

## Induction and Probation Policy

This policy and associated procedures were adopted by Chelford Village Preschool on October 10th 2022.

Date of last review: 16<sup>th</sup> September 2023

Date of next review: 16<sup>th</sup> September 2024

Version: 1.0

### Version Control Table

Version	Date Reviewed	Reviewed By	Comments
1.0	10 <sup>th</sup> October 2022	Katherine Bones	New Policy Adopted
	16 <sup>th</sup> September 2023	Katherine Bones	No Changes

## **Induction and Probation Policy**

Chelford Village Preschool operates a fair, safe and rigorous recruitment and selection process which aims to attract and employ the best. The aim of this Induction and Probation Policy is to ensure that new employees have the necessary information and support to ensure their successful and continuing employment. We understand that the first weeks and months are vital to the success of any appointment. The arrangements made for introducing a new employee to the duties of the post, and to the school as a whole, provide the foundation for successful and safe contribution to the school. The Induction and Probation policy and procedures are designed to help new employees become familiar with the requirements of their role and learn about our aims, values and working practices effectively and efficiently so that they become knowledgeable and confident as quickly as possible.

Alongside associated Induction and Probation procedures, this policy was adopted by Chelford Village Preschool on 10<sup>th</sup> October 2022.

### **Policy statement**

We are guided by the EYFS Framework, Section 3.21. "The daily experience of children in early years settings and the overall quality of provision depends on all practitioners having appropriate qualifications, training, skills, knowledge, and a clear understanding of their roles and responsibilities. Providers must ensure that all staff receive induction training to help them understand their roles and responsibilities. Induction training must include information about emergency evacuation procedures, safeguarding, child protection, and health and safety issues."

### **Key Aims of the Induction Process**

- The induction process goes hand in hand with the new employee's probationary period, and will be an employee's introduction to our performance management procedures, such as, supervisions and appraisals.
- Make all new staff feel part of the school team, understanding the ethos, philosophy and routines of the school
- Turn new employees quickly into effective workers, Identify and address any specific training needs
- and ensure the quality of care for children.
- Contribute to the staff member's sense of job satisfaction and personal achievement, reduce staff turnover, improve motivation and performance and increase commitment from employees
- Explain the employee Code of Conduct to ensure that all staff new to the school understand what is expected of them at the school and gain support to achieve those expectations

- Provide Child Protection and Safeguarding training and information – including outlining responsibilities
- Provide information and training on key school policies and procedures, particularly those in which immediate actions might need to be taken such as Fire Evacuation.
- Enable the colleague to contribute to improving and developing the overall effectiveness of the school, raising pupil wellbeing and achievement, and meeting the needs of children, parents and the wider community

### **Key Aims of the Probation Procedure**

- This policy is intended to allow both the organisation and the employee to assess objectively whether or not the new employee is suitable for the role. It is our intention that the effective use of the Induction and Probationary policy will increase the likelihood that new employees will be successful.
- The manager is responsible under this policy for ensuring that all new employees are properly monitored during their probationary period. If any problems arise, line managers should address these promptly. This will ensure that the employee is aware that some aspect of his/her performance or conduct is unsatisfactory and prevent the problem from escalating.
- The procedure provides a framework for addressing any concerns, offering support and training to address perceived unsatisfactory performance or conduct at an early stage.
- The procedure provides a process to end employment fairly and consistently across all staffing groups during, or at the end of, the probationary period, at a point where it becomes clear that no further training or support would allow the employee to reach the required standards.
- The probation and induction policy applies to all new staff members. The induction and probation procedure does not form part of an employee's contract and it may be amended at any time

### **Length of Probation and Induction Period**

- The length of both the induction and probation period is twenty six weeks in accordance with the employee's contract of employment, and as outlined in this policy and associated procedure.

### **Terms of employment during the probationary period**

- During the probationary period, within the first month of employment either party may terminate the employee's contract without notice. Once an employee has gained one month's service either party must give one week's notice. Once the probationary period has been completed, the notice periods will be as defined in the employee's contract of employment.
- During the probationary period any concerns, unsatisfactory performance, misconduct, sickness or other absence, will be dealt with under this policy. Following successful completion of a probationary period the relevant policy will then apply, e.g. Grievance, Capability, Disciplinary or Managing Sickness Absence.

It is the expectation of Chelford Village Preschool that the majority of new employees will successfully complete their probationary period, however in the rare circumstances this is not possible, the processes to be followed are outlined in the associated Induction and Probation Procedure