



Bandonbridge N.S.

Work Experience Policy

Transition Year • College • Teaching Practice Placements

Purpose

Bandonbridge National School welcomes opportunities to support students undertaking Transition Year (TY), college, teaching practice or other approved work experience placements. The school aims to provide a safe, positive and worthwhile learning experience while ensuring that the safety, welfare, privacy and educational needs of pupils remain paramount.

1. Applications and Placements

Placements are offered at the discretion of the Principal and/or Board of Management, subject to the needs and capacity of the school. Where demand exceeds available places, priority may be given to former pupils.

Before commencing a placement, students must:

- provide any documentation required by their school, college or placement provider;
- have appropriate insurance cover provided by their school, college or relevant institution;
- comply with any Garda vetting and safeguarding requirements applicable to the placement;
- provide relevant emergency contact details;
- familiarise themselves with school procedures and policies identified by the Principal; and
- sign the Work Experience Agreement attached to this policy.

Acceptance for work experience does not constitute employment by Bandonbridge N.S.

2. Child Safeguarding

Bandonbridge N.S. is committed to safeguarding and promoting the welfare of every child. Work experience students must comply with the school's Child Safeguarding Statement, Risk Assessment and relevant child protection procedures.

Students will work under the direction and supervision of school staff and must not assume responsibilities for which they are not authorised or appropriately qualified. Any concern relating to the safety or welfare of a pupil must be reported immediately to the appropriate member of staff in accordance with school procedures.

3. Confidentiality and Data Protection

All information relating to pupils, families, staff and the wider school community must be treated as strictly confidential. Students must not discuss school matters outside the school or share information, photographs, recordings or other material relating to pupils or staff, including through social media or messaging services.

A serious breach of confidentiality may result in the immediate termination of the placement.

4. Professional Conduct

Students are expected to:

- treat pupils, staff, parents/guardians, visitors and fellow students with courtesy and respect;
- use appropriate and professional language and behaviour;
- follow the directions of the Principal and designated supervising staff;
- comply with school policies, procedures and health and safety requirements;
- dress in smart casual, appropriate and professional clothing;
- use mobile phones and personal devices only in accordance with school policy;
- arrive punctually, remain for the agreed hours and notify the school promptly of any absence or unavoidable lateness.

Students wishing to leave the school during agreed placement hours must first seek permission from the Principal or designated staff member.

5. Duties and Supervision

Duties will depend on the student's age, experience and type of placement. They may include assisting with appropriate classroom activities, preparation of resources, administrative tasks and other suitable school-based activities.

Other than appropriately supervised teaching-practice students, work experience students do not have responsibility for teaching, supervising or disciplining pupils independently. Significant behavioural or disciplinary matters must be referred to a member of the teaching staff.

A timetable or programme may be prepared for the placement. Students are expected to be flexible and to participate positively in appropriate activities assigned to them.

6. Respectful Learning Environment

Bandonbridge N.S. aims to provide a welcoming and respectful environment for students undertaking work experience. Pupils and staff are expected to treat visiting students with courtesy and respect. Visiting tutors, lecturers and placement supervisors are similarly expected to conduct themselves professionally and respectfully and in keeping with the ethos of the school.

7. Ending a Placement

The Principal may contact the student's school, college or placement provider where necessary regarding suitability, attendance, conduct or progress. The Principal, in consultation with the Board of Management where appropriate, reserves the right to decline, alter or terminate a placement at any time where this is considered necessary in the interests of pupils, staff, the student concerned or the effective operation of the school.

Work Experience Agreement

Bandonbridge National School

Name of Student	
School / College	
Placement Dates	
Usual Hours	

I have read and agree to comply with the Bandonbridge N.S. Work Experience Policy. During my placement, I agree to:

- carry out appropriate duties assigned to me to the best of my ability;
- follow the guidance and instructions of the Principal and supervising staff;
- behave and dress in a professional and appropriate manner;
- respect the dignity, privacy and wellbeing of every pupil;
- maintain strict confidentiality regarding pupils, families, staff and school matters;
- comply with the school's safeguarding, health and safety and other relevant policies;
- refrain from taking or sharing photographs, videos, recordings or personal information relating to pupils unless specifically authorised as part of an approved school activity; and
- notify the school promptly if I am unable to attend.

I understand that a serious breach of these expectations may result in my placement being terminated and, where appropriate, my school, college or placement provider being informed.

Student Signature:	Date:
Parent/Guardian Signature (where appropriate):	Date:
Principal/Designated Staff Member:	Date:
School/College Contact (if required):	Date: