

1 STUDENT TEACHER AND WORK PLACEMENT POLICY

1.1 INTRODUCTION AND RATIONALE:

Kilcolgan Educate Together NS welcomes trainee teachers, transition-year pupils, volunteers from other countries completing overseas work placements and other categories of students completing courses in early childhood studies and childcare who come to the school to gain work experience and fulfil qualification requirements. Such individuals, while benefitting from the experience, also make a commendable contribution to the school community. This policy endeavours to ensure that such individuals will receive the support and guidance required to make their experience meaningful and to ensure the school's high standards are maintained and that the welfare of the children in the school is prioritised.

1.2 AIMS AND OBJECTIVES:

- To identify the process for applying to the school as well as criteria used to determine if an individual's request for a placement can be accommodated.
- To establish expectations and roles for both staff members and individuals on placement.
- To clarify the information that will be communicated to individuals on placement as well as protocols for support provided by staff members.

1.3 PROCEDURES:

1.3.1 APPLYING FOR PLACEMENTS

Applications for work experience should be made by email to the Principal at anna@kilcolganetns.com. Before placement can begin the following documentation is required:

- Letter of application, outlining details (dates, duration etc.) of work experience requested and furnishing any information and documents from the institution that the student attends.
- A copy of the insurance indemnification from the student's institution, if appropriate.
- A copy of the recent Garda Vetting certificate (relevant for those over the age of 18 years). The certificate must be less than two years old. If Garda Vetting has not been completed, this will be required and completed with the support of the school patron. See <https://www.educatetogether.ie/school-boards/vetting/> to read more about Garda Vetting requirements.

Placements will be allocated on a first-come first-served basis, and approval is dependent on a teacher's willingness to facilitate a placement in her or his class.

1.4 GENERAL PLACEMENT GUIDELINES

Individuals on placement are expected to familiarise themselves with the school ethos and the Child Safeguarding Statement, the Code of Behaviour and the Health and Safety Policy. Student teachers will also be required to read the Internet Acceptable Use Policy and the curriculum documents in the school plan. All candidates must sign a declaration (see Appendix A) confirming they have received and read these policies. All candidates must also sign up to Code of Conduct for Staff and Volunteers.

Any concerns with regards to non-compliance with school policy will be referred to the Principal. This may be referred to the relevant institution or organisation, if necessary.

Confidentiality in relation to all matters relating to teachers, SNAs, ancillary staff, pupils and the organisation and administration of the school is an essential requirement for anyone completing a placement in the school. Breaches of confidentiality will be treated with the utmost seriousness.

Anyone on placement must consult with the class teacher and/or principal before recording images of children or their work (to ensure parental consent & the purpose required). The school's Internet Acceptable Usage Policy should be referred to when undertaking tasks involving IT.

In the event of course work or a report being written by the candidate on work experience, nothing that could identify any individuals in the school community should be written, and all relevant identifying details should be anonymised. All reports should respect data protection regulations. Names of individual children should not be used.

1.5 TEACHING PLACEMENTS (STUDENT TEACHERS)

The school welcomes student teachers and recognises its obligation to share best practice in education with student teachers as well as the knowledge gained among staff members in working with, learning from and supporting trainee teachers.

- Normally, no more than one student teacher will be facilitated at any one time per class, and a class will only have a student teacher once per academic year.
- No teacher will be obliged to host a student teacher. Only fully probated teachers are eligible to host a student teacher.
- Prior to agreeing to offer a placement, the trainee candidate will be informally interviewed by the principal and host teacher.

Trainee teachers on teaching placement are expected to:

- Respect confidentiality.
- Carry out the duties and instructions given by class teacher.
- Plan appropriately for lessons to be taught, in consultation with the class teacher and to have relevant paper work & resources completed and gathered before the commencement of teaching.

- Ensure that classroom management approach is consistent with that of the class teacher and follow the school's Code of Behaviour.
- Respect school resources such as photocopier, computers and laminators and use them in a judicious way, for teaching aids and not for personal use. Student teachers are never expected to pay costs of essential teaching materials and may submit receipts, as appropriate, for reimbursement, with prior approval from the principal.
- Exercise friendliness and courtesy to help and maintain a good working atmosphere.
- Arrive punctually, take breaks at allotted times and contact the school if she or he is unable to attend or will be late.
- Ensure that mobile phones are used appropriately.
- Report all accidents and incidents to the class teacher.
- Be aware of the Health and Safety Policy (including the fire procedures), Child Protection Policy, School Code of Behaviour, Internet Acceptable Usage Policy and curriculum plans.
- Present planning notes to host teachers.

For teachers who have trainee teachers in their class, they should:

- Inform the student of tasks to complete within the class with clear guidelines, ensuring that the curriculum plans continue to be met.
- Meet daily with the student teacher to review lessons, provide informal feedback, make helpful suggestions and answer questions.
- Be mindful that class contact time for work experience students is important, ensuring that student teachers receive the full experience of the teaching profession.
- Liaise with the principal and supervisors from teacher training colleges, as required, regarding the student teacher's progress.
- The host teacher will always be present during lessons and retains ultimate responsibility for the pupils' health, safety and well-being. Therefore, the host teacher may interrupt a lesson, if deemed necessary.
- Incorporate the lessons and objectives taught by the student teacher in the Cuntas Míósúil.

1.6 TRANSITION-YEAR PUPILS AND OTHER WORK PLACEMENTS

No more than one person will be facilitated at any one time per class. Individuals on placement will always work under the direction and in the presence of a staff member. Responsibilities of all those on work placement:

- Respect confidentiality at all times.
- Carry out the duties and instructions given by class teacher and other staff.
- Exercise professionalism in their contact with the children.
- Arrive punctually and take break at allotted times and contact the school if they are unable to attend or will be late.

- Respect school resources.
- Report all accidents and incidents to the class teacher.
- Be aware of the Health and Safety Policy, Child Protection Policy and Code of Behaviour.
- Use mobile phones at break times only and out of view of the children.

Transition year students will generally be accommodated for one placement of up to one week (or equivalent – e.g. 5 Fridays). With regard to SNA work placements, SNAs will be facilitated for one placement up to the maximum of 25 hours or one week.

Under the supervision of the class teacher and at his/her discretion, individuals completing work placement may be asked to undertake some of the following:

- Work with individual children or small groups on scheduled activities.
- Read to children and listen to reading.
- Assist in setting out and preparing equipment or in clearing up and putting away same.
- Sort equipment and compile inventories.
- Carry out administrative duties through the office.
- Complete any other work as set by class teacher or other staff.

1.7 RATIFICATION AND COMMUNICATION:

This policy was ratified on 24/03/23. The policy will be distributed to all individuals prior to the commencement of the placement and will be available electronically for access at any time. It will be reviewed as necessary.

1.8 APPENDIX A

All policies referred to below are available on the school website at <http://www.kilcolganetns.com/policies.html>.

Please complete Part A of this form prior to beginning placement. Please provide the signed form to the school no later than the first day of placement.

1.8.1 PART A

Student Applying for Placement is _____

Institution responsible for student and main contact person: _____

I have read, understand and agree to uphold the following policies:

Policy	Date Read
Child Protection Policy	_____
Code of Behaviour	_____
Code of Conduct for Staff and Volunteers	_____
Health and Safety Policy	_____
Acceptable Use Policy	_____
I have completed my Garda Vetting _____ (date vetting obtained)	
I provided Kilcolgan Educate Together with an email of appropriate insurance cover on _____ (date)	
Signed: _____ Date: _____	

1.8.2 PART B

To be completed at commencement of placement with placement coordinator.

Student Applying for Placement is _____

Placement coordinator and point of contact is _____

I confirm 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 relation to children or vulnerable adults in which I would be placed by virtue of my appointment to a teaching or nonteaching post in Kilcolgan Educate Together. I also undertake to inform the above school authority of any changes to the above stated position that may affect my suitability, from a child protection perspective, for continued employment with the school authority or for any subsequent employment with the school authority. I acknowledge and understand that any false or misleading confirmation as to my conduct, character or personal background or any failure of mine to inform the school authority of relevant changes that may affect my suitability, from a child protection perspective, will constitute a breach of my contract of employment and may be grounds for summary dismissal by the school authority.

Signed (student) : _____ Date: _____

Witnessed by (on behalf of school authority): _____ Date: _____

Garda Vetting has been viewed and filed

Signed: _____

Anna Eagleton, Principal

Suitable **insurance** arrangements are in place

Signed: _____

Placement Coordinator/ Principal