Induction and Probation Procedures

Induction Procedure

We believe that Induction is the first stage in identifying training and professional development needs of all new recruits.

We recognise that there are many ways in which people learn and as such we ensure that the induction process uses a mix of strategies and activities to meet the needs of all new recruits. These may include:

- One-to-one discussion/activity with manager or supervisor
- Taught programmes (such as this training)
- Guided reading
- Shadowing
- Mentoring by a more experienced colleague
- Distance or e-learning
- Structured use of supervision

All staff including the manager and assistants may be involved in the planning or delivery of the induction process.

Chelford village preschool will plan for an effective induction using a written checklist to ensure that all items are covered during the induction training. The checklist will be completed and signed by both the manager and the employee and stored in the employee's personnel file as a record of the areas covered. The checklist/induction plan for all new staff, will include the following:

- Introductions to all employees and volunteers, including key committee members.
- Familiarisation with the building, health and safety, and fire and evacuation procedures.
- Ensuring our policies and procedures are read and adhered to.
- Introduction to the parents, especially parents of allocated key children where appropriate.
- Familiarisation with confidential information in relation to any key children where applicable.
- Details of the tasks and daily routines to be completed.
- Induction takes place over a 2 month period. The manager inducts new employees and volunteers. A member of the senior management team inducts new managers.
- During the induction period, the individual must demonstrate understanding of and compliance with policies, procedures, tasks and routines.
- Successful completion of the induction forms part of the probationary period.
- Following induction, we continue to support staff to deliver high quality performance through regular supervision and appraisal of their work.

Probation Procedure

We ensure that during the probationary period employees will receive more regular supervision and complete regular reviews. A record of the review meeting, including any actions regarding the development and support needs of the new employee, will be made and be agreed by both parties. This will be kept by the manager in the employee staff file and a copy of this will also be given to the employee.

During probationary review meetings, the manager will assess the employee's performance, capability and suitability for the role. The manager will:

- Provide feedback about performance and progress
- Set any smart targets for next meeting
- Review and discuss any training requirements
- Raise any problem areas or concerns.

Following the initial induction meetings with the manager, probationary reviews will take place:

- At the end of the first week
- At the end of the first month
- At the end of month three
- Final review at end of the six months probationary period.

Extending probationary periods

The probationary period may be extended in circumstances where the employee has been absent from school for an extended period during the probation period for example ill health or maternity leave, or in exceptional circumstances where a further period is required to determine suitability. This should be done in consultation with the employee and confirmed in writing. An extension of an employee's probationary period will happen no more than once for a period not exceeding three months on the same terms and conditions as the original period.

End of probation

At the end of the probationary period, the line manager should conduct a final review of the employee's performance and suitability for the job. This will involve a meeting with the employee to discuss their performance and progress throughout the period of probation.

The review must be conducted on or shortly before the date on which the employee's probationary period comes to an end.

If the employee's performance is satisfactory, the line manager should then issue a letter of confirmation of appointment to the employee.

If the employee's performance has not met the standards required by the organisation, the Headteacher will review the circumstances before any decision is made to terminate the employee's employment.

Termination of employment

If an employee's performance while on probation has been unsatisfactory (despite support from the line manager), and it is thought unlikely that further training or support would lead to a satisfactory level of improvement, the employment will be terminated at the end of the period of probation.

Where a decision is taken to terminate the employee's employment, the employee must be met with and informed of the reason for the termination. The employee has the right to be accompanied at this meeting by work colleague or professional association/trade union representative. The setting will write to the employee confirming the termination and the reason for it. The employee will be given an opportunity to appeal the decision. If an employee's employment is terminated after the expiry of the probationary period the settings normal capability/dismissal procedure must be followed in full.

Appeal Period

The Employee has a right of appeal against the termination of their employment. Any appeal should be made to person named in the formal termination letter stating the grounds for appeal within seven calendar days of receipt of written confirmation of termination. The appeal will be conducted by at least one member of the Governing Board as soon as reasonably practicable following receipt of the appeal. The outcome of the appeal will be confirmed in writing without unreasonable delay. There is no further right of appeal.