

## Probation procedure

1. All new staff who join The Cygnets Milton Pre-School will be placed on probation for a period of one term. The objectives of this probation period are:
  - to assess performance with standards and targets
  - to discuss objectives, priorities and targets for the future
  - to determine training needs
  - to discuss personal development
2. During the probation period and throughout any extension of the probationary period, employment may be terminated by either The Cygnets Milton Pre-School or the employee giving one week's notice in writing. Thereafter, termination will be governed by the notice period detailed in the employee's statement of terms and conditions of employment.
3. Line managers will undertake regular reviews with new starters during the probationary period and prior to the approval of probation. The reviews will normally be carried out on a monthly basis.
4. Normally, on a monthly basis, the line manager will fix a mutually convenient time for the review and ask the probationer to think through in advance her/his performance since the last review. At each review meeting, objectives will be set in order to provide the probationer with a framework to review her/his progress. The line manager will assess performance against the objectives agreed at the last review, the job description, standards and targets. The employee will have the opportunity to provide their views about how she/he is performing.
5. After the probationary interview, the line manager should complete the probationary report. The probationer should see the report and be given the opportunity to comment and sign the form.
6. If during the probation period performance is not satisfactory, then the line manager will make a decision about whether an extension is appropriate, potentially leading to the person not being confirmed in post. The probationer should be informed as early as possible that their probation may be extended or that they may not be confirmed in post unless there is an improvement in performance.
7. An action plan should be put in place to give the probationer every opportunity to improve. If a person's conduct during their probation warrants it, they may be suspended. However, the suspension period should be kept to a minimum.
8. Probation periods can be extended by a maximum of three months. The decision to extend rests with The Cygnets Milton Pre-School. The reason for the extension and an action plan for improvement within the extension period should be explained to the probationer and confirmed by letter prior to the end of the probationary period.
9. If the probationer's performance is inadequate, has failed to improve following a warning or an extension, The Cygnets Milton Pre-School will meet with the probationer and explain that their employment is to be terminated, giving one week's notice in writing. The evidence should be considered in full and then the probationer informed of the outcome of the meeting. The outcome of the meeting should be set out in writing giving appropriate details.
10. The probationer has the right to appeal against the dismissal and this should be stated in the letter sent.
11. It is not necessary for the employee to work during the notice period if The Cygnets Milton Pre-School considers this would be inappropriate. If this is the case, this should be explained to the probationer and set out in the outcome of meeting letter that payment will be made in lieu of notice.

## . ADOPTION AND ANNUAL REVIEW OF THE POLICY

