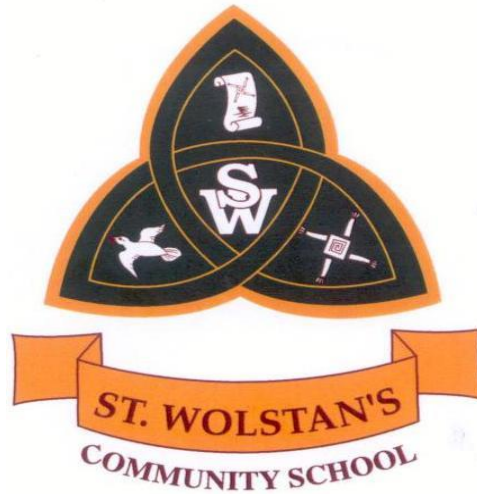




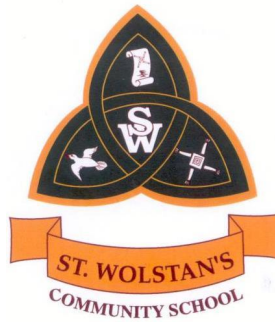
St. Wolstan's Community School,
Celbridge

Work Experience
Employers Handbook

Work Placement 2

Date:

Monday 8th - Friday 12th February 2027



Dear Employer,

I would like to take this opportunity to thank you sincerely for providing work experience placements for our students.

St. Wolstan's Community School endeavours to provide a holistic education to all our students. An integral part of this is the provision of a vibrant and varied Transition Year Programme. Transition Year provides our students with a unique opportunity to go outside the school setting and engage with the world or work. Without employers such as you, this valuable experience would not be available to our students.

In preparation for entering the world of work, in-class preparation is done with all students. Students are given the skills and knowledge needed to actively participate in a workplace programme. It is hoped all our students can make a valuable contribution to the organisation they are placed with, while at the same time, pick up the practical experience which can only be garnered through a work placement.

If you have any queries, please do not hesitate to contact the school. We would appreciate any feedback you may have.

Kind regards,

A handwritten signature in black ink, appearing to read 'F. Brady', with a large, stylized flourish at the end.

Principal

St Wolstan's Community School Transition Year Work Experience

Student Personal Details

To be given to Employer

Student Name: _____

Address: _____

Student Mobile Number _____

Parent/Guardian Name: _____

Parent / Guardian Address _____

Parent / Guardian contact Number _____

My Work Experience teacher: Mr K. Corcoran and Ms B. Hughes

School Contact number: 01 6288257



Confirmation Statement General Indemnity Scheme (GIS)



The State Claims Agency (SCA) confirms that, under the National Treasury Management Agency (Amendment) Act 2000 and subsequent orders, the named Community and Comprehensive Schools listed overleaf, its servants and/or agents, will be indemnified by the State in respect of any claims for personal injury and/or third party property damage, arising from the negligence of the Community and Comprehensive Schools, its servants and/or agents. The GIS only extends to cover the negligence of the Community and Comprehensive Schools its servants and/or agents, and does not extend to indemnify the negligence of any third party, its servants and/or agents, by reference to Statute or at Common Law.

LIMIT OF INDEMNITY

Unlimited in amount.

TERRITORIAL LIMITS

There are no territorial limits in respect of the GIS.

JURISDICTION LIMITS

There are no jurisdiction clauses set out by the GIS. Jurisdictions are in accordance with the Jurisdiction of Courts and Enforcements of Judgments Acts of the Republic of Ireland.

DURATION OF COVER

Indefinite - Subject to change only in legislation.

INDEMNITY TO PRINCIPAL

State indemnity provides an indemnity to principal where a Community & Comprehensive School enters into a contract/agreement with a principal. The principal is indemnified for any personal injury or third party property damage losses which the principal becomes liable to pay as a result of a claim made against the principal by any person or entity which results directly from an act, error or omission of the DSA its servants and/or agents save to the extent the principal contributed to and/or caused the negligent act.

EXCLUSIONS

The following classes of claim are expressly excluded from the SCA's remit under the enacting legislation:

- claims involving a question as to the validity of any law having regard to the provisions of the Constitution;
- claims made in respect of infection, directly or indirectly, with Hepatitis C or the human immunodeficiency virus (HIV), or both, through the administration of blood or blood products or in respect of related matters;
- claims in which certain torts other than negligence are pleaded.

Ciarán Breen
Director
State Claims Agency

County	School	County	School
Carlow	Tullow Community School	Kildare	Celbridge Community School Coláiste Chiaráin Kildare Town Community School Scoil Mhuire Community School St. Wolstan's Community School
Cavan	Bailieborough Community School		
Clare	Kilrush Community School St. Caimin's Community School		
Cork	Ballincollig Community School Beara Community School Bishopstown Community School Carrigaline Community School Douglas Community School Kinsale Community School Mayfield Community School Millstreet Community School Pobalscoil na Tríonóide Skibbereen Community School St. Peter's Community School		Kilkenny
		Laois	Heywood Community School Mountmellick Community School Mountrath Community School
			Leitrim
		Limerick	John The Baptist Community School
		Longford	Moyne Community School
		Louth	Ardee Community School Ballymakenny College
			Mayo
Meath	Ashbourne Community School Athboy Community School Boyne Community School Pobalscoil Chiaráin		
	Dublin	Offaly	Gallen Community School St. Brendan's Community School
		Roscommon	Castlerea Community School
Sligo		St. Attracta's Community School	
Tipperary		Cashel Community School	
Waterford		Blackwater Community School	
Westmeath		Moate Community School (Moate Business College)	
Wexford		Gorey Community School Ramsgrange Community School	
Wicklow		St. Kilian's Community School	
Comprehensive Schools			
Cavan	St. Aidan's Comprehensive School		
Clare	St. Patrick's Comprehensive School		
Cork	An Scoil Chuimsitheach, An Bóthar Buí Ashton Comprehensive School		
Donegal	The Royal and Prior Comprehensive School St. Columba's Comprehensive School		
	Dublin	Mount Temple Comprehensive School Newpark Comprehensive School Trinity Comprehensive School	
Galway		Scoil Chuimsitheach Chiaráin	
Kerry		Tarbert Comprehensive School	
Kerry		Leitrim	St. Clare's Comprehensive
	Limerick	Crescent College Comprehensive School	
	Wicklow	East Glendalough School	

STATE INDEMNITY AND INSURANCE

State indemnity

Under the National Treasury Management Agency (Amendment) Act, 2000 the management of personal injury and third party property damage risks and claims associated with Community and Comprehensive Schools was delegated to the National Treasury Management Agency (NTMA). When performing these functions, the NTMA is known as the State Claims Agency (SCA).

Therefore, Community and Comprehensive Schools do not purchase insurance for personal injury and third party property damage and as such do not have to bear associated premium costs.

Indemnity works on a pay as you go basis so that all costs associated with personal injury and third party property damage claims will be paid directly from the Department of Education and Skills budget through a reimbursement system operated by the SCA. The key principles of State indemnity are set out below:

☐ The State indemnity is unlimited in amount.

☐ State indemnity only applies in instances where a Community and Comprehensive School are negligent.

☐ State indemnity is not like conventional insurance; it is enshrined in legislation and therefore will not have a policy number or an expiry date and there is no requirement to name indemnified parties.

☐ A State indemnity confirmation statement is issued as proof of State indemnity in lieu of an insurance policy. A copy of the State indemnity confirmation statement is contained in Appendix A.

☐ Please refer to the '*State indemnity Overview*' guidance document for further information on State indemnity.

Host employers' insurance

While State indemnity indemnifies Community and Comprehensive Schools for claims associated with the school's negligence, it does not extend to cover the negligence of host employers. It is recommended that host employers have adequate employer's liability and public liability in place.

Personal accident insurance

Personal accident insurance is a no fault compensation policy that is taken out by parents, usually through a scheme managed by the school, which for a small premium covers certain up front medical costs in the event of an injury sustained by their child. Personal accident policies are not based on negligence and pay when a certain event occurs provided it was not a deliberate act on the part of the claimant. The SCA recommends that all students avail of this cover. Community and Comprehensive Schools should ensure that the personal accident insurance cover extends to cover work placements.

Jurisdiction and territorial limits

State indemnity jurisdiction limits are in accordance with Jurisdiction of Courts and Enforcements of Judgments Acts of the Republic of Ireland. There are no jurisdiction or territorial limits in respect of students/staff participating in a work placement abroad as part of your school's work placement programme. However, each student should have their own travel and personal accident insurance cover in place for the country they are visiting.

Risk management services provided by the SCA

The SCA provide a risk management service to Community and Comprehensive Schools. If a Community and Comprehensive School is uncertain as to whether State indemnity applies or risk management guidance is required, please contact the Enterprise Risk Management Section at the details below:

Email: stateclaims@ntma.ie **Phone:** 01 2384900

Employers Report on Work Experience

Employer

Student: :

Placement dates: Monday 8th - Friday 12th February 2027

Description of Work Experience

Qualities Please tick appropriate box	Very Good	Good	Acceptable	Poor or Unsatisfactory	Unable to assess
Attendance & Punctuality					
Personal Appearance					
Attitude towards job					
Ability to follow instruction					
Initiative					
Ability to complete jobs well					
Practical Ability					
Ability to Handle Technology					
Relationship with Supervisor (s)					
Relationship with Fellow Workers					

Please add any further comments you wish to make about this student

Comments about the Work Experience Programme

Signed: _____ Position: _____



HOST EMPLOYERS GUIDANCE LEAFLET

Dear Host Employer,

Thank you for considering facilitating a work placement for our student which will take place from _____ to _____. The work placement will provide the student with valuable experience of the work environment and help him/her gain practical experience, assist their career choices and build their industry skills. The school community is deeply appreciative of the opportunities provided.

Please see a 'Work Placement Summary Sheet' attached which contains key details relating to the placement including:

- A. Student details;
- B. Parent/Guardian details;
- C. School contact details.

Can you please complete sections 'D. Host Employer Details' and 'E. Placement Details' of the 'Work Placement Summary Sheet' and return a signed copy to the school directly or via the student.

Please find some guidance on the work placement programme below. Please do not hesitate to contact the school if you have any queries in relation to the programme.

What is work experience?

Work experience in post-primary schools is a short-term placement of students with local employers during the school year. Placements are organised by the school authorities in association with the student and are an integral part of the student's educational programme.

What are the benefits to host employers?

Participating in work placement programmes provide host employers with an opportunity to:

- Participate in the education and career development of young people in the community;
- Assist young people in evaluating potential career paths and develop future recruitment channels;
- Strengthen your links with the community and raise your business profile.

What are the benefits to students?

Work experience programmes provide students with an opportunity to:

- Observe a variety of tasks being completed in the workplace;
- Enhance their knowledge and understanding and prepare them for the world of work;
- Undertake supervised work appropriate to their abilities;
- Evaluate industries that are of interest to them and explore potential career paths.

What are my roles and responsibilities as the host employer?

- Provide a safe workplace environment and appropriate supervision for the student;
- Assign tasks and responsibilities to students to match their ability and learning objectives;
- Ensure that tasks the student is involved in are adequately risk assessed and the necessary controls implemented. This duty is no more onerous than the everyday requirement for employers to risk assess employee activities;
- Ensure that an induction is provided to the student including instruction and details on the appropriate tasks, emergency procedures, special arrangements e.g. uniform, protective clothing etc.
- Report any accidents involving the student to the school contact person immediately.

What activities should students not partake in?

Students should not partake in the activities which:

- Are beyond their physical or psychological capacity;
- Involve the use of specialist machinery or equipment;
- Require specialised training.

Are students covered by insurance while on work placement?

Community and Comprehensive Schools are State indemnified which extends to cover work placements. This means the school will be indemnified by the State in respect of all claims for personal injury and third party property damage, arising from the negligence of the school. Please see a State indemnity Confirmation Statement attached which operates in lieu of an insurance policy. As State indemnity is enshrined in legislation, the State indemnity Confirmation Statement does not stipulate a period of cover as it is effective from the date issued. Employers who provide placements for students should confirm that it is appropriate with your insurer. Most students have personal accident insurance which provides cover for medical costs in the event of an accidental injury.

Yours sincerely,

School Principal

A handwritten signature in black ink that reads 'K. Brady'. The signature is written in a cursive style with a large, looping 'B'.

WORK PLACEMENT SUMMARY SHEET

- Sections A, B and C to be completed by the school, in consultation with the student and a signed version forwarded to the host employer.
- Sections D and E are then to be completed by the host employer signed and returned to the school contact person directly or via the student. The host employer should retain a completed version for their records.

A. Student Details	B. Parent/Guardian Details
Student name:	Parent/Guardian name:
Student address:	Parent/Guardian address:
	Parent/Guardian mobile number:
Student has personal accident cover: ☐ Yes ☐ No	Parent/Guardian work number:
Relevant student medical conditions:	

C. School Details	
School name:	School phone number:
School address:	School email:
	Contact person name:
	Contact person work phone number:
	Contact person work email:
School insurance details:	State indemnified.

D. Host Employer Details (to be completed by Host Employer)	
Host employer:	Host employer phone number:
Host employer address:	Contact person name:
	Contact person role:
	Contact person phone number:
	Contact person email:
Host employer insurance details:	The host employer has employers liability and public liability cover in place: ☐ Yes ☐ No The school may request copies of such insurance documentation.

E. Placement Details (to be completed by Host Employer)	
Placement programme:	
Type of work placement:	Hours of work
Description of tasks to be performed:	

Please confirm that the following documents have been provided to the host employer:

☐ Host Employers Guidance Leaflet ☐ State indemnity Confirmation Statement

Signed: _____	Date: _____
Student	

Signed: _____	Date: _____
Parent/Guardian	

Signed: <i>Nailea Oprashity</i>	Date: <i>22/8/26</i>
School contact person	

Signed: _____	Date: _____
On behalf of the Host Employer	