
PROBATIONARY PROCEDURE



RAEDWALD
T · R · U · S · T

RATIFIED BY CENTRAL LEADERSHIP IN:
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NEXT REVIEW DATE: SEPTEMBER 2022

PROBATIONARY PROCEDURE

Person responsible for this policy:	Angela Ransby
Policy author:	Angela Ransby
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Policy displayed on website:	Yes

CEO Signature:	A Ransby
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Updates made:	Date:
P3 – extension period amended to 9 months in line with contracts	28 June 2021
Appendix 1 – updated induction programme	October 2021

Introduction

It is the Raedwald Trust's policy to operate probationary periods for all new employees, and in some cases, at the Trust's discretion, in respect of employees who have been transferred or promoted into different posts within the school.

This policy allows both the employee and Raedwald Trust to assess objectively whether or not the employee is suitable for the role. The Raedwald Trust believes that the use of probationary periods increases the likelihood that new employees will perform effectively in their employment.

The Head Teacher is responsible for ensuring that all new employees are properly monitored during their probationary period. If any problems arise, the Head Teacher should address these promptly and in accordance with the policy. The employee should be made aware that some aspects of their

performance or conduct is unsatisfactory. This will help prevent the problem from escalating and hopefully lead to sufficient improvements.

Where the employee is the Head Teacher, the CEO shall be responsible for managing the probation process and determining whether their employment is confirmed or their employment is terminated.

Length of Probation

The length of the probationary period applicable to an employee will be as set out in the contract of employment of that employee.

Extending Probationary Periods

Six months should be an adequate period of time to effectively assess an employee's suitability for the role. In exceptional circumstances, the Raedwald Trust may decide to extend an employee's period of probation. This will be limited to one extension and the total period of probation will be no longer than 9 months.

An extension may be implemented in circumstances where:

- The employee's performance, conduct or attendance during probation has not been entirely satisfactory, but some improvement has taken place and it is thought likely that an extension to the probationary period may lead to satisfactory improvement.
- The employee or the Head Teacher has been absent from the workplace for an extended period during the probation.

Before extending an employee's probationary period, the Head Teacher consult with CEO. If an extension to the probationary period is agreed, the Raedwald Trust will confirm the terms of the extension in writing to the employee, including:

- the length of the extension and the date on which the extended period of probation will be reviewed and when it will end;
- the reason for the extension and, if the reason is unsatisfactory performance, details of how and why performance has fallen short of the required standards;
- the performance standards or objectives that the employee is required to achieve by the end of the extended period of probation;
- any support, for example further training, that will be provided during the extended period of probation; and
- a statement that, if the employee does not meet fully the required standards by the end of the extended period of probation, their employment will be terminated.

Terms of Employment During the Probationary Period

During the probationary period, employees will be subject to all the terms and conditions of their contracts of employment with the exception of those terms noted below. During the probationary

period, attendance, conduct, capability issues will be managed under this policy rather than the standard school HR policies.

Except in the case of existing employees who have been transferred or promoted into different roles, the amount of notice that an employee must give to the Trust if they wish to resign, and the amount of notice that the Trust must give to the employee of dismissal are different during probation. During probation, either party may terminate the employee's contract of employment by giving one week's notice unless otherwise varied by the contract. In the event that the Trust decides to terminate the employee's employment, their employment will come to an end immediately and the employee will receive pay in lieu of the notice together with any outstanding holiday pay.

Once the probationary period has been completed, the notice periods will be as defined in the employee's contract of employment.

In the case of existing employees who have been transferred or promoted into different roles, the amount of notice that the employee must give to the Trust if they wish to resign, and the amount of notice the Trust must give to the employee of dismissal will be as defined in the employee's contract of employment.

Line Managers' Responsibilities

Under this policy, the Head Teacher has responsibility for monitoring a new employee's performance, conduct, attendance and progress during the probationary period. The Head Teacher should ensure that the employee is properly informed at the start of their employment about what is expected of them during probation, for example the required targets or standards of performance, and for putting in place a plan to support the successful start to any new role.

Reviews During Probation

The Head Teacher should review and assess the employee's performance, capability, conduct, attendance and suitability for the role on at least a monthly basis during the employee's probation, and again at the end of the probationary period. This will involve meeting with the employee in a mid-review meeting. At the end of the meeting, the Head Teacher will complete the probationary form and give a copy to the employee.

During an employee's probation, the Head Teacher should provide regular feedback to the employee about their performance and progress, and, should there be any problem areas, raise these with the employee as soon as possible with a view to resolving them. The Head Teacher is also responsible for providing guidance and support and for identifying and arranging any necessary support, training or coaching that is relevant to the role.

Irregularities Discovered During the Probationary Period

If, during an employee's probation, it is suspected or established that the employee does not have the qualifications, experience or knowledge that they claimed to have at the time of recruitment, the

matter will be discussed with the employee to establish the facts. If the evidence suggests that the employee misrepresented their abilities in any way, the Trust will terminate the employment giving one week's pay in lieu of notice. If the employee is an existing employee who has been transferred or promoted into a different role, the Trust's normal capability/dismissal procedure must be followed in full.

End of Probation

Shortly before the end of the probationary period (or end of the extension, if applicable), the Head Teacher should conduct a final review of the employee's performance, conduct, attendance and suitability for the job. This will involve a meeting with the employee to discuss their performance and progress throughout the period of probation. At the end of the meeting, the Head Teacher will complete the probationary form, and give a copy to the employee.

If the employee's performance is satisfactory, the Head Teacher should notify the Trust HR Officer in order to issue a letter stating the employee is confirmed in role.

Termination of Employment

Ordinarily it is the Trust's policy to allow the employee to complete the designated period of probation rather than terminating employment before the probation has come to an end. This is to give the employee a full opportunity to come up to the required standards. If, however, there is clear evidence prior to the end of the period of probation that suggests the employee is wholly unsuitable for the role, the employment may be terminated early.

Performance

If an employee's performance while on probation has been unsatisfactory (despite support from the Head Teacher), 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 the concerns are considered serious and have not improved despite support, then the employment may be terminated prior to the end of the period of probation or at an earlier point if appropriate.

Conduct

If an employee's conduct while on probation has been unsatisfactory (despite support from the Head Teacher), 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 or at an earlier point if appropriate.

Attendance

If an employee's attendance while on probation has been unsatisfactory (despite support from the Head Teacher), and it is thought unlikely that further or support or reasonable adjustments would lead to a satisfactory level of improvement, the employment will be terminated at the end of the period of probation or at an earlier point if appropriate.

Where a decision is taken to terminate the employee's employment, a meeting will be held with the employee to inform them of the reason for the termination. The Trust 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 the employee is an existing employee who has been transferred or promoted into a different role, the Trust's normal capability/disciplinary / sickness absence /dismissal procedure must be followed in full.

Appeals Against Termination of Employment

Should an employee wish to appeal against a decision to terminate their employment they must write to the Head Teacher within 5 working days of the decision to terminate the employment being communicated to them. The employee must state the grounds of their appeal in full. An appeal meeting will then be arranged with either the Head Teacher (if not involved in the original decision to dismiss) or a panel of Trustees. The outcome of an appeal meeting will be confirmed in writing; this will make it clear that there is no further internal right of appeal. Where the employment of the Head Teacher is terminated they should appeal to the CEO who will make arrangements for the appeal hearing.

Confidentiality and Data Protection

It is the aim of the Trust to deal with matters under this policy sensitively and with due respect for the privacy of any individuals involved. All employees must treat any information communicated to them in connection with the process as confidential.

During any action under this policy, the Trust will collect, process and store personal data in accordance with our data protection policy. The data will be held securely and accessed by, and disclosed to, individuals only for the purposes of actions taken under the policy. Records will be kept in accordance with our Workforce Privacy Notice, our Retention and Destruction Policy and in line with the requirements of the **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).

Review of Policy

This policy is reviewed and amended two yearly by Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

APPENDIX 1 - RAEDWALD TRUST INDUCTION PROGRAMME

Name:	
Start date:	
Job title:	
Line manager:	
Induction Mentor:	
Date of induction review meeting:	

Welcome to the Raedwald Trust. We value our staff and believe it's important that all team members understand the whole organisation before they begin working in their appointed role. Your Head of School will arrange a programme of induction that will include the activities listed below. Please sign and date these as they are completed. Bring this document to meetings with your Head of School where you can review your progress through the induction programme and discuss the help you need to complete it.

Principles

At the Raedwald Trust we will:

- Make all staff feel welcome and at ease in their new environment
- Ensure that all new staff have a smooth transition into their role
- Ensure all new staff are aware of their own role and their role within the wider team
- Ensure new staff understand the vision and ethos of the Trust
- Ensure that there is a system of support in place during induction and beyond
- Give staff an understanding of all settings within the Raedwald Trust not just the site where you are initially based
- Ensure that staff are equipped to deal confidently with safeguarding issues and know how to keep children safe

Prior to your first day in role

Item (All Staff)	Date	Inductor	Inductee	Comments
Job description sent		AL		
Hours agreed		AL		
Enhanced DBS submitted		AL		
Supply the office with your teacher number for Barred List Check in England & Wales (for Qualified Teachers)		AL		
Health Declaration completed and returned		AL		
MIS (School Pod) login created and informed Trust PA		AL		
Office 365 login created and informed Trust PA		AL		
EduPay login created		AL		
Supply driving licence to Central Team for copying		AL		
Supply DVLA access code to check licence. See: https://www.viewdrivingrecord.service.gov.uk/driving-record/licence-number		AL		

Supply vehicle registration and make		AL		
Supply copy of vehicle insurance certificate showing business use included		AL		

Item (Qualified Teachers only)	Date	Inductor	Inductee	Comments
Supply the office with your teacher number for Barred List Check in England & Wales (for Qualified Teachers)		AL		

First day – Central Team

Item (All staff)	Date	Inductor	Inductee	Comments
Be shown the location of the Raedwald Trust policies https://www.raedwaldtrust.com/about-raedwald-trust/raedwald-trust-policies/		AL		
Receive, read and understand the following policies: <ul style="list-style-type: none"> - RT Staff Handbook - RT Child Protection & Safeguarding Policy - RT Health & Safety Policy - RT Code of Conduct 		AL		
Receive, read and understand: <ul style="list-style-type: none"> - KCSiE 2021 - FGM Guidance for Schools - County Lines - Safer Working Practice - Annual Staff Declaration (child disqualification) 		AL		
Set up Suffolk CPD account with Raedwald Trust as employer https://cpd.schoolschoice.org/cpd/default.asp?ssid		Staff member		
Complete online training modules and send certificates to AL and LL: <ul style="list-style-type: none"> - Keeping Children Safe in Education - FGM Awareness - Anti-radicalisation & Prevent Awareness - Child Sexual Exploitation - Drugs Awareness - E-Safety - Bullying Awareness - Alcohol Awareness - Safeguarding Links will be provided via Raedwald Trust email.		AL		
Complete Adverse Childhood Experiences training https://www.acesonlinelearning.com/ and send certificate to AL and LL.		AL		

Infection Control training – send certificate to AL and LL.		LL		
Appraisal folder to be set up on RT Staff Hub and appraiser to be allocated		LL		
ID badge created		AL		
Collect RT laptop/mobile phone and sign Technology for staff agreement		AL		
Employer Assistance Programme explained		AL		
Lone Working Policy Appendix completed		AL		
Covid Staff risk assessment completed		AL		
Mileage, additional hours, staff reimbursement and purchase order process explained		DS / AL		

Item (DSL/DDSL only)	Date	Inductor	Inductee	Comments
Book Designated Safeguarding Lead training		LL		
Book Working together to safeguard children training				
Book Safer Recruitment training		LL		

Item (Leaders only)	Date	Inductor	Inductee	Comments
Budgets process explained		TBM		
Edupay approvers process explained		AL		

Copy of induction programme sent to LL		AL		
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First day on site

Item (All staff)	Date	Inductor	Inductee	Comments
Named Induction Mentor to be assigned		HT/HoS		
Welcome meeting with Head Teacher or Induction Mentor		HT/HoS		
Be shown where the following can be found in your base		HT/HoS		
- Toilets		HT/HoS		
- Evacuation Point and fire safety induction		HT/HoS		
- First Aid arrangements		HT/HoS		
- Refreshments		HT/HoS		
- Place to work		HT/HoS		
- Classrooms		HT/HoS		
- Photocopier		HT/HoS		
- Telephone		HT/HoS		
- Teaching resources		HT/HoS		
- Parking arrangements		HT/HoS		
- Arrangements for lunch and other breaks		HT/HoS		
- Keys		HT/HoS		

- Security codes		HT/HoS		
Read site based Covid Road Map		HT/HoS		
Covid Home Testing training		Site admin		
Procedure for reporting absence and sickness		HT/HoS		
Copy of induction programme to LL		HT/HoS		

First two weeks in role

Item (All staff)	Date	Inductor	Inductee	Comments
Welcome contact with CEO		LL		
Safeguarding briefing from DSL or Deputy DSL		HT/HoS		
Visit another academy		HT/HoS		
Role specific Health & Safety briefing		TBM		
Location specific security briefing		HT/HoS		
MIS training (School Pod)		Sites		
Complete Staff PD modules including Office 365, Sharepoint, Email, Calendar (available on RT Staff Hub)		LL		
Receive Level 2 safeguarding training with Trust DSLs		LL		
Undertake GDPR online training and send certificate to AL and LL		LL		
Manual Handling training and send certificate to AL and LL		LL		
Working at Height training and send certificate to AL and LL		LL		
Contact with Pedagogical Lead – introduction to the RT T&L principles		LL		
Roll specific pupil attendance reporting procedures		HT/HoS		
Timetabling procedures		HT/HoS		
Whole school calendar		HT/HoS		
Mileage, additional hours and staff reimbursement process explained		DS / AL		

Item (Key Teachers only)	Date	Inductor	Inductee	Comments
Key teacher responsibilities		HT/HoS		

Item (Leaders only)	Date	Inductor	Inductee	Comments
Budgets process explained		TBM		
EduPAY approvers process explained		AL		

Copy of induction programme sent to LL		Staff member		
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First term in role

Item	Date	Inductor	Inductee	Comments
Meet with appraiser / Head Teacher to discuss the appraisal cycle and set performance management targets.		HT/HoS		
Understand the procedure for requesting CPD.		HT/HoS		
Induction review meeting to review this document and complete any outstanding items as per Probationary Policy		HT/HoS		
Three months into role mid term probation review		HT/HoS & AL		
Six months into role final probation review meeting completed		HT/HoS & AL		

Once completed please return to Laura Leeder – lleeder@raedwaldtrust.org

INDUCTION EVALUATION QUESTIONNAIRE

This form is designed to gather your views on how effective your induction has been. We welcome your candid responses to the questions below so that we can improve the induction experience for new employees. We would be grateful if you could complete this form and return it to Laura Leeder.

This information will be treated in the strictest confidence and will only be used for the purpose of improving induction.

Name:	
Start date:	
Job title:	
Line manager:	
Induction Mentor:	

Please delete as applicable and provide further information as requested.

Please rate the following aspects of your induction, by ticking the appropriate response:

Good Adequate Unsatisfactory

Information contained in Induction Pack

Initial briefing about induction process on day one

Introduction to academy and its procedures (including Health and Safety aspects)

Introduction to the duties of your post

Introduction to general school procedures (including safeguarding)

Support received from Mentor

Additional Comments:

Did you receive adequate information on the following?

The Academy YES NO

Health & Safety YES NO

Policies and Procedures YES NO

Terms and Conditions of Service YES NO

Safeguarding YES NO

Online Safety including use of Social Media Guidance YES NO

Whistleblowing Policy YES NO

Was there any aspect of the induction programme you feel benefited you the most?

What areas could be developed or improved within the induction programme?

General Comments

Are there any further events, information on specific topics or other issues which you feel should be included as a standard part of staff induction procedures?

Overall, how would you rate your Workplace Induction?
Excellent 10 9 8 7 6 5 4 3 2 1 0 Poor

Thank you for completing this questionnaire - please return this to Laura Leeder.

APPENDIX 2 – PROBATIONARY REVIEWS

PROBATIONARY REVIEW - TEACHERS

CONFIDENTIAL [NAME OF SCHOOL/ACADEMY]			
Probation Review Form (teacher)			
PART A – Employee details			
NAME			
JOB TITLE		EMPLOYEE NO.	
DATE APPOINTED INTO ROLE	Date: (dd/mm/yyyy)		
LENGTH OF PROBATION	[usually 6 months]		
DATE OF MID PROBATION REVIEW MEETING	Date: (dd/mm/yyyy) [usually held at 3 months]		
DATE OF FINAL PROBATION REVIEW MEETING	Date: (dd/mm/yyyy) [usually held during month 6]		
NAME OF LINE MANAGER			
PART B - Mid review meeting (at 3 months unless fixed term contract of less than 6 months)			
Summary of the role holder's progress towards their targets/objectives, identifying any additional support required. Set out any issues that need to be addressed in relation to performance, attendance or conduct.			



Objective	Link to Teachers' Standard	Success criteria	How will this be evidenced?	Assessment of performance at mid review

Action points for any matters that need to be addressed during next assessment period (if applicable):

- XX
- XX
- XX

Current assessment	Effective in role <input type="checkbox"/>	Not yet effective <input type="checkbox"/>	Not effective <input type="checkbox"/>
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Options based on current assessment:

- Continue probationary process
- Extend probationary period [max 3 months]
- Consider termination within probationary period [invite employee to separate meeting]

You should inform the employee of what will happen next based on what option is selected.

Set out below reasons for extending or terminating the probation at this point:

Development or training needs identified (if applicable)	Action to be taken and why	Timescales	
Line manager signature			Date

PART C – Final review meeting (during 6th month)

Summary of the role holder’s progress during the probation period, identifying progress and meeting objectives as well as any additional support required. Set out any issues that need to be addressed in relation to performance, attendance or conduct

Objective	Link to Teachers’ Standard	Success criteria	How will this be evidenced?	Support provided since last meeting	Assessment of performance at final review

Line manager’s recommendations at the end of the probation review period

(in some circumstances option 2 decision may be taken at an earlier point)

Confirm next steps – options:

- 1 Performance to the required standard – pass probationary period
- 2 Performance shows some improvement - extend probationary period [unless already extended]*
- 3 Performance not to the required standard – consider termination within probationary period [invite to separate meeting]

Please tick as appropriate

-
-
-

You should inform the employee of what will happen next based on what option is selected.

**Where applicable give a summary of improvements that would be required to confirm in the role by the end of the review period*

**Line manager
signature**

Date

This form should be completed and signed after each review meeting and returned to [NAME] for appropriate action

PROBATIONARY REVIEW – SUPPORT STAFF

CONFIDENTIAL			
[NAME OF SCHOOL/ACADEMY]			
Probation Review Form (teacher)			
PART A – Employee details			
NAME			
JOB TITLE		EMPLOYEE NO.	
DATE APPOINTED INTO ROLE	Date: (dd/mm/yyyy)		
LENGTH OF PROBATION	[usually 6 months]		
DATE OF MID PROBATION REVIEW MEETING	Date: (dd/mm/yyyy) [usually held at 3 months]		
DATE OF FINAL PROBATION REVIEW MEETING	Date: (dd/mm/yyyy) [usually held during month 6]		
NAME OF LINE MANAGER			
PART B - Mid review meeting (at 3 months unless fixed term contract of less than 6 months)			
<p>Summary of the role holder’s progress towards their targets/objectives, identifying any additional support required. Set out any issues that need to be addressed in relation to performance, attendance or conduct.</p>			

PART B - Mid review meeting (at 3 months unless fixed term contract of less than 6 months)

Summary of the role holder's progress towards their targets/objectives, identifying any additional support required. Set out any issues that need to be addressed in relation to performance, attendance or conduct.

Use the boxes below to provide additional, relevant information

[objectives]	
Knowledge and understanding of the role	
Quality of work/performance	
Attitude to work	
Organisation and prioritisation	
Teamwork	
Rapport with students and public	
Timekeeping/absence	

Other (eg conduct/behaviour/standard of fluent English ¹)			
Action points that need to be addressed during next assessment period (if applicable):			
<ul style="list-style-type: none"> • XX • XX • XX 			
Current assessment	Effective in role <input type="checkbox"/>	Not yet effective <input type="checkbox"/>	Not effective <input type="checkbox"/>
Options based on current assessment:			
Continue probationary process			<input type="checkbox"/>
Extend probationary period [max 3 months]			<input type="checkbox"/>
Consider termination within probationary period [invite employee to separate meeting]			<input type="checkbox"/>
You should inform the employee of what will happen next based on what option is selected.			
Development or training needs identified (if applicable)	Action to be taken and why	Timescales	

¹ Where applicable for the role see guidance <https://www.gov.uk/government/publications/english-language-requirement-for-public-sector-workers-code-of-practice>

Set out below reasons for extending or terminating the probationary period at this point:

Line manager signature		Date	
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PART C - Final review meeting (during 6th month)

Summary of the role holder’s progress during the probation period, identifying progress and meeting objectives as well as any additional support required. Set out any issues that need to be addressed in relation to performance, attendance or conduct

Use the boxes below to provide additional relevant information

[objectives]	
Knowledge and understanding of the role	
Quality of work/performance	
Attitude to work	
Organisation and prioritisation	
Teamwork	

Rapport with students and public			
Timekeeping/absence			
Other (eg conduct/behaviour/standard of fluent Englishr)			
Assessment	Effective in role <input type="checkbox"/>	Not yet effective in role <input type="checkbox"/>	Not effective in role <input type="checkbox"/>
Development or training needs identified (if applicable)		Action to be taken and why	Timescales
Line manager's recommendations at the end of the probation review period (in some circumstances option 2 decision may be taken at an earlier point)			
<p>1 Performance to the required standard – pass probationary period</p> <p>2 Performance shows some improvement - extend probationary period [unless already extended]*</p> <p>3 Performance not to the required standard – consider termination within probationary period [invite to separate meeting]</p> <p>You should inform the employee of what will happen next based on what option is selected</p>			<p>Please tick as appropriate</p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>



<i>*Where applicable give a summary of improvements that would be required to confirm in the role by the end of the review period</i>			
Signature of line manager		Date	

This form should be completed and signed after each review meeting and returned to [NAME] for appropriate action.

APPENDIX 3 – PROBATIONARY FLOWCHART

