



WORK EXPERIENCE OR COMMUNITY SERVICE POLICY

Rationale:

At Cana Catholic Primary School we believe that there are many benefits in Secondary students completing a week of Work Experience or regular giving of time and talents through Community Service volunteering.

Cana has built a strong partnership with neighbouring Catholic Regional Colleges and there is a strong partnership between primary and secondary schools within our Federation of Catholic Schools.

We also believe that it is in the best interest of our school community to work with the youth in their endeavours of fulfilling acts of Social Justice, volunteering for educational purposes, academic gains and or transferring theoretical knowledge to actual practice.

Aims:

“Work Experience” or “Community Service” will:

- increase students’ sense of ‘Acts of Social Justice’
- increase students' personal, interpersonal and social development
- increase motivation, student engagement and sense of purpose
- lead to new perspectives and understandings regarding work related ambitions

Procedures:

- All documentation needs to be signed and filled out appropriately by the designated personnel.
- Students need to see their Secondary School Coordinator prior to asking for “Work Experience” or “Community Service” at Cana.
- When students arrive, they firstly need to sign in at the front office, then report to their mentor teacher.
- Students undertaking Work Experience at Cana are expected to be on site from 8.30am to 3.30pm.
- If of driving age, students will park their vehicles in the Visitor Car Park of the School.
- Students must enter via the Front Office and sign in and out each day they are on Work Placement.

- If the student is completing “Community Service” they need to wear their School Uniform.
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- Work Experience attire should be clean and tidy. In accordance with Sun Smart policies students need to dress respectfully and also follow the Sunsmart policy of wearing a hat in Term 1 & 4.
- Students are required to wear a Volunteer/Visitors Identification badge whilst on site.
- Work experience students will be assigned to either a single class or a variety of classes.
- Students must undertake tasks as directed by the supervising teacher/s within the context of Cana school.
- “Duty of Care” will be explained to the students.
- Privacy Act will be explained.
- The Evacuation policy will be explained.
- Occupational Health and Safety procedures will be explained. ● School daily routines and expectations will be explained.
- Students will address Cana staff respectfully, as the other students in the school do.
- Students will model positive interaction and attitudes towards all school community members.
- Appropriate body language is expected at all times.
- Students are expected to follow all Cana policies and procedures.
- Students are expected to maintain confidentiality, not speaking about staff, parents or students.
- Students are not to comment on any person in the Cana school community on any form of social media, facebook, ICT tools etc.
- Students are not permitted to take any photos of students or staff.

This policy was last reviewed in 2019.