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Work Experience & Student Placement Policy

1. Introduction & Rationale

Scoil Mhuire Allenwood welcomes applications from students seeking work experience or professional placements. When properly structured, placements are mutually beneficial to the student and the school community. This policy establishes clear guidelines to safeguard pupil welfare, uphold statutory child protection and data protection obligations, and ensure a positive learning experience for visiting students.

2. Scope & Categories of Placement

This policy applies to all individuals undertaking unpaid educational placements in the school, including:

- **Third-Level Student Teachers & SNA Trainees:** Students enrolled in accredited Primary Education (B.Ed. / PME) or Special Needs Assistant (SNA) courses.
- **Post-Primary Transition Year (TY) Students:** Second-level students exploring a genuine interest in primary teaching or SNA work.

To maintain high standards of mentoring and classroom stability, the school will facilitate a maximum of **two placement students per term**, with priority generally given to third-level teaching/SNA placements and past pupils.

3. Application, Vetting & Insurance Requirements

- **Application & Approval:** Prospective candidates must apply in writing to the Principal in advance. All placements and assigned duties must be formally sanctioned by the Principal.
- **Garda Vetting:** In compliance with the National Vetting Bureau (Children and Vulnerable Persons) Acts and Department of Education circulars, all placement students aged 16 and over must be Garda Vetted prior to commencing their placement. Third-level students must provide proof of vetting via the Teaching Council or their nominating college; second-level schools must confirm vetting status for eligible TY students before placement begins.

- **Insurance:** A valid certificate of insurance covering the student during their placement must be submitted by the sending school, college, or candidate prior to commencement.

4. Attendance, Punctuality & Professional Conduct

- **Hours of Attendance:** Students must arrive by **8:50 am** each morning and remain until **2:40 pm**, adhering strictly to the timetable provided unless a deviation is approved by the class teacher or Principal.
- **Absence or Lateness:** If a student is unable to attend or will be delayed, they must notify the school office as early as possible on **045 860098 / 045 860826**.
- **Dress Code:** Students must dress neatly, modestly, and practically in attire appropriate for an active primary school environment.
- **Mobile Phones:** Personal mobile phones must be switched off or kept on silent and stored away during school hours. Phones may only be checked in the staffroom during official break times.

5. Child Safeguarding & Supervision

Scoil Mhuire Allenwood operates in strict accordance with *Children First: National Guidance for the Protection and Welfare of Children* and the school's *Child Safeguarding Statement*.

- **Induction:** Prior to arrival, students on placement should familiarize themselves with the Child Safeguarding Statement which is available on the school website www.scoilmhuireallenwood.ie
- The Principal is the Designated Liaison Person and the Deputy Principal in the absence of the Principal.
- **No Unsupervised Contact:** Placement students must never be left alone with an individual pupil in an unsupervised area.
- **Classroom Supervision:** Placement students act in a supportive capacity under the direction of the class teacher and must never be left in sole charge of a classroom.
- **Toileting & Intimate Care:** In line with the school's *Intimate Care Policy*, placement students are strictly prohibited from accompanying a child to the toilet or assisting with any intimate care needs.
- **Professional Boundaries:** Students must maintain appropriate professional boundaries at all times—avoiding physical lifting of children, hugging, or allowing children to sit on their laps.

6. Health, Safety, First Aid & Allergies

- **First Aid & Medication:** In accordance with the school's *First Aid Policy*, *Accident/Illness Policy*, and *Administration of Medication Policy*, placement students must **never** administer first aid or medication to a pupil. Any injury, fall, or sign of illness must be reported immediately to the class teacher or the teacher on yard duty.
- **Allergy Awareness:** Scoil Mhuire Allenwood is an "allergy-aware" school. Placement students must enforce the strict "no sharing food" rule among pupils and refrain from bringing nut products into classrooms where severe allergies exist.
- **Emergency Procedures:** Students must familiarize themselves with the classroom fire evacuation route and follow staff instructions immediately during drills or emergencies.

7. Confidentiality, GDPR & Social Media

- **Confidentiality:** All information regarding pupils, families, staff, and classroom events is strictly confidential and must not be discussed outside the school. Any enquiries from parents must be referred directly to the class teacher.
- **Photography & Recordings:** Under no circumstances may placement students take photographs, videos, or audio recordings of pupils on personal devices, nor use images of pupils in college/school projects.
- **Social Media:** Placement students must not post any comments, images, or references relating to Scoil Mhuire Allenwood, its staff, or its pupils on any social media platform or messaging group.
- **Observation Notes:** Students wishing to record written observations for coursework must obtain prior permission from the class teacher and ensure all notes are fully anonymized.

8. Behaviour Management

Placement students are guests in the school and must treat all pupils and staff with courtesy and respect. Students must **never** discipline, reprimand, or sanction a pupil under any circumstances; any behavioural concerns must be referred immediately to the class teacher or supervising staff member.

9. Ratification & Version Control

This policy was first ratified by the Board of Management in October 2018 and updated in November 2026. It will be reviewed every four years or earlier if required by statutory changes.

Version	Date Approved	Approved By	Next Review Date
2.0		Board of Management	November 2030

Chairperson, Board of Management: _____ Date: _____

Principal: _____ Date: _____

Appendix: Induction Guidelines & Practical Information

Quick Reference: Do's and Don'ts

DO:

1. Arrive by **8:50 am** dressed neatly and appropriately; ring **045 860098 / 045 860826** early if delayed or unwell.
2. Read the *Child Safeguarding Statement* provided at induction and speak immediately to the Class Teacher or Principal if you have any welfare concerns.
3. Inform the Principal and Class Teacher if you need to leave the school premises during the day.
4. Treat all children with kindness and respect, referring any behavioural issues to the Class Teacher.
5. Ask permission from the Class Teacher before taking anonymised observation notes or using school equipment.
6. Keep your mobile phone switched off/silent and stored away during school hours.
7. When assisting on yard duty, walk around actively, observe pupils, and report any incidents or injuries to the teacher on duty.
8. Be mindful that staffroom seating is limited during breaks and allow permanent staff priority seating.

DON'T:

1. Find yourself alone with a child in an unsupervised room or corridor.
2. Accompany a child to the toilet or assist with intimate care.
3. Lift children or engage in inappropriate physical contact (no hugging or sitting on laps).
4. Reprimand or discipline a pupil.
5. Administer first aid or medication to any child.
6. Take photos/videos of pupils or mention the school/pupils on social media.
7. Discuss individual pupils outside of school or remove school resources without permission.

School Facilities & Key Information

- **School Day:** Pupils enter at 8:50 am; classes run from 9:00 am to 2:40 pm.
- **Staffrooms:** Located at the end of the corridor in the Back Building and beside the Principal's Office in the Front Building.
- **Staff Toilets:** Located next to the Office in the Back Building and between the SET rooms in the Front Building.
- **School Secretaries:** In attendance from **8:40 am to 2:40 pm** daily.
- **First Aid Equipment:** Located in the Main Office in the Back Building and the Staffroom in the Front Building.

Placement Agreement & Safeguarding Acknowledgement

I confirm that I have read, understood, and agree to abide by the **Scoil Mhuire Allenwood Work Experience & Student Placement Policy** and have viewed the school's **Child Safeguarding Statement**.

- **Student Name (Block Capitals):** _____
- **Sending School / College:** _____
- **Placement Dates:** From _____ to _____
- **Signature:** _____ **Date:** _____
- **Contact Phone No.:** _____ **Email:** _____

(Please sign and return this slip to the Principal prior to commencing your placement.)