



Work Experience and Teaching Placement Policy

1. Policy Statement

The Board of Management of Ballygiblin National School recognises the role of primary schools in supporting the professional development of future educators and childcare professionals.

The school may facilitate placements for:

- Initial Teacher Education (ITE) students
- Transition Year students
- Students undertaking childcare, early childhood studies or related programmes

All placements operate strictly in accordance with:

- Children First: National Guidance for the Protection and Welfare of Children (2017)
- Child Protection Procedures for Primary and Post-Primary Schools (Revised 2025)
- The school's Child Safeguarding Statement
- The Education Act 1998
- Data Protection legislation

The welfare and safety of pupils is the paramount consideration at all times.

No placement will proceed where safeguarding standards, supervision capacity, or pupil welfare could be compromised.

2. Rationale

Ballygiblin NS values collaboration and the sharing of effective practice. Supporting the next generation of educators reflects the school's professional ethos and commitment to educational leadership.

Placements are facilitated at the discretion of the Principal and subject to:

- School capacity
- Availability of probated and willing host teachers
- Operational considerations

A placement is a privilege, not an entitlement.

3. Scope

This policy applies to:

- Student teachers completing recognised Initial Teacher Education programmes
- Transition Year students
- Students undertaking structured work experience placements

It does not apply to:

- External tutors or coaches
 - Contractors
 - Volunteers (covered under separate arrangements where applicable)
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4. Governance & Approval

All placements:

- Must be approved by the Principal
- Are coordinated by the Deputy Principal
- Are subject to the school's safeguarding, supervision and operational capacity

The Board of Management reserves the right to:

- Decline applications
- Amend agreed dates
- Terminate placements where required

Decisions are made in the interests of pupil welfare and effective school operation.

5. Application Requirements

Applications must be submitted in writing and include:

- A cover letter outlining requested dates and purpose
- Confirmation of Garda Vetting (where applicable)
- Confirmation of indemnity insurance from the relevant training provider (for ITE students, where required)

The school may request:

- Character references
- Confirmation of course requirements
- Verification of identity

No placement will commence without appropriate safeguarding clearance.

6. Safeguarding & Supervision

Placement students:

- Are never left in sole charge of a class
- Must remain under the supervision of a qualified teacher at all times
- May not administer medication, provide intimate care, or manage behavioural incidents independently
- Must adhere strictly to the school's Child Safeguarding Statement

Any child protection concern must be reported immediately to the Designated Liaison Person (Principal).

Failure to adhere to safeguarding requirements will result in immediate termination of the placement.

7. Allocation Principles

Initial Teacher Education (ITE) Students

- Ordinarily one student teacher per class
- Preference may be given to past pupils
- First-come, first-served basis subject to capacity
- Host teachers must be fully probated and willing

Placements are generally not offered:

- In Junior Infants during Term 1
 - In classes that hosted a student teacher within the previous 12 months (unless exceptional circumstances apply)
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Transition Year Students

- Ordinarily one TY student per class at any time
- Preference may be given to past pupils and those expressing a genuine interest in education

- Dates may be amended where operational needs arise
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Other Work Experience Students

- Ordinarily one placement at a time
 - Additional placements may be considered where there is clear educational or operational benefit to the school
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8. Roles & Responsibilities

Host Teachers

Host teachers will:

- Provide structured supervision and guidance
 - Review lesson preparation (where applicable)
 - Ensure placement students are familiar with relevant school policies
 - Liaise with the Deputy Principal regarding progress or concerns
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Student Teachers (ITE)

Student teachers are expected to:

- Plan and prepare lessons in consultation with the class teacher
- Apply the school's Code of Behaviour
- Maintain strict confidentiality
- Conduct themselves professionally
- Comply with the school's visitor and attendance procedures

- Notify the school promptly of absence or lateness
 - Dress appropriately
 - Avoid personal mobile phone use during class time
 - Report accidents or concerns immediately
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Transition Year & Other Placement Students

These students are expected to:

- Maintain confidentiality
 - Follow the direction of the class teacher
 - Support learning activities under supervision
 - Conduct themselves professionally and courteously
 - Comply with the school's visitor and attendance procedures
 - Avoid personal mobile phone use during class time
 - Dress appropriately
 - Report accidents or concerns immediately
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9. Confidentiality & Data Protection

Placement students:

- Must not discuss pupil information outside school
- Must not access confidential pupil records
- Must not photograph or record pupils

- Must comply fully with GDPR and school data protection policies

Breaches of confidentiality constitute serious misconduct.

10. Permitted Activities

Under supervision, placement students may:

- Support literacy and numeracy activities
- Assist with preparation of materials
- Organise classroom resources
- Assist with displays
- Support simple administrative tasks

They may not:

- Conduct disciplinary investigations
 - Communicate independently with parents
 - Access school management systems (e.g., Aladdin)
 - Be left responsible for supervision of pupils
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11. Health & Safety

Placement students must:

- Familiarise themselves with emergency procedures

- Follow all Health & Safety protocols
- Report accidents immediately

They are covered by the school's insurance only when acting within the scope of agreed activities and under supervision.

12. Termination of Placement

The Principal reserves the right to terminate a placement where:

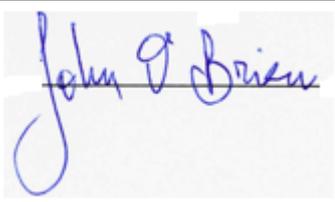
- Safeguarding concerns arise
- Professional standards are not upheld
- Operational or supervision constraints arise

Such decisions are final and made in the interests of pupil welfare.

13. Implementation & Review

This policy will be reviewed every five years or earlier if required by legislative change or Board decision.

Signatures

	
<i>John O'Brien</i>	<i>David Hyland</i>
<i>Chairperson BOM</i>	<i>Principal</i>

Date: 18/11/2025

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