



Naíscóil Íde Policy on Work Placements /Substitution in the school.

Naíscóil Íde, welcomes

- Substitute teachers
- Substitute SNAs
- Teaching practice students on college placements from Colleges of Education
- Students on work placements (SNAs and Ty students)

In this policy, all personnel on work placements will be referred to as ‘students’

Application for Work Placement

- To apply for a work placement, the applicant should contact the Principal by email, telephone or in person.
- Up to date Garda vetting and a statutory declaration is necessary as well as a letter from the college/school outlining dates of placement and requirements for course work.
- Following consultation with staff and the B.O.M., the applicant will be notified if a placement is granted.
- The welfare and the educational needs of the pupils in the school will take precedence over all other considerations.

Placement Guidelines for students/ substitute teachers/ substitute SNAs

- All students/substitute teachers/substitute SNAs must work under the guidance of the Principal and the class teacher/assigned SNA.
- Students/substitute teachers/substitute SNAs should familiarise themselves with the Child Safeguarding Statement, the Code of Behaviour and Data Protection Guidelines.
- All students/substitute teachers/substitute SNAs must sign in every day to comply with Health and Safety and must inform the Principal if they are leaving the premises during the day.
- Students/substitute teachers/substitute SNAs should eat their lunch in the staffroom and use the staff toilets.
- In the event of an unplanned absence, students/substitute teachers/substitute SNAs must phone the school as early as possible to let staff know they will be absent that day.
- Students/substitute teachers/substitute SNAs respect the pupils, staff and school community at all times.
- All students/substitute teachers/substitute SNAs are expected to
 - be punctual
 - dress appropriately
 - not chew gum while at work
 - refrain from using mobile phones for personal phone calls/texting in front of the children

- It is expected that students/substitute teachers/substitute SNAs respect the teacher's classroom rules and the structures which are already in place.
- Students/substitute teachers/substitute SNAs should act as a role model for children and maintain the highest standards of conduct when interacting with children.
- Students/substitute teachers/substitute SNAs should treat all children in an equitable and fair manner regardless of age, ability, gender, religion, social and ethnic background, political persuasion or special educational needs.
- Students/substitute teachers/substitute SNAs should take care not to expose any child, intentionally or unintentionally, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- If a case study or a report is being carried out, students must inform the class teacher. Children should not be identifiable from student reports or logs.
- In the case of work placement, if the placement consists of taught lessons, it is expected that thorough planning is completed. The class teacher will be available for guidance. It is important that planning is based on the long term plans of the class. Teaching practice students must share their plans with the class teacher and provide an outline at the end of placement (i.e. Cúntas Míósúil or lesson plans for the class teacher's notes).
- All resources needed to teach the lessons should be provided by the students. Any materials/equipment that need to be borrowed from the school should be requested through the teacher and accounted for.
- College supervisors who visit the school are expected to be positive and respectful towards the student, the children and staff in Naíscoil Íde.
- In the case of substitute teachers, the substitute teacher will follow the class teacher's plan of work.
- Ty students will usually work in a variety of classes in the school and will be given a timetable to follow.

Child Protection

- All students/substitute teachers/substitute SNAs will be given a copy of the school's Child Safeguarding Statement before they commence work placement in the school. All students/substitute teachers/substitute SNAs must sign to say they have read same.
- All students/substitute teachers/substitute SNAs must be Garda vetted before they begin work in the school.
- Students on work placement will not work alone with a child.
- If a student/substitute teacher/substitute SNA has a welfare concern about a child, they should report it to the DLP (the Principal) or the Deputy DLP (the Deputy Principal) as soon as possible.

Confidentiality


- There is a huge amount of confidential material in every primary classroom and students/substitute teachers/substitute SNAs must maintain total confidentiality.
- Students/substitute teachers/substitute SNAs are not permitted to take photographs/videos of pupils in the school. Photos can be taken of children's work.

- Students/substitute teachers/substitute SNAs cannot have access to children's files without parental and teacher permission.
- Written reports or class logs should not include the name of any pupil. A code should be devised.
- All students/substitute teachers/substitute SNAs must sign a confidentiality agreement before they begin their work experience.

Any breach of this policy will result in the cessation of the work placement in the school.

This policy was ratified by the Board of Management on 22/4/24.

Signed:  Date: 22/4/24
Chairperson of the Board of Management

Signed:  Date: 22/4/24.
Principal of the Board of Management



Naíscóil Íde Policy on Volunteers in the School

The staff of Naíscóil Íde appreciate the assistance of volunteers in various school activities. The help volunteers provide to the school greatly benefits the children. In this policy, all personnel who volunteer in the school will be referred to as 'volunteers'.

Some of the activities volunteers may help with are as follows:

- Accompanying classes on school tours and outings (eg library, St Anne's Park, tour venues etc)
- School events (eg Art exhibition, school walk, Grandparents Day, planting, sporting activities etc)
- Paired reading
- Stations

Enlisting volunteers

- Any parent/friend of the school who wishes to volunteer in the school must apply for Garda vetting from the National Vetting Bureau through Archbishops House. Garda vetting forms are available in the school office from the secretary.
- The school will compile a list of volunteers who have been Garda vetted.
- If the Principal or the staff need volunteers for an activity, they will contact people from the 'volunteer list' (This ensures all volunteers are Garda vetted).

Volunteer work Guidelines

- All volunteers must work under the guidance of the Principal and the class teacher.
- Volunteers should familiarise themselves with the Child Safeguarding Statement, the Code of Behaviour and Data Protection Guidelines.
- Volunteers must sign in at the office every day they come to the school.
- Volunteers must inform the Principal or the class teacher when they are leaving the premises for Health and Safety reasons.
- Naíscóil Íde is fully committed to safeguarding the well-being of its pupils. Every individual in the school community should, at all times, show respect and understanding for the rights, safety and welfare of others and conduct themselves in a way that reflects the principles and ethos of the school.
- It is expected that volunteers respect the teacher's classroom rules and the structures which are in place in the school.
- Volunteers should respect the pupils, staff and school community at all times.
- Volunteers should treat all children in an equitable and fair manner regardless of age, ability, gender, religion, social and ethnic background, political persuasion or special educational needs.

- Volunteers should take care not to expose any child, intentionally or unintentionally, to embarrassment or disparagement by the use of flippant or sarcastic remarks.
- Volunteers should maintain the highest standards of conduct when interacting with children.

Child Protection

- All volunteers will be given a copy of the school's Child Safeguarding Statement before they commence volunteer work in the school. All volunteers must sign to say they have read same.
- All volunteers must be Garda Vetted before they begin work in the school.
- Volunteers will work under the supervision of the class teacher at all times. No volunteer will be left alone with a child.
- If a volunteer has a welfare concern about a child, they should report it to the DLP (the Principal) or the Deputy DLP (the Deputy Principal) as soon as possible.

Confidentiality

- There is a huge amount of confidential material in every primary classroom and volunteers must maintain total confidentiality.
- Photographs/videos of children cannot be taken.
- Volunteers cannot have access to children's files.
- All volunteers must sign a confidentiality agreement before they begin volunteering in the school.

Any breach of this policy will result in the cessation of the work of the volunteer in the school.

This policy was ratified by the Board of Management on 22/4/24.

Signed: John Swords
Chairperson of Board of Management

Date: 22/4/24

Signed: Nora Mesall
Principal

Date: 22/4/24