

Mentoring Guidelines

Providing a mentor for regular volunteers and new staff forms part of the pre-school's induction process and is intended to provide an experienced guide for new staff and volunteers over and above the guidance given by the supervisor.

The process is as follows

A mentor will be given as part of the Induction process and will be named on the Induction sheet.

Mentors may wish to discuss some of the following areas at the start of the volunteer's/ staff member's time at pre-school.-

- Areas of strength or special interests:- What are your strengths and interests, do you have any special skills or knowledge you could contribute?
- Areas of development and training: - What areas would you like to develop and train in? Career Plan, what do you hope to achieve during your time at First Steps?

Mentors should be available to discuss any ongoing issues with the volunteer/staff which may arise such as-

- Completing observation records
- Discussions with parents/carers
- Procedures and policies
- Any specific questions and concerns including wellbeing

Many discussions may be informal; however, please use the staff supervision form if necessary.

You may be asked to evaluate the mentoring process as part of our monitoring and comments may be used to improve the system.

A token 1 hour per term will be paid at the normal staff rate if the mentoring is outside working hours. There is no obligation on the part of any member of staff to act as a mentor.

This policy was adopted at a meeting of First Steps Fountain Of Life Pre-School

Held on (date) _____

Signed on behalf of the Management Team _____

Role of signatory (e.g, chairperson etc) _____

Review date _____