



The Windmill Primary Federation

Probation Policy (non-teaching staff)

Formally adopted by the Governing Board/ Trust of:-	WINDMILL PRIMARY FEDERATION
On:-	20th MARCH 2024
Chair of Governors/Trustees:-	M CLEMENTS
Next Review	SPRING 2027

Probation Policy

Contents

(Click on the headings below to jump to the relevant section)

1. Introduction and policy statement.....	3
2. Employees covered by the policy	3
3. Performance during the probationary period	3
4. Disciplinary issues arising within the probationary period	4
5. Extension of probationary period.....	4
6. Appeal	4
7. Data Protection.....	5
Appendix 1 – Table of changes	6
Appendix 2- Probation Evaluation Form F113	7

1. Introduction and policy statement

- 1.1 All new non-teaching employees to the school are subject to a six-month probationary period. (Unless they move directly from a similar role in either another Norfolk school (i.e. Community, Foundation or Aided) or the wider Norfolk County Council)
- 1.2 The purpose of a probationary period is to:-
- enable Headteachers to manage and assess performance, and assess the future potential of the employee before making a decision whether to confirm the appointment
 - assist the employee to settle in and perform their job effectively, which both offers job satisfaction to the individual and is consistent with the objectives of the organisation
 - help identify the individual's training and development needs.
- 1.3 Through the implementation of this policy, the Governing Board will be mindful of the employer obligation to seek to maintain and protect the mental health and wellbeing of all staff as far as is reasonably practicable.

2. Employees covered by the policy

- 2.1 All new non-teaching employees are covered by this agreement, regardless of previous continuous service with other organisations and irrespective of contracted hours- unless they move directly from a similar role in, another Norfolk School.
- 2.2 Employees appointed to short-term temporary posts are not normally required to undergo a formal probationary period.
- If a longer-term post (including permanent) is offered, they must undergo a probationary period, unless- exceptionally- they have already done so under their short-term employment. In general therefore, existing temporary staff appointed to permanent or long term temporary posts will be subject to a probationary period unless:-
- they have already been subject to a formal probationary period,
 - they have already satisfactorily completed a period of regular performance monitoring and review,
 - the role is the same or similar to that which the post holder has already undertaken for a reasonable period and their performance is deemed satisfactory by the Headteacher.
- 2.3 This policy is not to be applied to teaching staff.

3. Performance during the probationary period

- 3.1 The performance of the employee must be monitored throughout the probationary period.
- There are **three Review** points:
- 6 weeks (after induction)
 - 3 months (mid)
 - 6 months (final)

Where concerns arise, these must be raised with the employee without delay with support and guidance being put in place. Any concerns identified and discussed with the employee should be recorded. Concerns must be shared at the time they arise so that the maximum time for improvement is allowed. Concerns should not be saved for discussion at the end of the probationary period.

4. Disciplinary issues arising within the probationary period

- 4.1 It is anticipated that any disciplinary issues which might arise during the period will be dealt with under the school's disciplinary procedure. If disciplinary action is taken, this will be taken into account at the final assessment. (see WPM Disciplinary Policy)
- 4.2 If a serious disciplinary issue arises which requires suspension and is not likely to be resolved during the period, then an extension of up to a maximum of **three months** may be made to assist with the completion of investigation and resolution of the matter. If the issue remains unresolved at this stage then no further extension will be made and the employment will be terminated in accordance with normal procedures.
- 4.3 Every effort must be made to resolve disciplinary matters within the probationary period.

5. Extension of probationary period

- 5.1 A **six-month** period should normally give ample opportunity for the Headteacher to assess whether an employee has reached an acceptable standard of performance and a management decision should be taken during this period. The formal review process and completion of *Probation evaluation form F113* assists this process (**see Appendix 2**)
- 5.2 However, in exceptional circumstances, for example sickness absence of the employee or in some disciplinary situations (see para 4), a probationary period may be extended by a period of up to **three months**, but this is the maximum extension.
- 5.3 During the extension the general principles of the probationary period still apply.
- 5.4 Any extension must be authorised by the Headteacher.

6. Appeal

- 6.1 If the final probationary performance review is likely to lead to termination*, the case should be reviewed by the Headteacher. Education**HR** customers who have bought the appropriate package have the option of taking advice from HR. Please contact Education**HR** by telephone on 01603 307760 or by emailing EHRenquiries@norfolk.gov.uk.
- 6.2 Following this, the employee will have the right to appeal against the decision to terminate their employment to the Governing Board's Dismissal Appeals Committee (advised by an HR Consultant). The appeal should be submitted in writing within **five working days** of receipt of the decision to terminate employment. The Dismissal Appeals Committee should meet with the employee, and their Trade Union representative, where appropriate within **ten working days** to hear the appeal. The Dismissal Appeals Committee decision will be final.

- 6.3 The employee does not have a right of formal appeal beyond the provisions in paragraph 6.2 above if their employment is not confirmed at the end of the probationary period.

(*NB. The employee has the right to be accompanied by a Trade Union representative or colleague, to any formal meeting which might lead to their termination.)

7. Data Protection

- 7.1 The school processes any personal data collected during the probationary period in accordance with its data protection policy. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of operating the probationary period. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

Appendix 1 – Table of changes

Date of change	Paragraphs affected	Summary of update
24/11/2021	1.3	Additional paragraph to include consideration for employees with mental health issues.
06/12/2018	p.2	Updated the academy option section to reflect that teacher unions do not agree to a Trust having a Teacher probation policy.
22/11/2018		Updated to ensure policy is fit for MAT's. Changes relate to terminology and MAT structure/set up.
11/05/2018	6	New para added to take account of the General data protection regulations in force from 25 May 2018.
01/03/2017	All	New formatting due to launch of new HR website, HR InfoSpace – no change to content

Appendix 2- Probation Evaluation Form (F113)

Probation evaluation form F113

Headteacher action: Please refer to the *Probation model procedure P113a* or *Performance management policy and procedure* before completing this form.

If the appointment is not confirmed, then the form is to be returned to EducationHR by emailing EHEnquiries@norfolk.gov.uk, with a copy retained by the line manager/Headteacher/Principal.

If the appointment is confirmed, it needs to be authorised by the Headteacher.

Employee personal details	
Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: ☐	Full Name:
Post title:	Payroll number:
Department:	Date appointed: / /

Assessment – Parts A,B & C			
Details of work areas:	Part A: 6 week review comments	Part B: 3 month review comments	Part C: Final review comments
1. Knowledge of work/routine			
2. Ability to organise work and time			
3. Ability to set priorities			
4. Ability to liaise and co-operate with colleagues			
5. Rapport and empathy with colleagues, pupils & parents			

Assessment – Parts A, B & C			
Details of work areas:	Part A: 3 week review comments	Part B: 6 month review comments	Part C: Final review comments
6. Ability to use appropriate resources			
7. Understanding of the role of the school			
8. Details of sick leave since appointment (include reasons for absence)			
9. Punctuality			
10. Other(s) as applicable (please state)			

Part A (6 weeks) Summary of assessment (to be completed by Line manager/Headteacher)	
Action points (as applicable):	Timescales for improvement:
• • • • •	
Line manager/Headteacher/ Principal name:	Date: / /
Signature:	

Part A (6 weeks) Employee's comments	
Employee signature:	Date: / /

Part B (3 months) Summary of assessment (to be completed by Line manager/Headteacher)	
Action points (as applicable):	Timescales for improvement:
• • • • •	
Line manager/Headteacher Name:	Date: / /
Signature:	

Part B (3 months) Employee's comments	
Employee signature:	Date: / /
Part D Decision	
Part C (Final review -6 months) Summary of assessment (to be completed by Line manager/Headteacher)	
Action points (as applicable):	Timescales for improvement:
• • • • •	
Line manager/Headteacher Name:	Date: / /
Signature:	
Part C (Final review- 6 months) Employee's comments	
Employee signature:	Date: / /

I confirm that (name) has reached an acceptable standard during their probationary period and their employment can be confirmed.	
Line manager/Headteacher Name:	Date: / /
Signature:	
OR	
I confirm that (name) has not reached an acceptable standard during their probationary period and that their employment cannot be confirmed for the following reasons:	
Line manager/Headteacher/Principal name:	Date: / /
Signature:	