



Coláiste Phobal Ros Cré



WORK PLACEMENT IN SCHOOL POLICY

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Policy for Work Placements

1. Introduction

Coláiste Phobal Ros Cré recognises the value of supporting third-level students and young adults undertaking work placements as part of accredited education or training programmes. These placements provide meaningful learning opportunities while contributing positively to the life of the school.

This policy outlines the procedures, responsibilities and safeguarding measures governing such placements within the school.

2. Mission Statement

Coláiste Phobal Ros Cré is a partnership of staff, students and parents enabling each student to achieve his or her full potential. We are committed to:

- Recognising the worth of the whole individual
 - Educating students in a caring environment
 - Promoting our cultural heritage
 - Preparing our students for a meaningful and spiritual life
 - Contributing to the life of the whole community.
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3. Aims of the Placement Programme

The aims of hosting co-operative or course-related placements are to:

- Support professional learning and skill development
 - Provide structured workplace experience in an educational setting
 - Promote good practice, professionalism and reflective learning
 - Ensure the safety and wellbeing of all students and staff
 - Maintain the school's child safeguarding responsibilities
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4. Scope

This policy applies to:

- Third-level students on co-operative education programmes

- Students undertaking mandatory course placements
- Young adults on PLC, QQI, ETB or training programmes
- All placement participants.

Placements are subject to approval by school management.

5. Nature of Placements

Placements may take place in approved areas such as:

- Classroom support (non-teaching roles only)
- Learning support or SEN support (under supervision only)
- School office or administration
- ICT, digital learning or data support
- Library, resource or learning hubs
- Wellbeing or extracurricular support projects

Placement students:

- Must be over 18 years of age.
 - Are not employees of the school
 - Must not replace paid staff
 - Must not undertake unsupervised teaching or supervision duties
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6. Supervision and Line Management

- Each placement student will be assigned a supervising Deputy Principal.
 - The supervisor will provide guidance, oversight and feedback
 - Placement students must work under the direction of school staff at all times
 - Responsibility for pupils remains with qualified, vetted staff only
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7. Child Safeguarding

The school's primary obligation is to the safety and welfare of its pupils.

Accordingly:

- All placement students must comply with the **Child Protection Procedures for Primary and Post-Primary Schools (2025)**
- Placement students must receive a safeguarding induction
- They must be made aware of the **Designated Liaison Person (DLP)** and reporting procedures
- Placement students must maintain professional boundaries at all times

Any child protection concern must be reported immediately to the DLP.

8. Garda Vetting

- All placement students aged 18 or over **must be Garda vetted prior to commencing placement**
 - Vetting must be completed through the relevant **education or training provider**
 - Confirmation of vetting must be received by the school before placement begins
 - Unvetted placement students may not commence placement
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9. Health and Safety

The school will:

- Provide an induction covering health and safety procedures
- Ensure placement duties are appropriate and safe
- Provide supervision and guidance

Placement students must:

- Comply with the school's Health and Safety Statement
 - Follow all instructions and risk controls
 - Report accidents, hazards or concerns immediately
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10. Professional Conduct

The Teaching Council's **Code of Professional Conduct for Teachers** provides guidelines on teachers' professional conduct.

Placement students are expected to:

- Adhere to the Teaching Council Guidelines
- Act in a professional, respectful and responsible manner
- Maintain appropriate boundaries with pupils
- Follow staff instructions and school policies
- Dress appropriately for a professional educational environment
- Refrain from personal social media contact with pupils

Any breach of conduct may result in termination of the placement.

11. Confidentiality and Data Protection (GDPR)

Placement students may have access to sensitive information.

They must:

- Treat all information as strictly confidential
 - Not access records unless authorised
 - Not copy, photograph or share school data
 - Comply fully with GDPR requirements
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12. Attendance and Timekeeping

- Attendance expectations will be agreed in advance
 - Any absence must be reported to both the school and the course provider
 - Persistent lateness or absence may result in contact with supervising institution, placement review or termination
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13. Insurance

- The school's insurance covers approved placement activities only
 - The training or education provider must confirm appropriate insurance arrangements where required
 - Placement agreements must be in place prior to commencement
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14. Communication with Course Providers

The school will liaise with:

- Supervising Institution
- Higher Education Institutions
- ETBs
- Training providers or course coordinators

This may include:

- Placement agreements
 - Learning outcomes
 - Progress reports
 - Final evaluations
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15. Termination of Placement

The school reserves the right to suspend or terminate a placement where:

- Safeguarding concerns arise
- Professional standards are not met
- Health and Safety is compromised
- School policies are breached


The course provider will be informed immediately.

16. Review of Policy

This policy will be reviewed periodically by school management and updated in line with legislation, Department of Education guidance and best practice.

Date of Adoption: 27/5/26 Date of Review: May 28.

Signed:


Chairperson


Secretary

