

INDUCTION AND PROBATION POLICY

ORIGINATOR: Oliver Teasel
SLT LINK: Stuart Williams

March 2023



Contents

1. STAFF INDUCTION AND PROBATION	2
2. THE INDUCTION PROCESS.....	2
3. THE PROBATION PROCESS.....	3
4. MONITORING AND FEEDBACK.....	3

1. STAFF INDUCTION AND PROBATION

- 1.1 All new employees have a 12 month induction and probation period in which additional support and regular feedback will be provided. Each new employee will be allocated a probation link, usually from the Senior Leadership Team, to lead on this process.

2. THE INDUCTION PROCESS

- 2.1 The purpose of this process is to ensure all new employees understand the organisation, the culture, the people and their role.
- 2.2 All new employees will receive an induction programme which covers key areas with a timetable for their induction confirming where they need to be and when, to include:
- Physical orientation; an escorted tour of the department and introduction to fellow workers.
 - An overview of the organisation, its history, its strategy and objectives, products and services, and culture.
 - An explanation of the departmental organisation, the requirements of the job and expectations of the new starter.
 - Training on key systems.
 - An overview of key human resource areas.
 - Details of Federation benefits.
 - Introductory one-to-ones arranged with key members of the organisation.
 - Safeguarding and Prevent training.

3. THE PROBATION PROCESS

- 3.1 All new starters will be subject to a minimum 12 month probation period to provide an opportunity to celebrate success and ensure new employees are well supported throughout their first year within the Federation.
- 3.2 During the 12-month probation period, staff will meet formally with their probation link on at least two occasions, in order to discuss progress to date. Progress is measured against the relevant targets for the role.
- 3.3 If it is recognised that the employee would benefit from further support, the probation lead may require the employee to attend additional probation meetings.
- 3.4 Probation assessment point 1 needs to be completed within the first 3 months of the employee's start date. It is the responsibility of the probation link to schedule these meetings.
- 3.5 A probation form will be provided that should be completed providing evidence of how each target has/has not been met. The expectation is that employees complete the form providing this evidence as far as possible in advance of the meeting.
- 3.6 Colleagues who work under 10 hours per week are offered the opportunity to instead meet with their line manager and follow the usual PR process.
- 3.7 This does not replace the usual line management system, so day-to-day issues should be raised as usual within the employee's team.
- 3.8 For all new staff, the probation meeting and form will replace the performance review documentation. On successful completion of probation colleagues will then migrate to the usual PR process.

4. MONITORING AND FEEDBACK

- 4.1 Employees will be given the opportunity to provide and receive feedback at the end of the induction/probation period.
- 4.2 Where concerns are raised with the member of staff, targets for improvement and the nature of any support required should be set and agreed. This will be managed in line with the Federation's Appraisal and Capability Policy. During this period there will be regular meetings between the employee and their line manager, where progress towards agreed performance review targets will be reviewed.
- 4.3 If the line manager is not satisfied with progress, performance concerns will continue to be dealt with in line with the Federation Staff Appraisal and Capability Policy.
- 4.4 The Executive Principal should be kept fully informed of both concerns and progress.

- 4.5 Successful completion of the probation period will be confirmed in writing by the Chief Finance Officer. Failure to complete the probation period successfully will be considered as grounds for the Executive Principal to consider dismissal.
- 4.6 ECTs will be subject to probation, which will run alongside their induction. Please refer to the Federation Staff ECT Induction Policy for information on how we aim to give ECTs the best possible start in the teaching profession.