



KNOCKAVOE SCHOOL

&

RESOURCE CENTRE

Student Placement/Volunteer Policy

Position	Signed	Date
Principal	<i>J. Cassidy</i>	<i>9/2/23,</i>
Chair of Board of Governors	<i>Jane Neill</i>	<i>9/2/23</i>

Welcome to Knockavoe School. We are very pleased that you have chosen to develop your work/career experience with us. We appreciate the time and effort you are committing to our school and wider community and we hope you gain a very positive and worthwhile placement within our school.

Purpose of Policy:

- To provide support and guidance for all students and volunteers that come to Knockavoe School on placement. This placement could be in the form of one day as a student/volunteer, or continuous days and weeks for placement supporting a higher-level qualification.
- To share our school vision and values

Vision and Core Values

Pupils can attend Knockavoe School from the age of 3yrs to 19yrs. We deliver the Northern Ireland Curriculum to pupils who experience learning difficulties and have additional needs (moderate, severe, profound and multiple learning difficulties). We believe in creating opportunities for our pupils to experience success within school and out wider community. Our school vision is to **'Reach for a brighter future'**. Our core values are extremely important and underpin all of the work that we do in building relationships and in establishing excellent pastoral care, safeguarding and high standards of teaching and learning. We ask that all students and volunteers display our core values at every opportunity; these are important qualities that are essential at Knockavoe School and will help the personal development of our students, volunteers and all employees.



CRITERIA FOR PLACEMENT

Students seeking placement in Knockavoe School:

- Must have a valid Access NI Certificate with the exception of Post Primary Education Authority Students.
- Must demonstrate an interest in working with pupils with learning difficulties.
- Must be 16 years of age or above.

PLACEMENT INFORMATION

Students will be mentored by the class teacher and/or the teacher in charge of students, Ms Deirdre Coyle. General responsibilities and role will be made explicit to the student on placement.

During the Induction Process, students will be made aware of the requirement of safeguarding by familiarising with the following policies:

- Child Protection Policy
- Positive Behaviour Policy
- Code of Conduct
- Fire evacuation procedures

Things to be aware of:

Some pupils may experience behaviour/medical/emotional challenges throughout the school. If you are present during these moments, please take direction from the permanent member of staff that is present. Many pupils have individual health care/behaviour management plans. These objectives are to be carried out by permanent members of staff at all times.

When you arrive to your assigned class, ask to see the Class Information File to gain a brief understanding of the class set up. In the file you will find information relevant to the pupils, timetables, rotas, daily programmes, planners, health and safety information etc. A pupil file should also be available providing information regarding individual pupil needs. This information will be shared, if considered necessary, by the class teacher. A reminder that all information is confidential and should not be shared or discussed with anyone outside of Knockavoe School.

Always show initiative and ask if can assist with any set up or prep for daily/weekly programmes. Familiarise yourself with set break times and try to be punctual. Every classroom is busy, therefore there will always be things you can help with, don't be afraid to ask a member of the class team.

Break times

Student break times are 10.00am – 10.15 (confirm with class teacher as this may change)

Student lunch times are 12.00 – 12.30 (confirm with class teacher as this may change)

Dress Code:

All students must wear their set 'provider uniform'. Students are not permitted to wear any Knockavoe School labelled uniform and are not permitted to attach the school logo to any garments. If you do not have a 'provider uniform' we ask that all students provide appropriate clothing such as – high neck tops, long trousers and flat shoes.

Items to avoid:

- Low cut tops
- ANY tops with pull strings such as hoodies (remove the string please)
- Long earrings (studs are acceptable)
- Loose bangles or bracelets
- Scarves – scarves are not permitted on the school grounds.
- Long hair that is not tied back

Use of Mobile Phones

- We ask that mobile phones are switched off during class contact time and should not be kept on your person during contact time. We understand that there may be occasions when it is essential to keep the phone on and should this situation arise, please discuss this with the class teacher.
- No recordings (audio or visual) should be made on your phone during your time in school

Social Networking Sites

- We would ask that if you are a member of such sites, you do not make any remarks or comments regarding your placement with us or concerning our school that could be deemed a breach of confidentiality.
- Under no circumstances should pupils be added as friends on such sites.

Photography/Recordings

- We are aware that it may be a requirement of your course to produce a record of your time with us. If you require photographs as evidence of your placement, this must be discussed with the Teacher in charge of Placements.
- Should permission be granted to take photographs, pupils should be unidentifiable, e.g. take a photo from behind or blur their face.

Health and Safety

- Staff have a duty to take every precaution to avoid accidents/incidents to themselves and others e.g. wipe up anything spilt on the floor immediately.
- All incidents must be reported, and the relevant forms completed by the end of the school day. Accidents and incidents are recorded on the EA online portal. Please ask your class teacher to support you in recording should the need arise.
- Familiarise yourself with the position of all fire alarms, exits and equipment. The school Fire Evacuation procedures must be read and adhered to. Fire evacuation assembly points are displayed in each classroom.
- Students should not lift pupils, unless in an emergency situation, e.g. Fire Evacuation.
- Students should be mindful of appropriate interactions and respect pupil personal space.
- Valuables are taken into school at your own risk however it is advised that no valuables be brought to school.

Smoking

- Smoking (including e-cigarettes) is not allowed on the premises of the school under strict guidelines from Education Authority. Please adhere to the non-smoking policy.
- Any breaches regarding these matters will result in a termination of placement.

Confidentiality

- The confidentiality of pupils, staff and fellow students is of huge importance. We would ask that you respect the confidentiality of any discussions regarding pupils or school issues you may be exposed to, and do not discuss them, all school issues should remain in school.

Child protection:

Students and volunteers should familiarise and be aware of signs in each classroom highlighting designated Child Protection officers within the school. Please be aware of who they are, should any child disclose any child protection issue to you. **Please also ensure that you are not alone at any time with a pupil. This is to protect you.** Safeguarding and Child protection will be discussed further by your class teacher.

Sign in procedures

Please ensure you sign in and out each day of your placement. There will be a sign in sheet at the front office, on a clip board. Please also ensure that you fill this out daily. We would also ask that you present your class teacher, at the end of each placement week your attendance sheet. Please do not present an attendance sheet to your class teacher after continuous weeks of placement.

Finally, if you have any questions or concerns, please feel free to call and see me in Early Years Building and I will assist you as best I can. I would also like to wish you all the best during your placement at Knockavoe School and I hope you gain great enjoyment and professional satisfaction within your learning setting.

Deirdre Coyle

Student placement coordinator

Please complete:

Student name: _____

Contact No: _____

School/ College attended: _____

Course: _____

Placement details: _____



Policies and procedures

Please read the following policies and sign your name to indicate that you have read and understood the following policies. Please also read Appendix 1: information brochure for new and temporary staff.

Child Protection Policy

Positive Behaviour Policy

Code of Conduct Policy

Fire Evacuation Procedures

Intimate Care Policy

Anti-Bullying Policy

Signed: _____ Date: _____

*Please declare if you are related to any pupil, past pupil, or staff member at Knockavoe School:

Name of pupil/past pupil: _____

Name of staff member: _____

Signed: _____ Date: _____

Please tick and complete:

I have read this policy and understand and agree to the terms of my placement in Knockavoe School.

Signed: _____ Date: _____

(Student)

Signed: _____ Date: _____

(Placement supervisor)

Appendix 1: Information Brochure for New and Temporary Staff

Welcome to Knockavoe School & Resource Centre. We collectively take great pride in our mission statement, 'Reaching for a brighter future' which illustrates our firm commitment to pupils' welfare, well-being, mental/physical health, happiness and educational attainment which is at the heart of all we do within our nurturing school community on a daily basis.

Here at Knockavoe we welcome children and young people (aged 3-19), parents/guardians and the wider Knockavoe community into a friendly, supportive, nurturing, happy and caring environment. The main strength of our school is the hardworking, highly skilled, knowledgeable staff who are committed to enabling every child/young adult to achieve their full potential as we support them on their journey to success.

We welcome children from all backgrounds and our school ethos places emphasis on providing a caring nurturing education for all; developing pupil self-worth and building self-esteem through the development of secure relationships within highly structured and stimulating classroom environments.

We hold a Silver Investors in People Award (IIP), are a Gold Rights Respecting School, Young Enterprise NW Area Champions 2020 and winner of Young Enterprise Operational Management Team Programme Award 2018.

Governors and the school leadership team place great emphasis on ensuring that our school is resourced in a manner which will assist in equipping our children and young adults for life and learning in the twenty-first century.

Safeguarding Team & Child Protection

Designated Teacher:
Miss Grainne Dunne

Deputy Designated Teachers:
Mr Jim Callaghan
Miss Emma McGinn
Miss Catherine Burke

Members of the Safeguarding Team:
Mrs Sharon Cassidy
Mr Peter Doherty
Mrs Giora McLaughlin
Mrs Catriona Morgan
Ms June Neill (BOG)
Ms Hayley Devine (BOG)

If you have any concerns about the care or welfare of a child then please speak to a member of the team before leaving work that same day.

'Reaching for a Brighter Future'

**Information Brochure
for
New and Temporary
Staff**

School Address:

Knockavoe School and Resource Centre
10a Melmount Gardens,
Strabane, Co. Tyrone
BT82 9EB

Tel Number: (028) 71883319

E-Mail Address: info@knockavoe.strabane.ni.sch.uk

Fax No: (028) 71384750

Principal: Mrs Sharon Cassidy

General Guidance:

It is the responsibility of new staff to become familiar with the documents within the Induction file and sign and date.

- Liaise with office staff regarding necessary paperwork
- Appointments should be made for after school hours
- Read the Child Protection Policy
- Read the Intimate Care Policy
- Familiarise yourself with the Positive Behaviour Policy and individual pupil risk management plans
- Read the whole school risk assessment
- Speak to the class team to find out daily timetable and break/lunch arrangements
- Each staff member can avail of a 15 minute morning tea break -time to be agreed within the class team
- All staff are expected to be involved with lunch time routines within the classroom
- Mobile phones should be on silent mode and only used during designated break times out of earshot of pupils
- Do not use mobile phones or personal email to contact parents/guardians
- Store all valuables safely in a secure place
- Please respect the confidentiality of all school business and pupil information
- All EA premises are non smoking
- Follow the line management structure if/when situations arise that need advice.

Medical Provision / Intimate Care

- We have a First Aid Team on site
- A number of pupils require medical interventions which will be administered only by trained staff only.
- Medication will be stored safely and signed off (see administration of medication policy)
- Any concerns about a pupil's health then please speak to the class team
- Temporary staff can assist with intimate care as required. Staff can carry out intimate care on a 1:1 basis following Access NI checks

Staff Code of Conduct

- Please read the Code of Conduct Policy which clearly identifies what is expected from staff working in Knockavoe School
- If you have any queries or concerns please speak to a member of permanent staff or the Senior Management Team.
- Staff should adhere to good timekeeping and be punctual
- Staff should dress appropriately for working with pupils with additional needs and for the weather (outdoor coat).
- Smoking is not permitted within the school grounds

Our Core Values:

Respect Empathy
Caring Understanding
KINDNESS
Positivity
Honesty Fairness
Loyalty Integrity
Trust Hardworking Teamwork

School Management Structure

Principal: Mrs Sharon Cassidy
Vice Principal: Miss Grainne Dunne
Head of Primary: Miss Emma McGinn
Head of Secondary: Mr Jim Callaghan
Head of Literacy/Numeracy: Miss Catherine Burke
Head of IT: Mr Peter Doherty
Head of Medical Team: Mrs Elaine Sayers
SENCO: Mrs Giora McLaughlin (Primary) & Mrs Catriona Morgan (Secondary)
Building Supervisor: Darryl and Eugene
School Secretary: Mrs Martina Mc Cauley and Mrs Giora Kelly