

# St Joseph's Patrician College, Galway. 'THE BISH'



## Work Experience policy Transition year and LCVP.

**Ratification Date: 23<sup>rd</sup> February 2021**

**Review Date:**

**Revision Number: 1 (Feb 2021)**

This policy is in keeping with the Child Protection Procedures as adopted by the Board of Management. Teachers are reminded that they are mandated persons and must be familiar with their obligations with reference to the Childrens First: National Guidance for Protection and Welfare of Children 2017 and the Children First Act 2015

St. Joseph's Patrician College believes that Work experience is a major part of the Transition Year Programme (TYP) and Leaving Cert Vocational Program (LCVP).

The responsibility to acquire work placement lies with the individual student.

Applications should be made as early as possible to obtain and secure work placements.

### **Duration:**

Work experience for Transition Year takes place on one day a week for the duration of the academic year. Work experiences for LCVP takes place during the week before the October midterm break. Due to Covid 19 restrictions in the academic year 2020 2021 this situation will need to be reviewed as required. Where possible, students are encouraged to find placements in work related to the career in which they have a special interest. It is the responsibility of each student to make his/her own application and to find their own work experience placement. Students are not paid for work experience.

### **Attendance:**

Students must attend work experience on each designated day. If for any reason the student is unable to attend the student or parent/guardian must notify the employer as soon as possible and also present a written explanation to the school for the absence.

### **Punctuality:**

Students should be punctual for their work experience; therefore, students should arrive five minutes before the appointed time. If the student is going to be late, the student must notify the employer of this as soon as possible.

### **Monitoring:**

Students are monitored by the school and assessed by the employer. The 'Work Experience Agreement Form', outlining details of the work experience must be submitted to the TY Coordinator (TYC) or LCVP coordinator before starting each placement.

After each day of work experience students are required to update the relevant pages in their TY/LCVP work experience journal supplied by the

school. It is imperative that this is accurately and diligently completed as it is the mechanism which assesses what you have learned from your work experience. This journal must be shared with your TYC/ LCVP coordinator and will be checked at interview stage towards the end of the TYP /LCVP. The Employer's Report must also be returned to the TYC /LCVP coordinator at the end of each work experience placement.

### **Insurance:**

Employers Liability & Public / Products Liability is covered by the School's indemnity policy. A copy of the indemnity policy is included in the pack that students receive prior to each work experience. Should your employer request a specific letter of insurance in which you are personally named, these are available on application from the TYC/ LCVP coordinator. Four weeks' notice is required to ensure insurance letters are received in good time.

### **Vetting:**

Students over 16 years of age who will be working with children or vulnerable adults (e.g. the elderly, people with Special Educational Needs etc.) must complete Garda Vetting. Forms are available from the TYC /LCVP coordinator and it is the responsibility of the individual student to complete and submit the form to the TYC/ LCVP coordinator . Six weeks' notice is required to ensure vetting forms have been processed fully.

### **Contact Details:**

Each student will provide the employer with the cover letter received in the student pack, the 'Employer's Report on Work Experience' form and the Indemnity form.

### **Work Experience Guidelines:**

Students must comply with the 'Good Practice Guidelines in Relation to Work Experience' received in the student information pack while on placement at all times. It is essential that students follow and comply with all health and safety guidelines and procedures set out by the employer.

Students working in a school setting must seek the permission of the teacher who they will work with for the duration of the placement, and follow the instructions of the class teacher at all times. Work shadowing will be the primary function and any work undertaken will be under the supervision of the class teacher at all times.

**Confidentiality:** Students must respect confidentiality in relation to observations made while in the workplace. Any issues of concern should be discussed only with their work experience Teacher in our School.

If students have a genuine difficulty during work experience, they should contact St. Joseph's Patrician College immediately.

**Student responsibilities on Work Experience:**

- Be on time and adhere to employers start and finish times.
- Inform the employer and school of any unavoidable absences.
- Dress in a neat and appropriate manner for the work assigned. Seek guidance on 'Dress Code' from the employer.
- Respect and comply with all rules, procedures, and reasonable requests from the employer.
- Mobile phones should not be used while on work experience.
- Adhere to all health and safety guidelines and procedures.
- Maintain the good name of St. Joseph's Patrician's College.
- Respect the employer.
- Respect the place of work e.g., clean up after yourself.
- If you have any concerns please report them to the employer, your parents, or the school at the earliest possible time.
- Pilfering, stealing, or interfering with employer's equipment or stock will result in immediate dismissal from work experience and will be dealt with appropriately using the schools code of behaviour.
- Students must work closely with their LCVP teacher / TY/LCVP Coordinator and keep them fully informed.

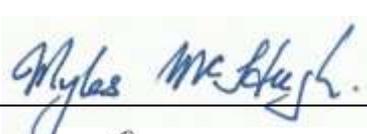
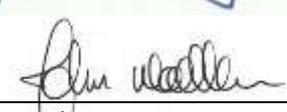
**Documentation:** All paperwork must be submitted well in advance of each work placement. All work experience requires a Work Experience Agreement form (Appendix 1) signed by the employer and parents/guardians. Students are required to keep/collect all relevant work experience documentation as advised by the class teacher/coordinator. Students will also be expected to submit a signed parental consent form (Appendix 2) if pupil is under 18 years of age.

## **Health & Safety:**

While St. Joseph's Patrician College continues to have responsibility for students on work experience, the employer has the same responsibilities for their health, safety, and welfare whilst the student is on an employer's premises. As most students undertaking work experience will be under the age of 18 years and in some cases, may be under 16 years, employers facilitating work experience should review the relevant sections of the 'Protection of Young Persons (Employment) Act 1996' to ensure compliance. Parents/Guardians must give full consent for the work placement to take place and be satisfied that these placements are appropriate and safe for their son/daughter.

## **Child Protection in The Context of Work Experience Placement.**

In preparing pupils for work experience, environmental safety and personal safety need to be addressed fully. Young people need to be equipped, with prevention strategies, skills, attitudes, knowledge and understanding which assist them to keep safe. They also require mechanisms to notify the school if they have any concerns or if anything untoward should occur to them during work experience placements. If a pupil has child protection concerns or any other issues whilst on placement, these should be reported to the designated teacher/work experience teacher within the school immediately. They will supply advice and support in relation to the pupils concerns.

The Board of Management ratified this policy on the:	DATE:
	Signed:
<b>Myles McHugh Chairperson</b>	
<b>John Madden Secretary of the BOM</b>	
Date of next review:	As Required



**Appendix 1.**

**Work Experience Agreement Form:**



Please complete the following document

<b>Name of Employer</b>	
<b>Address of Employer.</b>	
<b>Phone Number of Employer.</b>	
<b>Student Name</b>	
<b>Student Telephone Number:</b>	
<b>Student email address:</b>	
<b>Brief Description/Nature of work the Student will be undertaking.</b>	

	<b>Yes.</b>	<b>No.</b>
Will student be left unsupervised during this work placement.?		
Will Student be involved in lifting during this work experience?		
	<b>Yes.</b>	<b>No.</b>
Will the student be operating in any type of Mechanical equipment?		

	<b>Yes.</b>	<b>No.</b>
Will the Student be working with or near any Hazardous material.?		
Briefly describe the type of work involved		
	<b>Yes.</b>	<b>No.</b>
Will student need protective clothing and equipment (PPE)?		
If yes, will the PPE be provided?		
Will the Student be working at a height.?		
Briefly describe the type of work involved		
Will you familiarise the student the health and safety and emergency procedures in the workplace?		

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Thank you for completing the form and giving the student an invaluable experience.



## Appendix 2:

### Parental Consent Form:

### Work Experience for Transition Year/ LCVP Pupils.

Parent Name:		
Student Name:		
Work Placement Company Name:		
	From:	To:
Dates		

I, \_\_\_\_\_ (Parent/Guardian)

Give my consent for my son. \_\_\_\_\_ to participate in the Work Experience programme on the dates listed above.

I understand that no payment in respect of work done may be made although employers may help with fares and lunches if they so wish. I know of no medical reason my son should not take part in Work Experience. If there are medical considerations/special needs which may affect the type of placement which would be suitable, please inform the TY /LCVP coordinator, before commencement of Work experience.

I understand that this form is to be signed and returned before the commencement date of the Work Experience.

Parents Signature:	
Date:	



### **Appendix 3:**

## **'Good Practice Guidelines in Relation to Work Experience'**

- Students are expected to organise travel arrangements to Work Placement in advance of the start date.
- The length of the Work Placement day should, as far as possible, replicate the normal working day.
- Students and employers should agree break times in advance of the start date.
- Students are expected to find out if a uniform or dress code is required.
- If the student has a planned absence from Work Placement, for example a medical appointment, he is expected to inform the contact person at Work Placement and reception at the school at the earliest opportunity. If the absence is unplanned due to illness, the student must ensure that the contact person at the Work Placement is informed as well as the school Coordinator.
- Students are expected to show initiative and have a positive attitude in Work Placement.
- Students are expected to complete the full duration of agreed Work Placement. Students are not allowed change Work Placement without notifying the school Coordinator.
- If any issue arises during Work Placement, the school/Coordinator must be informed as soon as possible.