

Scoil Bhríde, Ráth Chormaic, Co Chorcaí Rolla 17609N

Work Placement/Volunteer Policy

Introduction: Scoil Bhríde, Ráth Chormaic welcomes volunteers on work placement to our school and we feel that placement experience should be a worthwhile and enjoyable learning experience for everyone involved. NOTE: The word “volunteer” in this document refers to anybody working in the school on a voluntary basis on work placement. This includes transition year students on work experience, student teachers on teaching practice from training colleges and third level students studying child care/social care.

A volunteer is a person who comes to our school, on application, on a voluntary basis for a specific period of time. This work is structured and its overall aim is to give the volunteer experience that is part of a course / degree or to gain experience of a school setting with the goal of working in a school environment in the future.

The Process: If a person wishes to complete a work placement in our school, Garda vetting is an essential part of the process. Students in colleges / universities will generally complete the garda vetting process as a college placement requirement. Garda vetting document must be provided to the school with application. Second level students must also complete the vetting process through their school before commencing placement. Second level students must be sixteen years old (minimum age requirement for garda vetting)

It is important that if the volunteer is not in an education setting, even if they have Garda Vetting from a club or group, he/she must apply to the Cloyne Diocesan Office for Garda vetting to be placed in Scoil Bhríde.

The number of volunteers in the school at any time is at the discretion of the Principal. Applications will be considered on a first-come, first-served basis. Priority is given to past pupils and people living in the local community. To apply for a work placement, the applicant should contact the school either by phone, by email or in person to make an appointment with the principal. The applicant should bring a letter of application (with dates of work) garda vetting document and identification to an arranged meeting. Applicants will be given a copy of this Work Placement/Volunteer Policy. Receipt of policy will be recorded on the Confidentially Agreement Statement.

Once an application is received, the principal will discuss the placement with the staff and ask them if they are able to accommodate a person on work placement in their classroom. If the school is able to accommodate the volunteer, the school will contact him/her. On the first morning of placement the principal will then meet with him/her to speak about the school's ethos and show them around the school. The volunteer should bring any useful documentation for their supervisor and this will be passed on to the appropriate teacher. Anyone on work placement will have to sign a confidentiality agreement. It is school policy not to allow a volunteer to work one-to-one with a child.

Guidelines of Applications

The school has a number of guidelines for applicants to ensure that their experience of the school is worthwhile.

- Parents and relations of children are welcome to volunteer in the school. Volunteers with a relationship to a child (or children) in the school should avoid any work placement in these particular classes. This is to ensure that there is no conflict of interest.
- Our school is well known for its excellent forward planning and all staff members work together to plan for the best learning outcomes for our children. If the work placement consists of any taught lessons, it is expected that planning is completed for this. The principal will be able to help with any

issues around this. For students on Teaching Practice, it is important to ensure planning is based on the long term aims of the class teacher. It is good practice to visit the school and the teacher before teaching practice commences. Teaching practice candidates must share their lesson plans with their teacher and a brief outline at the end of the placement (i.e. that they would provide a cuntas-míosúil style document or else a copy of their lesson plans for the teacher to include in their own planning folder).

- The school does not supply resources for work placement volunteers. All resources needed to teach lessons must be provided for by the volunteer. Exceptions to this would include paper, pencils, crayons and other basic stationary. The volunteer is also welcome to use the school photocopier for all black and white copies free of charge. However, as a Green school, it is expected that photocopying is kept to a minimum.
- Any volunteer working in the school must follow their teacher's guidance. While all teachers are very happy to accept volunteers in the classroom, it does provide them with an extra workload. It is expected that the volunteer respects the teacher's classroom rules, plans and any other structures in the classroom
- Volunteers should familiarise themselves with the school's policies, particularly – child protection, behaviour and data protection. These are available on the school's web site.
- If the volunteer requires performing "case studies" on children, these must be approved by the Principal and supervisor (class teacher). In assignments, children should not be identifiable from the case study reports.
- Volunteers must fill in a sign in / sign out book on a daily basis for the purposes of fire safety

Roles: There are usually two members of the school community that the volunteer will have formal contact with – their supervisor and the principal.

The supervisor is usually the teacher of the class that the volunteer is working with. This supervisor will be responsible for filling out relevant forms, documentation and grading sheets for volunteers. The supervisor will also work with the volunteer to discuss lessons, planning and any other work that the volunteer may require.

The principal is responsible for meeting with the volunteer initially, discussing application, distributing policy, consultation with staff regarding placement, processing of application, meeting with applicant at the start of placement to discuss ethos of the school and confidentiality. The principal will also give the volunteer's relevant documentation to the supervisor.

Being Part of our Staff: The school wishes any voluntary experience to be a positive one. While volunteering, the school encourages volunteers to take part in school life. The school expects volunteers to use their initiative, to be flexible and to cooperate with all school staff.

Confidentiality: There is a lot of confidential information in a primary school. As a basis for any volunteer in the school, this is an area that is essential to maintain. All volunteers will be asked to sign a confidentiality agreement. Any breach of the confidentiality agreement will result in the immediate cessation of the volunteer's time in the school.

Ratification, Implementation and Review: This policy was ratified by the Board of Management on February 7th 2019 and will be implemented from that date. The policy will be reviewed in February 2022 or sooner if necessary.

Canon Michael Leamy (Chairperson) Margaret Howard (Principal)

Signed : _____ (Chairperson) Date: _____

Signed: _____(Principal) Date:_____

