



# HOLY TRINITY ENNISKILLEN

## Pre-School Induction Policy

Policy approved by Board of Governors

Dated

Signed

Review Date

## **Holy Trinity Preschool Induction Policy**

At Holy Trinity Preschool the Principal will normally carry out a four-week induction for all new staff and volunteers. This ensures that everyone contributing to the work of the setting is fully aware of our aims, objectives and vision, policies and procedures, the curriculum and the day-to-day running of the sessions, and also the families who use the setting.

### **Policy**

This policy has been implemented to ensure that the Principal and Leader in charge are aware of the induction period which has been developed for working with new staff and volunteers.

### **Procedure**

The Principal will delegate authority to the Leader in charge to ensure that the following process is implemented over the course of the first four weeks in the setting:

- Introduction to all staff/volunteers and new staff/volunteers are provided with details on their roles and responsibilities.
- New staff/volunteers are shown around the setting, taking into account emergency exits.
- New staff/volunteers are provided with a copy of the policies and procedures of the setting which they must sign as having been read and understood.
- New staff/volunteers are introduced to parents/carers and parents/carers are made aware of their role.
- New staff/volunteers are shown where records and confidential details are stored.
- New staff/volunteers are provided with an overview of the daily routine and talked through how a daily session operates.

During the induction period all new staff/volunteers must demonstrate an understanding of and compliance with all the areas covered. Induction forms part of the probationary period and new staff/volunteers can give feedback on progress to the principal during meetings. An induction form will be signed off throughout this process.

