



SNA/Childcare Work Experience Policy

The Board of Management and Staff of St. Joseph's NS, Bree/SN Seosamh Naofa, Brí are willing to provide opportunities of work experience for students from the wider school community. This policy applies to students studying childcare or Special Needs Assistance (SNA) programmes.

The following are the procedures under which this work experience can take place:

- Students must be aged 16 before the day they commence their experience.
- Places will be given on a priority basis to former pupils of the school, to parents of pupils of St. Joseph's NS, Bree/SN Seosamh Naofa, Brí and to children of staff members.
- Only one participant at a time per class will be accepted on a work experience programme.
- Applications for work experience should be made in writing, well in advance of the dates being requested. Students should specify their main area of interest (eg; teaching, childcare, special needs, administration etc).
- Students must be fully insured while in the school by their respective college or school; a letter to this effect should be provided to the Principal.
- Students must also provide the Principal with their Garda Vetting Disclosure.
- Persons who request a voluntary position in the school, for the purposes of building up work experience, must also be Garda vetted prior to commencing their placement.
- This requirement applies to persons undertaking short- or long-term placements.
- All vetting documents need to be shown to the Principal before commencement of placement.
- The Principal and staff will endeavor to ensure that the time spent in the school by the student is beneficial and a positive learning experience.
- Students must at all times be respectful of all members of staff, board of management, parents and pupils. They should also be willing to follow the instruction/guidance of the Principal, Deputy Principal, secretary or whichever staff member has been designated to supervise their duties.
- Students are expected to co-operate with the general rules, procedures and organisational policies of the school; their actions and language while in the school must be exemplary and of a professional nature at all times.
- Their dress should be appropriate to the environment.
- Students are advised not to be over-familiar with pupils.
- Students will be given access to policies which are deemed necessary and appropriate for their work within the school.
- All matters pertaining to the staff, board of management, parents association, pupils or parents within the school community must be treated as confidential.

Principal: Mr. Mark Kelly
Deputy Principal: Mrs. Anne O'Dowd



Chairperson: Mrs. Catherine Byrne

- The Principal and the class teacher will outline this to all students at the beginning of placement to emphasise the importance of this.
- It is not recommended that a student will be placed in a class where there is a child, sibling or relation of that student in the class.
- Break/lunch times. Students on placement/work experience will be expected to spend breaktimes in the yard with the pupils and take their breaks after breaktimes. They are there in a supervisory capacity and not to take part in the games in the yard.
- 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.
- SNAs must also be familiar with the school's Child Safeguarding Statement.
- The pupils and staff will be expected to treat students on work experience programmes with respect at all times.

Policy Ratification

This policy was ratified by the Board of Management of St. Joseph's NS, Bree/SN Seosamh Naofa, Brí in 2023.

Chairperson of Board of Management

Date: _____