experience is requested: _____

In order to facilitate your request for TY Work Experience / Work Experience, the following requirements must be met:

1. Your request for work experience must be made in writing to St. Mary's Boys' National School.
2. You must be 16 years of age before you commence TY Work Experience / Work Experience, in St. Mary's BNS.
3. You must be fully insured while in St. Mary's BNS **by your school** and a letter to this effect provided to the principal at least one week prior to the commencement of work experience.
4. You must be Garda Vetted **by your school** (and not by St. Mary's BNS). Your vetting disclosure must be submitted to St. Mary's BNS at least *one week prior to the commencement of work experience*.
5. St. Mary's BNS will maintain a written agreement with your school/college in respect of Garda Vetting. The form must be completed (signed, dated and stamped with the official school stamp) *by your school* and returned to St. Mary's BNS with your vetting disclosure *at least one week prior to the commencement of work experience*. The agreement form is available at Appendix 2 or can be downloaded at <https://www.cpsma.ie/vetting/>.
6. You must complete the Statutory Declaration Form at Appendix 3 and return with your Garda Vetting and Joint Agreement at least one week prior to commencing placement.
7. You must read, sign and return St. Mary's BNS School Policy on Work Experience which will be given to you when you submit your Garda Vetting Disclosure and Written Agreement to the school.

Unless ALL of the requirements outlined above are fulfilled,
it will not be possible to complete work experience/placement in St. Mary's BNS.

APPENDIX 2

AGREEMENT BETWEEN:

_____ [the “Organisation”]

and St. Mary’s Boys’ National School [the “School”]

IN RESPECT OF _____ [name of person]

In recognition of their respective obligations under the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012-2016 (“the Acts”), the Organisation and the School agree the following:

1. The Organisation and the School agree that [_____] shall attend the school on such dates during the _____ School Year as may be agreed between the Organisation and the School for the purposes of [_____].
2. The Organisation confirms that it has received a Vetting Disclosure from the National Vetting Bureau in respect of the person named above. Prior to the person named above attending the School and the commencement of any relevant work or activities, for the purposes of the Acts, he/she will furnish the School with a copy of the Vetting Disclosure received by the Organisation from the National Vetting Bureau (“the Vetting Disclosure”) and made available to the person by the Organisation under section 16(1) of the Acts.
3. The person named above will not be allowed to commence relevant work or activities until such time as the Vetting Disclosure has been received and considered by the school.
4. Where the Vetting Disclosure discloses no criminal record or specified information, the person named above will be allowed to commence relevant work or activities in the School on the starting date agreed between the Organisation and the School and may attend the School on such other dates as may be agreed between the Organisation and the School.
5. Where the Vetting Disclosure discloses any criminal record or specified information, the person named above will not be allowed commence relevant work or activities in the School unless a risk assessment for this placement is conducted by the Organisation and is considered acceptable to both the Organisation and the School.
6. Prior to attendance at the School, the person named above will be required to complete a Statutory Declaration (see Appendix 3 to this Agreement). The School reserves the right to request and verify references in respect of the person named above, prior to and following, the commencement of any relevant work or activities in the School.
7. This Agreement permitting the attendance of the person named above in the School may be terminated by the School at any time.

8. Signed:

_____ (Organisation) Date: _____
_____ (St. Mary’s BNS) Date: _____

APPENDIX 3

Statutory Declaration and Form of Undertaking

I _____ of, _____

in the county of _____ aged sixteen years and upwards do SOLEMNLY AND SINCERELY DECLARE as follows:

that to the best of my knowledge and belief there is nothing, from a child protection perspective, in relation to my conduct, character or personal background of any nature that would adversely affect the position of trust in which I would be placed in relation to children or vulnerable persons by virtue of my placement in [_____] (the “School”) by [_____] (the “Organisation”) or in any recognised primary or post-primary school or any other state funded centre of education for children or vulnerable persons for the purposes of [_____] (the “Placement “)

I am aware that I am not now, or in the future, required to disclose to a school authority details of any conviction regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, but that, in accordance with section 10 of that Act, this does not however apply in the case of any conviction in respect of offences specified in Part 1 or 2 of Schedule 1 of that Act or those specified in Schedule 3 of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Within a child protection context:

- I hereby confirm my irrevocable consent to the School to the making of such enquiries as they deem necessary in respect of my suitability for the Placement in the School.
- I hereby accept and confirm the entitlement of the School to reject my application or terminate the Placement, if I have omitted to furnish the School with any information relevant to my application for, or continuing performance in the Placement.
- I understand that any false or misleading information submitted by me will render me liable to automatic disqualification from taking up the Placement or render me liable to have the Placement terminated in the event that it has already commenced.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1938.

Signed: _____ Date: _____

Applicant

Print Name: _____

Declared before me _____ by
_____ who is personally known to me, at
_____ in the City/County of _____ on the ____ day of _____
20_____

[Practising Solicitor] [Commissioner for Oaths] [Notary Public] [Peace Commissioner]

Declared before me _____ by
_____ who is identified to me by
_____ who is personally known to me, at _____ in the
City/County of _____ on the ____ day of _____ 20_____

[Practising Solicitor] [Commissioner for Oaths] [Notary Public] [Peace Commissioner]

Declared before me _____ by
_____ whose identity has been established to me
before the taking of this Declaration by the production to me of [passport no. [passport number]
issued on [date of issue] by the authorities of [issuing state], which is an authority recognised by
the Irish Government]

Or

[national identity card no. [identity card number] issued on [date of issue] by the authorities of
[issuing state] [which is an EU Member State, the Swiss Confederation or a Contracting Party to
the EEA Agreement]

Or

[alien's passport no. (document equivalent to a passport) [passport number] issued on [date of issue] by the authorities of [issuing state] which is an authority recognised by the Irish Government]

Or

[refugee travel document no. [document number] issued on [date of issue] by the Minister for Justice, Equality and Law Reform]

Or

[travel document (other than refugee travel document) no. [document number] issued on [date of issue] by the Minister for Justice, Equality and Law Reform]

at _____ in the City/County of _____ on the ____ day of _____
20____

[Practising Solicitor] [Commissioner for Oaths] [Notary Public] [Peace Commissioner]