

C.C.S. Board of Management Policy on Work Experience Applications in the school.

Rationale.

The Board of Management acknowledges the importance of work experience placements and sets out this policy to ensure that the required standards and safeguards are applied when considering applications seeking work placement in the school and that the applicant will have a safe and successful placement. The Board has endorsed the Child Protection Guidelines and recognises its responsibilities and obligations to the pupils and staff.

Applicants for consideration of work placement should submit their application in writing to the Principal –

- outlining the nature and purpose of the request:
- giving full personal and contact details:
- giving details of the sponsoring organisation and the applicants relationship to this organisation:
- at least two months prior to the desired date of commencement of placement:

Before a decision can be approved the school management must satisfy themselves that the sponsoring organisation is providing indemnity insurance for the applicant. (evidence of this insurance cover and approval by the sponsoring organisation must be provided to the school management)

All applicants must submit to a Garda Clearance Check and approval is dependant upon a satisfactory response from this Garda check.

The applicant must provide the names, addresses and phone numbers of two appropriate referees* who may be contacted for a character reference.

*Appropriate referees may include:

- A relevant member of the sponsoring organisation
- A member of the local clergy
- A commissioner for oaths / peace commissioner
- A school principal / deputy principal
- A bank manager

The applicant must confirm that he/she will adhere to all terms and conditions, health and safety requirements, punctuality, presentation (appropriate dress code), policies and directions issued by the school management and their agents.

Incomplete applications will not be considered.

Previous unsatisfactory service or record in the school will be reviewed when considering applications. In the context of operational constraints and timetabling the school management may determine the inappropriateness / a quota of work placements.

The decision to reject an application for work placement may be appealed to the Board of Management.

Approved by the Board of Management 27th November 2007