



## 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**

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## STATE INDEMNITY CONFIRMATION STATEMENT

<b>Delegated State Authority</b>	The State Claims Agency (SCA) confirms that the named Community and Comprehensive Schools (see reverse) are delegated under the National Treasury Management Agency (Amendment) Act, 2000 and subsequent orders.
<b>Limit of indemnity</b>	Unlimited in amount
<b>Territorial Limits</b>	Does not apply to claims which are within the scope of State Indemnity
<b>Jurisdiction limits</b>	In accordance with Jurisdiction of Courts and Enforcements of Judgments Acts
<b>Scope</b>	<p>Community and Comprehensive Schools, their 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, their servants and/or agents.</p> <p>This indemnity extends to cover only the negligence of the Community and Comprehensive Schools, their servants and/or agents, and does not extend to indemnify any third party, its servants and/or agents concerning any negligent act or omission by the latter.</p>
<b>Exclusions</b>	<p>The following classes of claim are expressly excluded from the SCA's remit under the enacting legislation:</p> <ul style="list-style-type: none"><li>• claims involving a question as to the validity of any law having regard to the provisions of the Constitution;</li><li>• 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;</li><li>• claims in which certain torts other than negligence are pleaded.</li></ul>
<b>Indemnity to third parties</b>	<p>State indemnity, as outlined above, applies to personal injury and third party property damage claims which are the result of a Community and Comprehensive Schools' negligence, including those which may arise in connection to a specific agreement/contract. There is no requirement to name third parties in the confirmation statement as this indemnity is set out in legislation.</p> <p>A Community and Comprehensive School does not have the authority to extend State indemnity in respect of a third parties' negligence.</p>

Ciarán Breen  
Director  
State Claims Agency



**Delegated State Authorities as named in Schedule 1 & 2 of SI 237: NTMA (Delegation of Claims Management Functions) Order 2015**

County	School	County	School
<b>Carlow</b>	Tullow Community School	<b>Kildare</b>	Celbridge Community School Colaiste Chiarain Kildare Town Community School Scoil Mhuire Community School St. Wolstan's Community School
<b>Cavan</b>	Bailieborough Community School		
<b>Clare</b>	Kilrush Community School St. Caimin's Community School		
<b>Cork</b>	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 St. Peter's Community School	<b>Kilkenny</b>	Castlecomer Community School
		<b>Laois</b>	Heywood Community School Mountmellick Community School Mountrath Community School
		<b>Leitrim</b>	Ballinamore Community School Carrick-on-Shannon Community School
		<b>Limerick</b>	John The Baptist Community School
		<b>Longford</b>	Moyne Community School
		<b>Louth</b>	Ardee Community School Ballymakenny College
		<b>Donegal</b>	Carndonagh Community School Choláiste Cholmcille Loreto Community School Pobalscoil Chloich Cheannfhaola Pobalscoil Ghaoth Dobhair Pobalscoil na Rosann
<b>Meath</b>	Ashbourne Community School Athboy Community School Boyne Community School Pobalscoil Chiarain		
<b>Offaly</b>	Gallen Community School St. Brendan's Community School		
<b>Dublin</b>	Ballinteer Community School Blakestown Community School Cabinteely Community School Coolmine Community School Donahies Community School Hartstown Community School Holy Child Community School, Sallynoggin Holy Family Community School, Rathcoole Killinarden Community School Old Bawn Community School Phobailscoil Iosolde Pobalscoil Iosa Pobalscoil Neasain Pobalscoil Rosmini Portmarnock Community School St. Aidan's Community School St. Colmcille's Community School St. Mark's Community School St. Tiernan's Community School Tallaght Community School	<b>Roscommon</b>	Castlerea Community School
		<b>Sligo</b>	St. Attracta's Community School
		<b>Tipperary</b>	Cashel Community School
		<b>Waterford</b>	Blackwater Community School
		<b>Westmeath</b>	Moate Community School (Moate Business College)
		<b>Wexford</b>	Gorey Community School Ramsgrange Community School
		<b>Wicklow</b>	St. Kilian's Community School
		<b>Comprehensive Schools</b>	
		<b>Cavan</b>	St. Aidan's Comprehensive School
		<b>Clare</b>	St. Patrick's Comprehensive School
		<b>Cork</b>	An Scoil Chuimsitheach Ashton Comprehensive School
		<b>Donegal</b>	The Royal and Prior Comprehensive School St. Columba's Comprehensive School
		<b>Galway</b>	Clifden Community School Dunmore Community School Glenamaddy Community School Gort Community School Portumna Community School Scoil Phobail Mhic Dara
<b>Galway</b>	Scoil Chuimsitheach Chiaráin		
<b>Kerry</b>	Tarbert Comprehensive School		
<b>Kerry</b>	Pobalscoil Inbhear Sceine Scoil Phobail Sliabh Luachra Pobalscoil Chorca Dhuibhne	<b>Leitrim</b>	St. Clare's Comprehensive
		<b>Limerick</b>	Crescent College Comprehensive School
		<b>Wicklow</b>	East Glendalough School