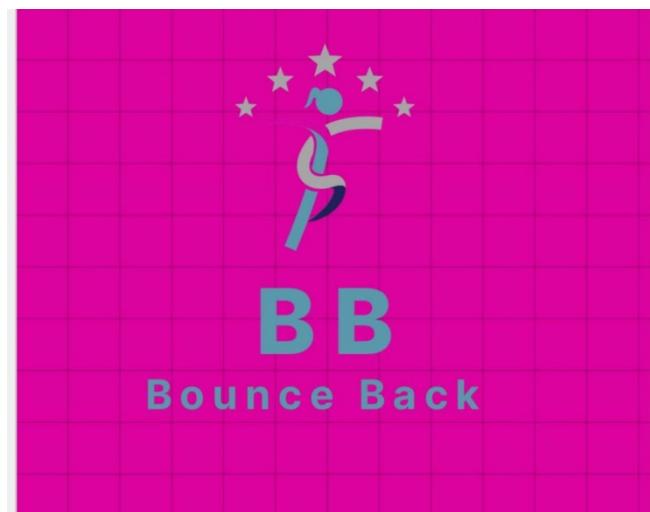


Bounce Back Alternative Provision



Staff Probationary Policy

Control Sheet

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1. Policy Statement

This Policy informs employees and of what is required during the Probationary Period.

2. Policy Scope

The Probationary Policy and Procedure applies to all new staff.

3. Policy for Temporary Employees

Employees on temporary contracts of two terms or longer will be required to complete the full Probation Period.

Where an employee is on a temporary contract of less than two terms the Probation Period will span the whole of the employment. If the temporary contract were to be extended, the Probation Period would continue until two terms of service was complete.

4. Procedure

The probation period provides the proprietor with the opportunity to clarify what is expected of a new employee, to set objectives and standards, and assess performance. It also gives new employees the opportunity to familiarise themselves with their new role and to assess their suitability to a post.

The aim of this Procedure is to inform employees and Head Teachers of what is expected during the Probationary Period.

5. Induction

For the probationary period to be successful it must be supported by a comprehensive induction programme. This will assist the employee in understanding their role within the setting and the standards expected of them.

6. Undertaking Probationary Reviews

Employees must be informed that they will be reviewed regularly during their Probationary Period. It is recommended that these take place at approximately 2, 4 and 7 months.

The final probationary review must be completed before employment can be confirmed.

Employees should be set reasonable objectives and/or targets during the initial stages of their employment. These should be used to measure the employee's performance during the Probationary Period. All Reports must be discussed with the employee and comments given.

When an unsatisfactory probation review is submitted the following requirements must be met:

- The employee must have been made aware of any performance shortcomings at the earliest opportunity
- The employee must be offered suitable instruction, training or guidance in order to overcome these issues.
- The employee must be allowed reasonable time for improvement before further action is taken. For example, to complete any training that has been identified.
- The employee must be given this information in writing as well as having it discussed with them personally.

7. Dealing with Performance Issues

The Line Manager must deal with any unsatisfactory performance as it arises, and not wait until the assessments are undertaken. The assessment meetings will then offer an opportunity to review performance.

The Line Manager will be responsible for taking action to deal with unsatisfactory performance promptly – dealing with problems at an early stage means that they are more likely to be dealt with successfully.

If you have to deal with performance issues you should:

- Discuss your concerns with the proprietor, if appropriate.
- Arrange a meeting as soon as possible with the employee to discuss their performance.

The purpose of the meeting will be to:

- Discuss your concerns with the employee
- Let the employee discuss /explain their areas of concern
- Offer instruction or training where appropriate
- Explain that if there is no improvement within a specified timescale further action may be taken, which may include dismissal
- Agree a timescale within which the improvements should be achieved, and arrange a date to review the employee's progress
- Ensure that any training that has been agreed is arranged and completed as quickly as possible.

The Line Manager will confirm the outcome of the meeting in writing, clearly setting out the concerns discussed, the action to be taken and the possibility of termination of employment should there be no improvements. Where performance does not improve within the time allowed refer to the procedure in section 9 and seek advice/support from the proprietor.

8. Extending the Probationary Period

The Probation Period is two terms. During this time the Line Manager must ensure that feedback is given to employees on a regular basis and that any performance or conduct issues are resolved within this period.

In exceptional circumstances the Probationary Period may be extended for a further specified period of not more than three months. The justifiable reasons for extending a probationary period are:-

- Where there is a good reason why it has not been possible to assess an employee's performance during the initial probation period of two terms, for example the employee has been absent for a significant proportion of this period.
- Where the required improvement has not been made, but where further time, for example to attend appropriate training courses, will allow such improvement to happen.

If the Probationary Period is extended the employee should be informed, and a meeting arranged, normally by no later than the fifth or sixth month. During this meeting the employee must be informed of the reasons for the extension and the period of extension should be specified.

This must then be confirmed in writing and a copy placed in the employee's personnel file.

The Line Manager must ensure that any extension to the Probationary Period is for reasonable and justified reasons.

Where a Probation Period is extended the Line Manager/proprietor will hold regular, for example weekly or fortnightly, review meetings with the employee to continue to assess their performance. Notes must be made of discussions had at these meetings and retained on the employee's personnel file.

9. Continued Poor Performance and misconduct

Where an employee's performance continues to be poor despite additional training, coaching and an extended Probation Period, or in cases of misconduct, it may be necessary for the employment to be terminated.

The employment may be terminated by the setting on one week's notice given in writing at any time during or at the end of this probationary period.

If you wish to terminate the employment during the probationary period, you must provide at least one month's notice.

10. Ending Employment in the Probationary Period

The employee must be invited to attend a meeting to discuss their performance. This should be followed up in writing and should set out the grounds for this action. Employees should be informed that one outcome of the meeting could be termination of their employment.

The meeting should take place in private, and the proprietor should have a full report prepared for the meeting. For example have records of performance appraisals, training courses should be available.

The proprietor should clearly state the reason for the meeting taking place, and outline their concerns about the employee's performance. The employee should then be given the opportunity to respond. If the employee is not able to give a reasonable explanation for their continued poor performance, the proprietor may take the decision to terminate the employment.

The employee should be informed of any decision at the meeting, and this should be followed up in writing. Employees should also be informed in writing of their Right to Appeal.

Where the employee is dismissed during their Probationary Period, they would be entitled to one week's notice. At these meetings a colleague or Trade Union representative may represent the employee.

Employees have the Right of Appeal against dismissal and Appeals should be submitted within five working days of receipt of written confirmation of the outcome of the meeting. Appeals should be sent to the Board of Governors stating the grounds of Appeal.

11. Notice Periods for Employees

Employees who wish to end their employment within their Probationary Period must give a minimum of one full terms' notice. This may be negotiable.

12. Confirming Permanent Employment

Following successful completion of a probationary period it is the setting's responsibility to confirm permanent employment status in writing.

Any concerns about conduct or capability must be resolved before permanent employment is confirmed.

13. Sickness Absence during the Probation Period

Where an employee has a substantial amount of absence due to sickness during the Probationary Period, the Manager may extend the duration of the Probation Period or terminate employment as appropriate.