**Work Experience Policy**

**School Name:** Edmund Rice Secondary School, Carrick-on-Suir.

**School Address:** Mount St. Nicholas, Carrick-on- Suir, Co. Tipperary.

**School Details:** ERSS Carrick-on-Suir is a Voluntary Roman Catholic Secondary School under the trusteeship and the patronage of the Edmund Rice Schools Trust. The School is grant aided by the Department of Education & Skills and is a single sex (boys) school.

**School Management:** The Board of Management of ERSS Carrick-on-Suir is a statutory Board appointed pursuant to the provisions of the Education Act 1998.

**Mission Statement:**

 Inspired by its founder, ERSS Carrick-on-Suir’s mission is to “*To provide a caring Christian community which celebrates effort and talent in an environment of hope and happiness"* , with a vision to *“Learn together, succeed together in a respectful environment.”*

**Ethos**:

As an Edmund Rice School ERSS Carrick-on-Suir seeks to promote the five key elements of an Edmund Rice School as espoused by the ERST Charter:

● Nurturing faith, Christian spirituality and Gospel-based values

● Promoting partnership in the school community

● Excelling in teaching and learning

● Creating a caring school community

● Inspiring transformational leadership

Please Note:

Personal data collected about prospective students/students and their parents/guardians will be retained and used strictly in accordance with the provisions of GDPR legislation as introduced 25th. May 2018. Further details on data protection are set out in the school’s Data Protection Policy.

**Introduction**

This policy was drawn up by the staff and Board of Management of ERSS Carrick-on-Suir in order to clarify our school’s position on the Transition Year and LCVP students seeking work experience

**Rationale**

As an increasing number of secondary students involve themselves in the above mentioned programmes, ERSS Carrick-on-Suir considers:

• Who we would consider eligible for work experience

• How long we would consider the work experience to last for

• Suitable employees for a work experience block.

**Aims and objectives**

• To student with meaningful and hands-on work experience

• To minimise disruption to the teaching and learning process which is the core activity of our school.

**Process required**

Students will be reminded that they are representing the school and are enrolled on a course of study under the direction of the school and accordingly must follow the directions set out in the school policy documents. Work experience will be on Wednesdays for the duration of the school year.

**Procedures:**

1. Before placement, preparation for work experience will be done in class.

2. On obtaining a work placement the student and prospective employer will be given/sent an information pack.

3. During the placement, our school/Programmes Coordinator may contact/visit the place of work to monitor progress.

4. On completion of the placement, our school/Programmes Coordinator will request a report from the employer.

5. During and after their placement, students will detail their learning from the process

**Some specific requirements:**

Certain specific work placements have specific requirements, for example, certification in Manual Handling, First Aid or ‘Safe Pass’.

Garda vetting will be necessary for students seeking placement in situations where they may be working with children or vulnerable adults. Any students requiring Garda vetting for their placement must ensure it is done in sufficient time for the vetting process to be completed prior to the start date of their placement.

**Insurance:**

Students are covered by the ERSS school insurance during work placement, subject to certain conditions and exceptions as laid out in the Insurance Policy. Students will not be allowed attend work experience unless it is covered by the ERSS School Insurance Scheme.

**Requirements of students on work experience:**

All students shall be responsible for finding their own work experience placement. When taking up work experience students are expected to represent our college to the best of their ability. Students on work experience remain subject to Code of the ERSS Code of Behaviour and, in addition, should comply with any guidelines laid down by the employer.

**Learning:**

Students must take responsibility for their own learning while on work experience, in order to gain the maximum benefit from the time spent in the work environment. It is advised that work experience placement should be in a different work environment to that of a family business/part time job. Students will be prepared for work experience during the World of Work module (LCVP) and appropriate class/modules for TY prior to going on work experience.

All students are required to complete a work experience diary/log as outlined by the Programmes Coordinator for LCVP work experience and encouraged to do the same for TY work experience.

**Attendance:**

Dates for work experience will be set in the preceding year of a student entering LCVP/TY. All work experience shall take place during dates set by the school. Students must be engaged in work experience for the allocated work experience period. Students are expected to be present and punctual at their designated work experience place during normal working hours. All students are responsible for their own transport arrangements to work placement.

**Absence:**

If a student is unable to attend work experience, he must inform the employer immediately and contact the Programme Coordinator at ERSS.

**Appropriate Dress/Hygiene**: Many employers have a dress and/or hygiene code, whether due to the nature of their business or for health and safety reasons. Students must comply with this code. Instructions/Initiative: Students are expected to follow all reasonable instructions issued by employers and to show initiative in their practice. Students should also familiarise themselves as necessary with the policies and procedures of their workplace.

**Documentation:**

All paperwork must be submitted well in advance of each work placement. All work experience requires a Work Experience Agreement signed by the employer and parents/guardians. Students are required to keep/collect all relevant work experience documentation as advised by the Programmes Coordinator.

**Health & Safety:**

While ERSS 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. All employers will be requested to complete the Employer Form below prior to commencement of Work Experience.

**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 mentor in our college. If students have a genuine difficulty during work experience, they should contact ERSS 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.

• Respect and comply with all rules, procedures and reasonable requests from the employer. • Adhere to all health and safety guidelines and procedures.

• Maintain the good name of ERSS.

 • Respect the employer.

• Respect the place of work e.g. clean up after yourself.

• Report anything that makes you feel uncomfortable to the employer, your parents or the school at the earliest possible time.

• If something arises that causes distress seek support from your parents or the school.

• 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.

The following documents will be required by students going on work experience.

TY Letter to Parents

TY Parental Consent Form

TY Insurance Letter

TY work Experience Sample Letter.

**Approval:**

This policy has been distributed to staff, parents and students for their approval.

Amendments have been made after consultation with these stakeholders.

This policy has been ratified by the Board of Management of ERSS Carrick-on-Suir;

Chairperson: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This policy will be due for review on:

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_