



Academies Trust

Induction and Probationary Procedure

Policy details

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- Policy owner - Chief People Officer

Amended Sept 2024 to reflect Scheme of Delegation changes regarding role of Academy Community Councils

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1.0 Introduction

1.1 Our Trust wants all new colleagues to be successful in their careers with us. The Induction & Probationary Procedure provides a framework to help new colleagues reach the required standards of performance, conduct and attendance. During the Induction & Probationary Period, managers should provide the necessary information, training and support to help new colleagues settle into their role with our Trust.

1.2 This Procedure applies to all Trust colleagues.

For the avoidance of doubt, this Procedure does not apply to the following categories of colleagues:

- Colleagues on training/apprenticeship schemes where their specific training or apprenticeship agreement expressly modifies part or all this Procedure (i.e. ECTs)
- Any colleagues employed on casual contracts, or fixed term contracts of less than 6 months
- Colleagues transferring between academies or being promoted/stepping down to an alternate role, either within their academy or elsewhere in our Trust.

Managers of those colleagues specifically excluded from the scope of this Procedure are expected to provide Workplace Induction & support in the new role, and to assess and review their ability to reach the standards reasonably required of them in a similar way.

1.3 The Induction & Probationary Period will be six months for support staff and one term for teaching staff. We reserve the right to extend the Induction & Probationary Period in line with this Procedure.

1.4 The Induction & Probationary Procedure is contractual, although our Trust may, at its discretion, deviate from the Induction & Probationary Procedure in exceptional circumstances (e.g. when an individual is failing to engage in the process).

1.5 This Procedure will be applied with due consideration to our Trust's Equality, Diversity & Inclusion Policy and our co-operative values.

2.0 Key principles

2.1 Appointments will be confirmed subject to the satisfactory completion of the Induction & Probationary Period, and/or any extension to allow for further assessment of the colleague's ability to reach the required standards of performance, conduct and attendance.

2.2 Managers should support colleagues to help them achieve the required standards by ensuring review meetings are held at appropriate points to discuss progress and identify any areas where further instruction and/or training is required. For teachers, review meetings will take place in directed time, and should not be held in PPA time; cover will be provided if appropriate.

2.3 If a manager becomes concerned, during the review process, that a colleague may not be able to reach the standards reasonably required of them, consideration should be given to referring the colleague to a formal Induction & Probationary Meeting.

2.4 Should the Induction & Probationary Period (or extended Induction & Probationary Period) be interrupted by a period of absence of three weeks or more during the Induction & Probationary Period, such as sick leave, extended annual leave, or other substantive period of paid or unpaid leave, it may be extended by an equivalent period to the period of leave at our Trust's discretion, to allow for the proper review of the colleague's ability to meet the standard reasonably required.

2.5 Colleagues are entitled to be accompanied or represented by a trade union representative or work colleague at the final review meeting and at formal Induction & Probationary Meetings. There is no right to be accompanied to informal review meetings, however, we acknowledge that where there are significant concerns regarding performance this may help to expedite resolution.

2.6 The Headteacher/Principal/Head of Academy (or Trust SLT member for central team / hub colleagues, and Heads/Principals/Heads of Academy) will chair formal Induction & Probationary Meetings where dismissal is a possible outcome (see also section 9).

2.7 A panel from the Resolutions Team will hear appeals against dismissal under the Induction & Probationary Procedure for academy based colleagues; our Trust CEO will hear appeals for decisions taken by a Trust SLT member; the Chair of our Trust Board will hear appeals from members of our Trust SLT (see also section 9).

3.0 Expectations

3.1 Performance during the Induction & Probationary Period

Colleagues are expected to perform their role, as set out in the job description, to the required standards. They are also expected to behave in line with the [Ways of Being Co-op](#). They should be provided with a Workplace Induction, and training and support appropriate to the role, to help facilitate this. Concerns regarding performance should be carefully reviewed, and evidenced. Any issues relating to the performance of the colleague should be discussed with the colleague at the earliest opportunity and documented as part of the review process, and any further training or support recorded.

In respect of performance for teachers, we will start from the premise that all teachers are meeting the Teachers Standards and they will be assessed as meeting the standards unless clear, compelling written evidence to the contrary is provided.

3.2 Conduct during the Induction & Probationary Period

Colleagues are expected to adhere to our Trust's [Colleague Code of Conduct](#). Any minor issues relating to the conduct of the colleague should be discussed with the colleague as part of the review process. Where concerns about the conduct of a colleague are considered by their manager to be more than minor, a formal Induction & Probationary Meeting can be convened immediately and before any review or final review meeting. Although concerns in respect of a colleague's conduct will be managed through the Induction & Probationary Procedure, the guidance and principles within the Managing Safeguarding Concerns & Allegations Against Staff Policy and the Disciplinary Procedure should be followed to ensure colleagues are treated fairly and consistently, and in line with KCSIE, and referrals to external bodies are made if appropriate.

3.3 Attendance during the Induction & Probationary Period

Colleagues are expected to attend work regularly, and punctually. The reporting and recording of absence should take place in the same way as with any other colleague, and return to work meetings must be completed and recorded as set out in the [Supporting Attendance Policy](#).

Poor attendance during the Induction & Probationary Period may constitute a failure to perform to the required standards and could prompt the final review to be brought forward. Although poor attendance will be managed through the Induction & Probationary Procedure, the Supporting Attendance Policy should be referenced to ensure, where appropriate, that colleagues are supported to remain in work

wherever possible or upon their return to work following a period of absence. Reasonable adjustments will be made for any colleagues with a disability.

4.0 Workplace Induction

4.1 Managers should ensure that all colleagues receive an effective Workplace Induction to their new role, commencing within the first week of their employment. The Workplace Induction should have regard to the individual and their role, and cover our Trust's policies and procedures and the operational requirements of the new colleague's role [*see Annex 1 - Workplace Onboarding Checklist*].

4.2 The manager should make the colleague aware of the Induction & Probationary Procedure and explain that, whilst all efforts and practical help will be made to support them during their Induction & Probationary Period if, following this support they are unable to meet the required standards, it is likely to result in their employment with our Trust being brought to an end.

5.0 Progress reviews

5.1 In addition to the initial Induction & Probationary Meeting, the following meetings should be scheduled (*each academy should determine their own process for arranging these*):

- A first review meeting (approximately one month after starting for support staff; mid-way through the first half term for teaching staff);
- A second review meeting (approximately 3-months for support staff; just before or just after the half term break for teaching staff);
- A final review meeting (before the 6-months' anniversary for support staff; before the end of the first term for teaching staff) - see section 6.0.

Example (teaching staff). Colleagues start working for our Trust on 01 September. Their first review meeting would be scheduled late September, their second review meeting at the start of November, and their final review meeting in mid-December.

5.2 During the colleague's Induction & Probationary Period, other one-to-one meetings may also take place to 'check in' on progress which should be scheduled at mutually convenient times.

5.3 The review meetings should be a two-way open discussion, and are an opportunity to:

- discuss how the colleague is settling in and getting on, what's going well and any areas of concern

- review the colleague's ability to demonstrate that they will meet the standards of performance and behaviour reasonably expected of them
- set out any improvements to performance, conduct or attendance that are required
- discuss any additional training or support that will be provided or is requested to help the colleague reach the required standards
- seek feedback from the colleague (who will have a “fresh pair of eyes”) about what they think of the academy, and how they believe it can improve.

5.4 A summary of the main points of discussion at each review meeting, and any items for action, should be recorded by the manager completing the Colleague Progress Review Form (see Annex 2). A copy of this should be provided to the member of staff, and they will have the opportunity to add their comments.

6.0 Final review meeting

6.1 The purpose of the final review meeting is to discuss, and hopefully confirm, the colleague's ability to meet the standards reasonably required during the Induction & Probationary Period.

6.2 The meeting will normally take place at least 15 working days before the end of the Induction & Probationary Period, or as soon as possible thereafter, but in any event before the colleague reaches the end of their Induction & Probationary Period, unless an extension of the Induction & Probationary Period has already been given at the discretion of our Trust under paragraph 2.4 or other exceptional circumstances.

The final review meeting may be brought forward and held earlier than the end of the Induction & Probationary Period in exceptional cases where time & opportunity to improve with appropriate support has been given, but

- performance, attendance or conduct continues to be unsatisfactory, and is unlikely to improve with further time and support, and
- this is causing a serious detriment to either pupils/students’ learning outcomes, or to the Academy’s / Trust’s operations.

6.3 The colleague should be provided, in writing, with at least 5 working days' notice of their final review meeting and informed of their right to be accompanied by a trade union official or work colleague. They should also be provided with copies of any documentation to be discussed.

6.4 At the final review meeting the manager should:

- discuss the colleague’s progress towards the standards required of them;

- if applicable, provide examples where the standard has not been reached; and
- review support and training provided during the Induction & Probationary Period.

The member of staff will be able to provide their own documentation and explain, refute or comment on the information provided.

6.5 The manager will either:

- agree the successful completion of the Induction & Probationary Period and confirm the colleague into post, if they have reached the required standards; or
- decide that a formal Induction & Probationary Meeting (see 7.0) should take place, if the colleague has not reached the required standard (in which case, the Induction & Probationary Period should be extended to enable this to take place); or
- decide to extend the Induction & Probationary Period by one, two or three months (for support staff) or half a term (for teaching staff), if the evidence indicates that the colleague may reach the required standard with further period of training and/or support. The length of any extension is at our Trust's discretion. At the end of this period the colleague will either be confirmed into post if they have reached the required standard or referred to a formal Induction & Probationary Meeting.

6.6 It is recommended that HR advice is sought at an early stage if the likely outcome of the final review meeting is either an extension of the Induction & Probationary Period or moving to a formal Induction & Probationary Meeting.

6.7 There is no right of appeal under the Induction & Probationary Procedure until the outcome of the formal Induction & Probationary Meeting is confirmed.

7.0 Formal Induction & Probationary Meeting

7.1 Principles

If the colleague has not reached the required standards during the Induction & Probationary Period, then a formal Induction & Probationary Meeting will be convened. This meeting may take place during, or after the end of, the initial one term / six-month Induction & Probationary Period.

Example (teaching staff). A colleague starts working for our Trust on 01 September. Their final review meeting takes place in mid-December and the manager decides

that a formal Induction & Probationary Meeting should be held. This meeting takes place in January.

The purpose of the meeting is to discuss the colleague's ability to meet the standards reasonably required during the Induction & Probationary Period or extended Induction & Probationary Period, and whether or not their employment with our Trust should continue or be terminated.

The formal Induction & Probationary Meeting will be chaired by the Headteacher/Principal/Trust SLT member as appropriate (see also section 9).

The colleague will be notified of the details of the formal Induction & Probationary Meeting in writing and provided with copies of any documents that will be discussed or any witnesses that might be called at least 10 working days before the meeting. The colleague should submit any documents they wish to refer to or names of witnesses they might wish to call no later than 5 working days prior to the meeting.

The colleague may be accompanied by a Trade Union representative or work colleague. An HR colleague may also be present to provide procedural advice.

7.2 Notification and postponements

Colleagues should be notified in advance of their final review, formal Induction & Probationary Meeting or appeal meeting (see relevant sections). The minimum specified period of notice (5 working days for final review and 10 working days for formal meetings and appeals), should be given.

Colleagues are expected to take all reasonable steps to attend meetings under the Induction & Probationary Procedure. A colleague who cannot attend a meeting should inform their manager in advance whenever possible and provide an explanation as to why they cannot attend. The meeting may be postponed, and the colleague may propose another date, if it is reasonable and is not normally more than 5 working days after the date originally proposed. This may be extended in special circumstances by mutual agreement. The colleague will be able to provide documentation for the meeting.

Where a colleague fails to attend a meeting held without good reason the meeting may be held in their absence.

7.3 Process

At the formal Induction & Probationary Meeting:

- the colleague's manager should set out their concerns, and any supporting evidence, that the colleague has not achieved the required standards. They should explain what has been done to provide training and support to help the colleague meet the required standards, and may call witnesses if appropriate. The Chair (see 7.1 and section 9) may ask questions of the manager and any witness(es), and provide the colleague with an opportunity to question the manager and any witness(es).
- the colleague will be provided with an opportunity to explain where they feel they have achieved the required standards, and to put forward any extenuating circumstances where standards have not been met. They may provide documentation and may call witnesses if appropriate. The Chair may ask questions of the colleague and any witness(es), and provide the manager with an opportunity to question the colleague and any witness(es).
- The Chair will then ask both parties to provide a summary of their information.
- The meeting will then close so that the Chair can consider all of the information and make their decision.
- The Chair will ensure that a written decision is provided to the colleague within 3 working days of the meeting, along with notification of the right to appeal.

7.4 Outcomes of the formal Induction & Probationary Meeting

The Chair may decide on one of the following outcomes:

- the colleague has reached the required standards and they should be confirmed in post;
- the colleague is close to having met the required standards and the Induction & Probationary Period may be extended by a further period of one, two or three months (support staff) / half a term or one term (teaching staff);
- the colleague has failed to meet the required standards and their employment will be terminated.

Where a decision is made by the Chair to terminate employment, the letter should inform the colleague of the date of their dismissal, whether they will be required to work their contractual notice period or be paid in lieu of contractual notice, and also of their right to appeal against this decision.

7.5 Process for extended Induction & Probationary Period following the formal Induction & Probationary Meeting

Where a decision is made to extend the Induction & Probationary Period, a revised action plan should be put in place by the manager incorporating any

recommendations from the Chair and in discussion with the colleague and a copy should be given to them within five working days of the Chair's decision. The colleague should be notified of the review and monitoring arrangements during this extended Induction & Probationary Period.

Before the end of the extended Induction & Probationary Period, the manager will consider and make a recommendation back to the Chair as to whether:

- a further formal Induction & Probationary Meeting needs to be held as, in the opinion of the manager, the colleague has not yet met the required standards; or
- the colleague has reached the required standards, and can be confirmed in post.

If a further formal Induction & Probationary Meeting is required, the process above will be repeated, and the Headteacher/Principal/Trust SLT may decide one of the following outcomes:

- the colleague has reached the required standards and should be confirmed in post;
- the colleague has failed to meet the required standards and their employment will be terminated.

8.0 Appeals against dismissal

8.1 Any appeal against dismissal must be made in writing within 10 working days of receiving the written decision of the Headteacher/Principal/Trust SLT member. Appeals should be submitted to the Regional Director (academy-based colleagues) / Trust CEO (central team).

8.2 Colleagues must specify in writing the grounds on which they wish to appeal. The appeal meeting will only consider those grounds of appeal which are submitted.

8.3 A panel from the Resolutions Team will hear appeals against dismissal under the Induction & Probationary Procedure for academy based colleagues; our Trust CEO will hear appeals for decisions taken by a Trust SLT member; the Chair of our Trust Board will hear appeals from members of our Trust SLT (see section 9).

8.4 Appeals will be arranged without unreasonable delay and within 20 working days of receipt of the appeal request wherever possible.

8.5 The aim of the appeal meeting will be to:

- Review the reasonableness of the decision to dismiss the colleague;

- Review that the Induction & Probationary process has been correctly followed
- Review the level of support provided to the colleague.

8.6 Potential outcomes of the appeal meeting are:

- Reinstatement of the colleague subject to a further Induction & Probationary Period, of a period to be determined by the decision maker (as outlined at 8.3), to allow for further review of the colleague's ability to meet the required standards;
- Reinstatement of the colleague and confirmation of them in post; or
- Upholding the original decision to dismiss the colleague.

8.7 Where a colleague is reinstated their employment with our Trust will be treated as continuous, and any unpaid salary will be made good in the next available pay-run.

8.8 The outcome of the appeal should be confirmed in writing to the colleague within five working days, giving the reasons for the decision.

8.9 The colleague has no further right of appeal.

8.10 Where a colleague is reinstated with an extension to their Induction & Probationary Period, a new or revised action plan should be put in place with input from members of the appeal panel. The colleague should be notified of the review and monitoring arrangements during this extension period.

At the conclusion of the extension period (or earlier if appropriate) the person(s) conducting the original appeal meeting will reconsider evidence from both parties on progress either in writing or at a formal meeting.

At this stage the Appeal Chair may decide on one of the following outcomes:

- the colleague has reached the required standards and they should be confirmed in post;
- the colleague has failed to meet the required standards and their employment will be terminated.

9.0 Levels of responsibility

	Induction review meetings	Formal Induction & Probationary Meeting	Appeal against dismissal
Headteacher /	Regional Director	Trust CEO	Chair of our Trust

Principal			Board
Academy staff	Line manager / designated supervisor. This may be the Headteacher / Head of School.	Headteacher / Head of School / Executive Headteacher	Panel from the Resolutions Team
Trust CEO	Chair of our Trust Board, or designate	Chair of our Trust Board, or designate	Panel of 3 from our Trust Board
Trust SLT	Trust CEO	Trust CEO	Chair of our Trust Board
Other central team / hub staff	Line manager This may be a member of our Trust SLT	Trust SLT member, or their designate	Trust CEO

10.0 Review

The operation of the Induction & Probationary Procedure, including an equality impact assessment, will be reviewed after three years. This will include the number of colleagues who have been successful, and those who have left, to review the support provided.

Annex 1 - Workplace Onboarding Checklist

Name:	Job title
Start date:	Date Induction completed:

Note for academies: every colleague should have a Workplace Induction, and every academy should use a version of this Workplace Onboarding Checklist, alongside the regular reviews which form part of the Induction & Probationary Procedure.

This checklist can be adapted by our academies, to suit their setting. However, the 'mandatory' elements must be included for all permanent / long term temporary colleagues, unless clearly marked 'recommended' (e.g. National College modules).

It is good practice to spread the induction activities over a number of weeks, so that colleagues have an opportunity to digest the information being provided. Where 'day 1', 'week 1' is indicated, this categorisation is indicative and can be changed.

Once the Workplace Induction has been completed please ensure that the checklist sheet has been signed by the new starter and the form is filed away in their personal file.

Section 1 - Mandatory

The items listed below must be included as part of the induction process.

Activity	Date completed	Comments
Be familiar with and understand the academy's duty to promote British Values from the Prevent Strategy, and the Government's guidance on political neutrality in schools Recommended: complete Certificate in Understanding Fundamental British Values online training (via National College)		
Ways of Being Co-op / Colleague Behaviour Framework		
Colleague Portal , including signposting to:		

<ul style="list-style-type: none"> ● colleague benefits (<i>inc. Cycle2Work scheme, flu vaccinations, eye test vouchers, Co-op Credit Union</i>) ● wellbeing information, including EAP phone number & website (which includes legal & financial advice). Relevant policies - <i>e.g. Wellbeing, Alcohol & Drugs, Flexible Working, Maternity, Paternity, etc.</i> ● where to find our Trust's HR policies ● CPD & Training 		
<p>Check understanding of General Data Protection Regulations (GDPR) online training once completed, and signpost to our Trust's policies on data protection (etc)</p>		
<p>Learn about our Trust's vision and values (& Strategic Plan) and how these are brought to life in the academy</p>		
<p>Signposting to our Trust's policies on:</p> <ul style="list-style-type: none"> ● Equality, Diversity & Inclusion ● Dignity at Work ● Trans Equality <p>Recommended: complete Certificate in Equality, Diversity & Inclusion (EDI) online training (via National College) or other academy EDI training.</p>		
<p>Mandatory: complete Cyber Security online training</p>		
<p>Mandatory: complete the online Prevent training (or other training provided by academy)</p>		
<p>Mandatory Training</p> <ul style="list-style-type: none"> ● Safeguarding ● Safer Working Practice <p>Please book on the portal https://sites.google.com/coopacademies.</p>		

co.uk/colleague-portal-cocos/events/safe-guarding-and-child-protection KCSiE 2023: (Keeping Children Safe in Education) All staff should receive appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring – see para 141 for further information) at induction.		
Central Updates - how it's received, importance of reading (& <i>Leaders' Digest</i> - if applicable)		

New starter to read, watch, do ...

Activity	Date completed	Comments
Read & sign your Academy's Child Protection and Safeguarding Policy & Procedures, including the role of the designated safeguarding lead and their contact details Provide the academy with a copy of any safeguarding training certificates from your previous employer.		
Read Guidance for Safer Working Practice		
Read Keeping Children Safe in Education (KCSiE) statutory guidance (latest version) Part 1, and Annex A if applicable, and other associated guidance (<i>sign Annex 1 to confirm that you have read</i>)		
Read our Trust's Colleague Code of Conduct (<i>sign the declaration form at the end and return this to your local administration/HR team</i>)		
Read our Trust's Social Media, and Acceptable Use Policies (<i>sign the declaration form at the end of the AUP and return this to your local administration/HR team</i>)		
Read our Trust's Whistleblowing Policy		

Gain an awareness of our Trust's sponsor (www.co-operative.coop) and learn about co-operatives, co-operative values, and the Rochdale Pioneers, by watching these two videos https://www.youtube.com/watch?v=PlbW8b5ssKs And https://www.youtube.com/watch?v=DNVzOsZt6ew		
Complete GDPR online training		
Complete Certificate in Understanding Modern Slavery online training (via National College)		

Section 2 - Academy Checklist

The items listed below are suggestions for the induction process, but it is down to each academy to 'personalise' the list for their setting and/or individual job role.

Day One

Activity	Date completed	Comments
Introduction to line manager/colleagues		
Tour of academy premises		
Trust's Health and Safety Policy (H&S) and Violence & Assaults Against Colleagues Policy . Academy H&S procedures e.g. fire evacuation, first aid, accident reporting, lockdown procedures		
Security pass, card key, name badge, take photo of employee		
Car parking (if applicable)		
Signing in and signing out procedure/security codes		
Dress code		
Location of toilets facilities/staff room/tea and coffee arrangements		
Use of canteen facilities (if applicable)		
Academy smoking policy		

Login for Google G-Suite (email) - explain how to create an email signature, upload a profile picture and set up an out of office response. Provide contact for IT support.		
Logins for any other IT systems relevant to role		
Use of IT/photocopiers/phones/cameras		
Academy / Central Team Online Safety Policy		
Pension Scheme - signpost to scheme info, and remind that will be automatically enrolled if eligible		
Complete Declaration of interest form		
Academy may add other items		

Week One

Activity	Date completed	Comments
Absence reporting, and signposting to our Trust's Supporting Attendance Policy		
A copy of the staff handbook has been given to the new starter (if applicable)		
Process of having visitors in Academy		
Internal and external postal systems		
Meeting the leadership team		
Arrange training session with Marketing Team		
Academy operational procedures, as applicable to role - for example:		
<ul style="list-style-type: none"> ● Process of keeping records for children (if applicable) 		
<ul style="list-style-type: none"> ● Timetable and PPA arrangements (if applicable) 		
<ul style="list-style-type: none"> ● Class teacher file (if applicable) 		
<ul style="list-style-type: none"> ● Curriculum Groups (if applicable) 		
<ul style="list-style-type: none"> ● Directed time (if applicable) 		
<ul style="list-style-type: none"> ● Staff meetings/briefings 		
<ul style="list-style-type: none"> ● Duties/lunch rotas (if applicable) 		
<ul style="list-style-type: none"> ● Use of Registers (if applicable to role) 		

<p>Access to all Academy policies, and signposting to those most applicable to role, e.g.:</p> <ul style="list-style-type: none"> ● Academy Behaviour Policy ● Academy SEND (Special Educational Needs & Disabilities) policy ● Academy presentation policy ● Other? 		
<p>Discuss the job description to ensure the colleague understands their role and responsibilities, as well as our Trust's expectations about values, behaviours and standards, including performance, conduct and attendance.</p>		
<p>Signpost to our Trust's Induction & Probationary Review Policy. Schedule dates for review meetings to be held during the Induction & Probationary Period.</p>		
<p>Complete workstation risk assessment (if applicable)</p>		
<p>Explain recognised Trade Unions</p>		
<p>Arrange access to National College and any other resources / systems (as applicable to role)</p>		
<p>Academy may add other items</p>		

Weeks Two to Four

Activity	Date completed	Comments
<p>Process for support, Continuing Professional Development (CPD) and Induction & Probationary Reviews</p> <ul style="list-style-type: none"> ● Discuss any training that might be available to assist the colleague in reaching and maintaining the required standards of work. This could include, for example, training, supervision, coaching or mentoring. Document who will be responsible for each action. 		

<ul style="list-style-type: none"> ● If applicable, discuss any reasonable adjustments (under the Equality Act 2010) that might further assist eligible colleagues in reaching the standards required of them in their role. ● Where appropriate, discuss and explain the colleague's targets (in relation to expected standards of performance) and to set dates to review achievement of those targets ● Explain Performance & Professional Development Review (P&PDR) Process, and arrange training for reviewers as appropriate ● Set "SMART" development priorities for the induction period & remainder of the review year. Use the normal P&PDR form to document these 		
<p>EduPeople Employee Self Service - how to access and download your payslips, view, amend and submit changes to personal information (<i>add other functions once these are launched e.g. special leave requests, check your annual leave balance</i>)</p>		
<p>Signposting to our Trust's General Expenses Policy, and explain the process for claiming expenses (if applicable)</p>		
<p>If applicable, process for requesting & taking annual leave</p>		
<p>Signposting to our Trust's Special Leave Policy, and explaining that approval of all requests is discretionary</p>		
<p>If applicable, ordering of stock/refund of purchases. Approval levels of purchases, and signposting to our Trust's Finance Regulations</p>		
<p>Co-op Staff Networks (LGBTQ+, Disability, Women, BAME etc)</p>		
<p>Add probation meeting information to Arbor. You can still use the existing paper</p>		

form if you wish and attach this to Arbor. Guide below: Arbor - entering probationary periods		
Academy may add other items		

Keeping Children Safe in Education

All new starters will be provided with a copy of:

- Keeping Children Safe in Education (DfE 2023) part 1 and, if they will be in direct contact with children, KCSiE Annex A
- What to do if you're worried about a child (DfE 2015)
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/419604/What_to_do_if_you_re_worried_a_child_is_being_abused.pdf
- Sexual violence and sexual harassment between children in Schools & colleges (May 2018)
<https://www.gov.uk/government/publications/sexual-violence-and-sexual-harassment-between-children-in-Academys-and-colleges>

If having read these documents you are unsure of anything, you must seek further advice from the designated staff.

I confirm I have read and understood the latest Keeping Children Safe in Education (part 1, and Annex A if applicable).

Full name:.....

Signature:.....

Date:.....

Annex 2 - Colleague Progress Review Form

Induction & Probation: Colleague Progress Review

Full Name:			
Job Title:			
Department:			
Start date:			
End date of Induction & Probationary Period:			
Date of Induction & Probation Review Meeting:			
Induction & Probation Stage: <i>(circle as appropriate)</i>	Review 1	Review 2	Final Review

Please tick the appropriate box that best describes the colleague's job performance against each category. Please give examples in the comments box where acceptable/poor have been ticked:

	Meets required standards	Does not meet required standards	Comments
Performance against job role / Teacher Standards			

Attendance and Punctuality			
Conduct			
Ways of Being Co-op			
Overall Performance			

Give details of any action, support or training to help the colleague achieve the required standards / targets if applicable:

Give details outlining ways of being more Co-op

Colleague's comments on the process and support provided:

Induction & Probationary Recommendation (final review only)	
Has the colleague passed Induction & Probation? <i>please tick</i>	Yes [] No []
If 'NO', should the Induction & Probationary Period be extended? <i>please tick</i>	Yes [] No [] N/A []
If 'YES' was answered for the Induction & Probationary Period to be extended, please indicate length of extension:	
If 'NO' was answered for any of the above questions, please detail why:	
Colleague Signed:	Manager Signed:
Date:	Date:

Note: It is expected that documented progress review meetings will take place in line with our Trust's Induction & Probationary Procedure. Other 1-2-1 supervision meetings may be held between the review meetings. Further progress review meetings may take place if the Induction & Probationary Period is extended - this form may be adapted accordingly.