

# Yellow Furze National School

## Policy on Work Experience

The Board of Management and Staff of Yellow Furze National School are willing to provide opportunities of work experience for students from the wider school community. The following are the procedures under which this work experience can take place:

- 1 Places will be given on a priority basis to former pupils of the school.
- 2 Only one participant at a time will be accepted on a work experience programme, except in exceptional circumstances.
- 3 Students must be fully insured whilst in the school by their respective school or college.
- 4 The Principal and Staff will endeavour to ensure that the time spent in the school by the student, is beneficial and a positive learning experience.
- 5 Students must at all times be respectful of all members of staff, Board of Management, parents and pupils.
- 6 Their actions and language whilst in the school must be exemplary and of a professional nature at all times.
- 7 Students on work experience placements are expected to co-operate with the general rules, procedures and organisational policies of the school.
- 8 Students will be provided with copies of policies which are deemed necessary and appropriate for their work within the school e.g. Child Protection, Supervision, Staff Code of Conduct, Induction Booklet for Students.
- 9 They should also be willing to follow the guidance of the Principal, Deputy Principal, Secretary or whichever staff member has been designated to supervise their duties.
- 10 All matters pertaining to the staff, Board of Management, Parents Council, pupils or parents within the school community must be treated with the utmost confidentiality.
- 11 Any breaches of discipline observed among the pupils must be reported to one of the teaching staff and not dealt with by the student themselves.
- 12 The pupils and staff will be expected to treat students on work experience with respect at all times.

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Principal

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Chairperson BOM

Reviewed December 2021