

# Recruitment, Induction and Probation Policy

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## **1. Recruitment**

### **1.1. Policy Statement**

The Flying High Trust is committed to recruiting high-quality staff who share our values and have the skills, experience, and commitment to support our schools in delivering the best possible outcomes for children. Safe and effective recruitment is the first step in safeguarding children and is central to building a strong, skilled workforce across our Trust.

All recruitment within the Trust will be fair, transparent, consistent, and aligned with our duty to protect children. Our processes aim to deter, identify, and reject individuals who may pose a risk to children, while also attracting the best candidates to support our schools' current and future needs.

### **1.2. Scope**

This policy applies to the recruitment and selection of all staff across the Flying High Trust, including internal appointments and acting or interim roles.

Recruitment, induction, and safeguarding procedures for volunteers are not covered by this policy and are instead detailed in the Trust's Volunteers Policy.

### **1.3. Aims**

This policy aims to:

- Safeguard and promote the welfare of children across all FHP schools
- Ensure compliance with legal and equality obligations
- Maintain fair, transparent, and consistent recruitment processes
- Use appropriate and cost-effective recruitment strategies
- Reduce time and cost to hire, particularly for key frontline roles
- Attract and appoint individuals with the right skills, qualifications, and values
- Ensure staff are properly qualified and competent for their roles
- Support the reputation of the Trust as an excellent employer and education provider

### **1.4. Safer Recruitment Practices**

1.4.1. As part of our safeguarding responsibilities, the Trust is committed to safer recruitment practices that protect the welfare of children.

1.4.2. All job descriptions will include a statement about promoting the safety and wellbeing of children and young people.

1.4.3. Person specifications will require:

- Proven experience in safeguarding and child protection, or
- A willingness to undertake training where school-based experience is limited.

- 1.4.4. All job adverts posted via MyNewTerm will include a safeguarding statement and confirm the requirement for an enhanced DBS check. A Barred List check will be required where the role involves regulated activity. For example:

*“Flying High Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and visitors to share this commitment. All posts are subject to an Enhanced Disclosure and Barring Service (DBS) check, including a check of the Barred Lists where the role involves regulated activity, and satisfactory references.*

*We are an equal opportunities employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We welcome applications from individuals of all backgrounds, regardless of age, disability, gender identity, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.”*

- 1.4.5. Interviews will include specific safeguarding questions to assess candidates’ understanding and commitment to child protection.

## **1.5. Supporting Procedures**

To support this policy, there is a standard operating procedure in place that ensures the aims are upheld. This includes the full recruitment process.

In addition, the Trust maintains a Standard Operating Procedure for the Single Central Record (SCR), which outlines the requirements for recording and auditing all pre-employment checks in line with statutory safeguarding guidance. All schools must refer to and follow this SOP to ensure compliance and consistency across the Trust.

## **1.6. Advertising**

- 1.6.1. To ensure fairness, transparency, and equal opportunity, all vacancies must be formally advertised. In exceptional circumstances, short-term acting-up or interim appointments (up to 4 months) may be made without formal advertisement, where delay would be detrimental to the school or children. Any appointment expected to exceed 4 months should be advertised unless otherwise agreed with HR.
- 1.6.2. The Trust is committed to supporting career development and succession planning by actively encouraging internal recruitment. All internal vacancies will be advertised to ensure equitable access and opportunity for existing employees.

Before advertising externally, vacancies will be reviewed by the appropriate individual or body as outlined in the Scheme of Delegation. This review will consider:

- Whether the vacancy must be filled
- Any existing or emerging skills gaps
- Opportunities for internal progression or restructuring

This approach ensures that recruitment decisions are strategic, inclusive, and aligned with the Trust's long-term workforce planning.

- 1.6.3. All job advertisements will include the Trust's safeguarding statement, consistent with section 4.4, to reinforce our commitment to child safety.
- 1.6.4. Application forms, managed through MyNewTerm, include a clear statement regarding the disclosure of spent convictions and cautions, reflecting the provisions of the Exceptions Order 1975 (as amended in 2013 and 2020). This clarifies which convictions are protected and not subject to disclosure. The Trust regularly checks that this statement is included and up to date.

### **1.7. Internal Recruitment**

The Trust is committed to supporting the development and progression of its staff through a fair and transparent internal recruitment process. Internal opportunities will be clearly advertised across the Trust to ensure equitable access for all eligible employees.

While a full application form is not required for internal roles, the process will remain robust and proportionate to the position. All internal appointments will be assessed against the role criteria and subject to appropriate safeguarding checks in line with Keeping Children Safe in Education (KCSIE).

Further details on the internal recruitment process are outlined in the Recruitment Standard Operating Procedure.

### **1.8. Assessing Candidates**

- 1.8.1. All application information must be kept confidential and candidates must complete the official application form; CVs are not accepted. Applications should be checked for gaps in employment as part of safeguarding.
- 1.8.2. Shortlisting should be carried out by at least two people, and ideally the same individuals who will conduct the interviews to ensure consistency. Panels must include at least one member who has completed Safer Recruitment training (refreshed every three years), and, where practicable, be made up of a diverse group to help minimise unconscious bias.

- 1.8.3. Under the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 (as amended in 2013 and 2020), certain spent convictions and cautions are considered 'protected' and must not be disclosed or taken into account during recruitment. Applicants are directed to guidance on filtering rules.

Disclosures must not be considered at the shortlisting stage. Self-disclosure forms are issued only via the MyNewTerm system when a candidate is invited to interview. These are returned confidentially and reviewed only by the interview panel, who may ask relevant questions if necessary.

- 1.8.4. References must be obtained for all shortlisted candidates, including internal applicants, prior to interview. This enables the panel to address any concerns or inconsistencies directly with the referee or during the interview. References play a critical role in assessing a candidate's suitability, particularly in safeguarding contexts, and must be reviewed alongside the application form for accuracy and completeness.
- 1.8.5. Under the Equality Act 2010, recruiting panels must not ask health-related questions before making a job offer, except in limited circumstances
- 1.8.6. Recruitment decisions must be objective, documented, and based on candidates' ability to meet the role criteria.
- 1.8.7. All shortlisted candidates should be informed of the outcome of their application and offered the opportunity to receive feedback.

## **1.9. Appointing Candidates**

- 1.9.1 All offers of employment must be made by the Chair of the recruitment panel. Verbal offers are legally binding, so all offers must also be confirmed in writing and clearly marked as conditional, pending the completion of required pre-employment checks. Salary offers for all roles must be made in accordance with the Pay Policy.

## **1.10. Pre-Employment Checks**

The following statutory checks must be completed before employment can commence. Full guidance and process steps are provided in the Recruitment SOP.

### **1.10.1. Required Checks:**

- Identity Verification
- Right to Work in the UK
- Enhanced DBS
- Barred List (where in Regulated Activity)

- Self-Disclosure/Declaration
- Prohibition from Teaching
- Section 128 Management Check (where required)
- Qualifications Verification
- Professional Registration (e.g. QTS, Teacher Status)
- Disqualification under the Childcare Act 2006 (where applicable)
- Medical Clearance

#### 1.10.2. **Additional Considerations:**

- All documents must be originals; photocopies may only be retained as evidence post-verification.
- A conditional offer must remain in place until all checks are complete.

#### 1.10.3. **Overseas Checks:**

Applicants who have lived or worked overseas must provide evidence of their suitability, which may include:

- Criminal record checks from relevant countries
- Written confirmation from overseas regulatory bodies
- Any additional checks deemed appropriate by the school

#### 1.10.4. **Fee-Funded Student Teachers:**

Schools must obtain written confirmation from the training provider that all relevant checks have been completed before placement.

### **1.11. Agency and Contractors**

All agency staff and contractors working on school premises must adhere to the Trust's safeguarding standards.

#### 1.11.1. **Agency Staff**

Before any agency worker begins their role, the school must obtain written confirmation from the agency that all required pre-employment checks have been completed, including:

- Enhanced DBS and Barred List checks (where applicable)
- Identity verification
- Right to work in the UK
- Prohibition from teaching (if relevant)
- Section 128 checks (for management roles)



On arrival, schools must verify the identity of the individual to ensure they are the same person for whom the checks were completed. Agency staff must report to reception, provide identification, and wear visible ID while on site.

#### **1.11.2. Contractors**

Where contractors are engaged in regulated activity, the school will ensure that appropriate enhanced DBS and Barred List checks are completed before work begins. Contractors not in regulated activity will be supervised at all times if they have access to children.

All contractors must report to reception, provide identification, and wear visible ID while on site. Safeguarding responsibilities and expectations will be clearly outlined in written agreements with all contractors.

All relevant checks for agency staff and contractors will be recorded on the Single Central Record (SCR) where required.

### **1.12. Single Central Record (SCR)**

In accordance with statutory safeguarding requirements, all pre-employment checks carried out for staff, volunteers (where applicable), and contractors engaged in regulated activity will be recorded on the school's Single Central Record (SCR).

The SCR is maintained and regularly audited to ensure compliance with Keeping Children Safe in Education (KCSIE). It includes details of identity, qualifications, right to work, DBS checks, Barred List checks, and other relevant vetting information.

Further guidance on maintaining and auditing the SCR can be found in the Standard Operating Procedure for Single Central Records.

## **2. Induction**

### **2.1. Purpose**

The induction stage is a vital part of the employee journey within Flying High Trust. It ensures that all new staff, regardless of their role or school, are welcomed into a supportive, consistent, and structured environment. The goal is to provide clarity, build confidence, and foster a sense of belonging across our Trust.

### **2.2. Duration**

The induction period is expected to last two months from the employee's start date. During this time, new staff will be introduced to the School/Trust's vision, values, systems, and expectations, as well as the specific requirements of their role and setting. This induction period forms part of

the overall probation process and is designed to provide initial support and orientation. At the end of the two-month induction period, the employee will continue within the probation phase, which remains focused on support and development, as outlined in Section 14 of this policy.

### 2.3. A Supportive Approach

Induction is a supportive and developmental period. It is designed to help staff settle into their role, understand what is expected of them and feel part of the wider Trust community. Line managers, mentors and teams all play an active role in making this a positive experience.

### 2.4. Trust-Wide Consistency

To ensure fairness and alignment across the Trust, all new staff will receive:

- **Partnership Induction:** New employees will be invited to participate in an online core partnership induction, delivered by the CEO and Deputy CEO. This session provides an overview of the organisation's vision, values, and cultural expectations. It is held twice annually, during the Autumn and Spring terms, and new starters will be invited to attend the next available session following their start date.
- **Local Induction:** A local school/team induction tailored to their specific site and role.
- **Check-in's:** Regular check-ins with their line manager.
- **Mentor/Buddy:** New employees will be offered the opportunity to be paired with a named mentor or buddy to support day-to-day questions and settling in. This is an optional arrangement, recognising that preferences for support may vary among individuals.

The Trust central team will provide a standard induction framework to be adopted at the school level while maintaining consistency of content.

### 2.5. Key Induction Elements

During the two-month induction period, all staff will receive:

- Welcome and orientation (site tour, introductions, system logins)
- Overview of partnership and school structure, vision and values
- Safeguarding and child protection training
- Health and safety and fire procedures
- Data protection and GDPR responsibilities
- Equality, diversity and inclusion overview
- Code of Conduct and HR Policy Awareness
- IT systems training and communication protocols
- Role-specific training and expectations
- Opportunities to shadow, observe or collaborate
- Introduction to professional development routes

## 2.6. Monitoring Induction Progress

Line managers are responsible for ensuring that the induction programme is followed and appropriately documented. The first probation review meeting, held at the end of the two-month induction period, will provide an opportunity to reflect on the employee's experience so far, exchange feedback, and identify any further support or development needs. See Probation Period section for more information.

## 2.7. Documentation

The induction process should be documented and retained by the school and shared with HR as appropriate:

**Partnership Level:** To ensure consistent and high-quality delivery of induction across the organisation, the HR Team has developed two key resources:

- **Induction Checklist (IND1):** This outlines the core elements that should be covered during the induction period, including organisational values, systems, role-specific expectations, and practical onboarding tasks.
- **Induction Guidance Document (IND2):** This provides a step-by-step approach, outlining expectations and best practice for delivering a thorough and supportive induction. It is designed to empower line managers with the tools and confidence to lead the process effectively.

Together, these resources support a structured and consistent induction experience, helping new employees feel welcomed, informed and supported from the outset.

**Local Level:** For staff based in schools, you will also have a local level induction. This will consist of information that is site level and reflects the operational level of the site you are based at. The School is responsible for maintaining this checklist and ensuring it is completed.

## 3. Probation

### 3.1. Introduction

The purpose of this Probation Policy is to ensure that all newly appointed staff are supported through a structured and fair process that confirms their suitability for the role they have been appointed to. The probation period is a key part of our commitment to building a high-performing, values-driven workforce across the Flying High Partnership.

At FHP, we aim for excellence in everything we do. All new employees are expected to demonstrate their ability to meet the expectations outlined in their job description and to contribute positively

to our culture and community. Successful completion of the probation period is a condition of employment.

The probation period includes a two-month induction phase, followed by formal review points at 2, 4, and 6 months. This process is designed to be supportive and developmental, providing new employees with the guidance, feedback, and resources they need to succeed. It also gives managers the opportunity to assess performance, behaviours and alignment with the Trust's values in a consistent and transparent way.

New employees will be assessed against the expected professional behaviours, alignment with the Trust's values and core responsibilities and expectations of their role contained in their job description. This approach ensures clarity and focuses on what matters most, whether the employee is meeting the requirements of the role and contributing to the success of the team and the Trust.

### **3.2. Scope**

This policy applies to all newly appointed employees of the Flying High Partnership who are employed under a contract of employment. It sets out a clear and consistent approach to probation, ensuring that new employees are supported and fairly assessed during the early stages of their employment.

The policy outlines the structure and expectations of the probation period, review points, extension criteria and the appeals process. It also defines how performance concerns will be addressed during probation.

This policy does apply to employees engaged on a fixed term basis but does not apply to workers, volunteers, contractors or agency staff.

The policy will be reviewed periodically and updated as needed to ensure it continues to support employee success and aligns with the Trust's values and operational needs.

### **3.3. General Principles**

- 3.3.1. The length of a new employee's probation period will be six months unless otherwise extended or terminated early.
- 3.3.2. Existing employees who are re-graded, promoted, or transferred within the Trust will not be subject to a new probation period unless their original probation period is still ongoing. In such cases, the probation period will continue and may be extended under the terms of the new or amended contract. The permanency of the employment contract will not be confirmed until the original or extended probation period has been successfully completed.
- 3.3.3. New employees will not take part in the Trust's formal Appraisal process until they have successfully completed their probation period. However, the probation process itself is

developmental in nature and includes regular support and feedback, similar in spirit to the appraisal process.

- 3.3.4. New employees are not subject to the Trust's Capability Policy during their probation period. Any performance concerns will be managed in line with this Probation Policy. See section 11 for more information.
- 3.3.5. New employees may be subject to the Trust's Disciplinary Policy during their probation period in cases of alleged misconduct or gross misconduct.
- 3.3.6. Managers are expected to maintain clear, accurate and timely records of all formal probation review meetings. All Probation Review Forms are provided to support this process (PRF1 to 5).
- 3.3.7. Where a new employee has a disability, reasonable adjustments will be considered and agreed with the line manager in the first instance. Advice may be sought from HR and Occupational Health, if needed, to support the employee's performance and wellbeing.
- 3.3.8. New employees are not subject to the Trust's Absence Management Policy during their probation period. However, good attendance and timekeeping are expected. Any concerns in these areas will be addressed promptly and discussed as part of ongoing support and review. Poor timekeeping, attendance or unexplained absence may place the employee at risk of not successfully completing their probation period.
- 3.3.9. While the probation process includes formal review points, the Trust reserves the right to end a new employee's contract with notice at any point during the probation period if performance or conduct falls below the required standard. See Unsuccessful Completion of probation process in section 9.4 for more information.
- 3.3.10. All documentation relating to a new employee's probation period will be treated as confidential and managed in accordance with the UK General Data Protection Regulation (UK GDPR). Personal data will be processed lawfully, fairly, and securely and retained only as necessary on the employee's personnel record.

#### **3.4. Responsibilities**

##### **3.4.1. New Employees**

New employees, during their probation period are responsible for:

- Demonstrating their suitability for the role by meeting the expectations set out in their job description.
- Actively engaging in their induction, training, development and support.
- Attending and participating in all formal probation review meetings.

- Communicating any support, training and/or development needs to their line manager.

### 3.4.2. Line Managers

Line managers, during a new employee's probation period are responsible for:

- Ensuring that all new employees receive a comprehensive induction covering both the local school and trust levels, along with all necessary training, including statutory, health and safety, safeguarding, and any additional role-specific training.
- Clearly communicating role expectations and performance standards.
- Holding regular informal check-ins and formal probation review meetings at the scheduled intervals. Please see [procedure](#) section below for more information.
- Providing appropriate support, feedback, and development opportunities.
- Submitting completed probation documentation to HR and the employees record in a timely manner.

## 3.5. Procedure

### 3.5.1. Probation Review Meetings

New employees will have three formal probation review meetings at:

- 2 months – First Review ([PRF1](#))
- 4 months – Second Review ([PRF2](#))
- 6 months – Final Review ([PRF3](#))

These meetings are used to assess whether the employee is meeting the expectations outlined in their job description. Managers must record outcomes using the Probation Review Forms.

The dates for the probation review meetings should be scheduled during the employee's first week as part of the induction process. This ensures clarity and transparency regarding when the meetings will take place, helping the employee to be well-prepared and avoid any surprises.

### 3.5.2. Informal Support

In addition to formal reviews, managers should maintain regular informal check-ins to provide feedback, address concerns and offer support. These do not need to be recorded unless performance concerns are raised.

### **3.6. First Probation Review Meeting (2 Months)**

At the two-month point of employment, following completion of the induction period, managers will hold the first formal probation review meeting with the new employee, as scheduled during the employee's first week.

#### **3.6.1. Purpose of the Meeting**

The purpose of this meeting is to:

- Confirm that the employee understands the expectations of their role as outlined in their job description.
- Assess whether the employee is currently meeting the required standards of performance and conduct.
- Identify any additional support, training or development needs.
- Discuss how the employee is demonstrating alignment with the Trust's values.
- Document any concerns or areas for improvement, if applicable.

#### **3.6.2. Supporting Documentation**

Use the [First Probation Review Form \(PRF1\)](#) to guide the discussion and record the outcome of the meeting. This includes:

- A summary of performance to date.
- Any support or development actions agreed.
- Any concerns raised and how they will be addressed.

A copy of the completed form should be shared with the employee and the date for the second formal probation review (at 4 months) should be reconfirmed.

### **3.7. Second Probation Review Meeting (4 Months)**

At the four-month point, managers will hold the second formal probation review meeting with the new employee, as scheduled during the employee's first week and reconfirmed at the first review meeting.

#### **3.7.1. Purpose of the Meeting**

This meeting follows the same structure as the first probation review meeting and is used to:

- Review whether the employee continues to meet the expectations outlined in their job description.
- Discuss progress since the first review, including any support or development actions taken.

- Reassess alignment with the Trust's values and behaviours.
- Identify any new or ongoing support needs.
- Document any concerns or areas for improvement.

### 3.7.2. Supporting Documentation

The [Second Probation Review Form \(PRF2\)](#) should be used to record the outcome of the meeting. This includes:

- A summary of performance to date.
- Any support or development actions agreed.
- Any concerns raised and how they will be addressed.

A copy of the completed form should be shared with the employee and the date of the final formal probation review (at 6 months) should be reconfirmed.

## 3.8. Final Probation Review Meeting (6 months)

The final probation review meeting should take place approximately one week before the end of the probation period. It may be held earlier if there are significant concerns about the employee's performance, supported by clear and documented evidence.

### 3.8.1. Purpose of the Meeting

This meeting follows the same structure as the previous reviews and is used to:

- Review the employee's overall performance and conduct since the start of probation.
- Confirm whether they are meeting the expectations outlined in their job description.
- Revisit any previously identified concerns and assess progress made.
- Discuss how the employee continues to demonstrate alignment with the Trust's values.
- Identify any final support needs or development actions.
- Confirm the outcome of the probation period. Please see [Probation Period Outcomes](#) for more information.

### 3.8.2. Documentation

The [Final Probation Review Form \(PRF3\)](#) should be used to record the outcome of the meeting. This includes:

- A final summary of performance to date.
- Any ongoing support or development actions agreed.
- Any new /further concerns raised and how they have or will be addressed.



A copy of the completed form should be shared with the employee and held on their personnel record.

### **3.9. Probation Period Outcomes**

#### **3.9.1. Possible Outcomes if the Final Review**

Following the final probation review (or extended final review), one of the following outcomes will apply:

- **Successful Completion:** The employee's contract is confirmed as permanent.
- **Extension of the Probation Period:** A further period (between 3 and 6 months) is required to assess performance or provide additional support.
- **Unsuccessful Completion:** The employee's contract is terminated in line with probation terms.

#### **3.9.2. Successful completion of the Probation Period**

- The line manager completes Part 3 of the Probation Review Form and ensures this is signed and dated by the employee and themselves.
- The completed form is sent to HR, with a copy provided to the employee.
- HR issues written confirmation of successful completion.
- The line manager continues to monitor performance through regular 1:1s and the employee enters the appraisal cycle.

#### **3.9.3. Extension of Probation Period**

Extensions may only be granted in exceptional circumstances, such as:

- Inability to assess performance due to absence or operational constraints.
- Underperformance with strong evidence of likely improvement within a reasonable timeframe.

Key Requirements:

- HR advice must be sought before extending probation.
- Extensions are limited to a maximum of 3 months.
- During the final review, the manager must discuss:
  - Reasons for extension
  - Duration of extension
  - Areas for improvement and required actions
  - Support/training to be provided
  - Confirmation that failure to improve may result in contract termination

### **Meeting Process:**

- The manager completes a [Probation Extension Form \(PRF4\)](#) and agrees a date for the Extended Final Review (See 9.3.4).
- A copy of the completed form should be shared with the employee and held on their personnel record.
- The manager monitors performance against the Probation Extension Plan and provides necessary support.

### **Extended Final Probation Review Meeting**

- If sufficient progress is made:
  - The manager completes the form to reflect this, obtains signatures and submits it to HR.
  - HR issues written confirmation of successful completion.
- If progress is insufficient, the process for unsuccessful completion is followed (See 9.4.4).

#### **3.9.4. Unsuccessful Completion**

- If performance remains below the required standard despite support, the line manager may terminate the contract.
- This decision must be made in consultation with HR and only after the employee has been clearly warned of this potential outcome.
- A Final or Extended Final Review Meeting must be held before any decision is made.
  - If the employee cannot attend due to valid reasons, the meeting should be rescheduled (within 5 working days).
  - If the employee is persistently unavailable, a decision may be made in their absence.
- The employee must receive a written invitation to the meeting, outlining:
  - Performance concerns
  - Potential outcome of dismissal
- Written confirmation of unsuccessful completion of the probation period and contract termination will be issued to the employee.

There is no statutory right to trade union representation at probation review meetings, including those that may result in unsuccessful completion. However, where it can be reasonably accommodated, FHP will allow a trade union representative to attend an Unsuccessful Completion of Probation Meeting. This arrangement must not delay the process. If a representative is unavailable, the meeting will proceed as scheduled.

### **3.10. Appeal**

There is no automatic right to appeal a decision to dismiss during or at the end of the probation period. However, if member of staff believes there are valid grounds, such as a significant procedural error, factual inaccuracy, unreasonableness or new evidence, they may submit a written request for an appeal.

Appeal requests must be sent to [HR@flyinghightrust.co.uk](mailto:HR@flyinghightrust.co.uk) clearly outlining the grounds for appeal. Upon receipt, HR will allocate a senior leader who was not previously involved to review the case.

If an appeal is accepted, it will be conducted as a paper-based review of the evidence and a written outcome will be provided. There is no further right of appeal.

### **3.11. Managing Performance Concerns During Probation**

#### **3.11.1. Early Identification and Action**

Line managers should monitor the general performance of the member of staff throughout the probation period. If concerns arise, they should be addressed promptly rather than waiting for the next scheduled probation review meeting. Where concerns are significant, advice should be sought from HR.

#### **3.11.2. Purpose of Addressing Concerns**

The purpose of raising concerns is to support the member of staff in achieving the required standards and to ensure they are given a fair opportunity to improve. It also serves to make clear that continued underperformance may result in dismissal during or at the end of the probation period.

#### **3.11.3. Informal Performance Discussions**

Where appropriate, if a line manager has concerns about performance, either before the first review or during other review period, they should hold informal one-to-one meetings using the [Performance Concerns Form \(PRF5\)](#) to address concerns. These meetings should:

- Clearly explain the performance issues
- Ensure the member of staff understands the concerns
- Provide guidance on how to improve
- Identify any additional support or training needed
- Agree on specific actions for improvement and how progress will be reviewed
- Reaffirm the required performance standards and explain the potential consequences of not meeting them
- A copy shared with the member of staff.

#### 3.11.4. Ongoing Review

Any performance concerns raised informally should be reviewed and recorded at the next scheduled probation review meeting.

### **4. Data Protection and GDPR**

The Flying High Trust is committed to protecting the personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy applies to all stages of the recruitment, induction, and probation process. Personal data collected and processed during these stages will be:

- Collected lawfully, fairly, and transparently
- Used solely for the purposes of recruitment, safeguarding, employment, and workforce planning
- Stored securely and only accessible to authorised personnel
- Retained only for as long as necessary, in line with the Trust's Data Protection Policy and the relevant Privacy Notices for candidates and staff

The Trust uses MyNewTerm, a secure and GDPR-compliant recruitment platform, to manage applications and candidate data. This system ensures that sensitive information, including self-disclosures, references, and employment history, is handled in accordance with data protection legislation.

Once an individual is appointed, their data continues to be processed in line with the Trust's obligations as an employer. This includes the secure handling of information during induction, probation, and ongoing employment.

All staff involved in recruitment, onboarding, and HR processes receive appropriate training in data protection and confidentiality.

### **5. Monitoring and Review**

The Flying High Trust is committed to ensuring that recruitment, induction, and probation practices remain effective, compliant, and aligned with statutory safeguarding requirements.

This policy will be:

- Monitored regularly by the HR and Safeguarding Teams to ensure consistent application across all schools within the Trust.
- Reviewed every three years, or earlier if there are significant changes to legislation, statutory guidance (including Keeping Children Safe in Education), or internal procedures.
- Updated in consultation with relevant stakeholders, including school leaders and safeguarding leads, to reflect best practice and operational feedback.

Compliance with this policy will be supported through:

- Regular audits of recruitment documentation and the Single Central Record (SCR).
- Feedback from recruitment panels and new staff during induction and probation.
- Ongoing training and updates for staff involved in recruitment and selection.

Any identified issues or areas for improvement will be addressed promptly, and appropriate amendments will be made to this policy and associated procedures.

## IND1 – Induction Checklist (Partnership Level)

Induction Checklist		
New Employee Name		
Start Date		
Line Manager		
WEEK 1		
Activity to be carried out	<input checked="" type="checkbox"/> Once completed	Sign/Date when completed
SBL - Covering:		
<ul style="list-style-type: none"> <li>• Identity Photo Taken - Receive Identity Badge/Lanyard <input type="checkbox"/></li> <li>• Orientation: <ul style="list-style-type: none"> <li>○ Tour of Site <input type="checkbox"/></li> <li>○ Kitchen/Dishwasher <input type="checkbox"/></li> <li>○ Toilets <input type="checkbox"/></li> <li>○ Security – Site Fob and Keys <input type="checkbox"/></li> <li>○ Site Opening Hours <input type="checkbox"/></li> </ul> </li> <li>• Intro to Engagement Events (School Paliment, Sports etc) <input type="checkbox"/></li> <li>• Job Description, contract &amp; other employment documents <input type="checkbox"/></li> <li>• Bank/building society details submitted <input type="checkbox"/></li> <li>• Copies of any necessary docs e.g. birth cert, quals, etc. <input type="checkbox"/></li> <li>• Statutory pre-employment checks completed: <ul style="list-style-type: none"> <li>○ DBS <input type="checkbox"/></li> <li>○ Barred Children's List <input type="checkbox"/></li> <li>○ Section 128 Check <input type="checkbox"/></li> </ul> </li> <li>• New Employee onboarding form completed <input type="checkbox"/></li> <li>• Explain absence/sickness procedures <input type="checkbox"/></li> <li>• Signed up to Extras Portal (Staff benefits) <input type="checkbox"/></li> <li>• Schedule attendance at the partnership induction event <input type="checkbox"/></li> <li>• Introduction to Buddy/Mentor (If applicable) <input type="checkbox"/></li> <li>• Explain Induction &amp; probationary period <input type="checkbox"/></li> </ul>		
Designated Safeguarding Lead Induction – Covering:		
<ul style="list-style-type: none"> <li>• Safeguarding induction <input type="checkbox"/></li> <li>• <a href="#">National College Login</a> for Training: <input type="checkbox"/> <ul style="list-style-type: none"> <li>• Annual Certificate in Safeguarding for Staff <input type="checkbox"/></li> <li>• Read and sign to confirm you understand: <ul style="list-style-type: none"> <li>○ Keeping Children Safe in Education <input type="checkbox"/></li> <li>○ Staff Code of Conduct <input type="checkbox"/></li> </ul> </li> <li>• Certificate in The Prevent Duty in Schools <input type="checkbox"/></li> <li>• Understanding County Lines in Schools <input type="checkbox"/></li> <li>• Annual Certificate in Data Protection &amp; GDPR for Staff <input type="checkbox"/></li> </ul> </li> </ul>		

• Certificate in Preventing Sexual Harassment	<input type="checkbox"/>	
<b>Site Manager Induction – Covering:</b>		
• Health and Safety Policy and Induction	<input type="checkbox"/>	
• Understand Fire Evacuation Procedures	<input type="checkbox"/>	
• Use of Fire Extinguishers Explained	<input type="checkbox"/>	
<b>ICT Induction – Covering:</b>		
• Issue Laptop/ICT equipment	<input type="checkbox"/>	
• Access to emails and calendar, teams locations	<input type="checkbox"/>	
• Sign ICT User Policy	<input type="checkbox"/>	
• Introduce to phone system and reprographics system	<input type="checkbox"/>	
• Introduce to ICT systems.	<input type="checkbox"/>	
• Explain policy for private use and VDU guidelines	<input type="checkbox"/>	
<b>Line Manager Induction – Covering:</b>		
• Welcome and introduction to key work contacts	<input type="checkbox"/>	
• Integration of their role with their colleagues	<input type="checkbox"/>	
<b>WEEK 2 TO 4</b>		
<b>Activity to be carried out</b>	<input checked="" type="checkbox"/> <b>Once completed</b>	<b>Sign/Date when completed</b>
<b>Line Manager Induction: Covering</b>		
• Identification of key policies and procedures to be used	<input type="checkbox"/>	
• Explain staff/team meeting arrangements	<input type="checkbox"/>	
• Explain Staff development opportunities and procedures	<input type="checkbox"/>	
• Outline of key priorities for school (SIP/SEF)	<input type="checkbox"/>	
• Identification of training needs	<input type="checkbox"/>	
• Performance Management cycle explained	<input type="checkbox"/>	
• Probation Meetings booked:		
○ 2 Month Date:		
○ 4 Month Date:		
○ 6 Month Date:		
• Discuss feedback on their experience and integration	<input type="checkbox"/>	
<b>WEEK 5 ONWARDS (Must be completed before First Probation Review Meeting)</b>		
<b>Activity to be carried out</b>	<input checked="" type="checkbox"/> <b>Once completed</b>	<b>Sign/Date when completed</b>
<b>Line Manager Induction: Covering</b>		
• Review progress to date in relation to:		
○ Employee's performance	<input type="checkbox"/>	
○ Understanding of role and responsibilities	<input type="checkbox"/>	
○ Knowledge of Trust policy and procedures	<input type="checkbox"/>	
○ Integration within team	<input type="checkbox"/>	
○ Probationary Period	<input type="checkbox"/>	
○ ECT procedures (as appropriate)	<input type="checkbox"/>	

**Action Required:** Provide a copy of this completed document to the staff member, and email a copy to HR to retail in the staff members personnel file.

**PRF1: First Probation Review Form**

First Probation Review Meeting		
New Employee Details		
Full Name		
Start Date (Date Probation commenced)		
Job Title		
Line Manager Name		
Date of Review Meeting		
Job Performance		
Evaluate how well the employee is performing against their job description.		
Criteria	Meeting expectations	Needs improvement
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>
Productivity & Efficiency	<input type="checkbox"/>	<input type="checkbox"/>
Technical Skills / Knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Initiative & Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>
Any sections highlighted as 'Needs Improvement' please give details on what improvement is needed and what support is in place to help them to meet expectations.		
Alignment with FHP Values		
Assess how the employee demonstrates the core values of FHP (please specify or adjust based on your actual values).		
Demonstrated Consistently	Occasionally Demonstrated	Not Demonstrated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Comments:

#### Attendance & Punctuality

Regular and Timely  
Attendance

Yes ☐

No ☐

Comments:

#### Training & Development

Has the employee completed  
required training?

Yes ☐

No ☐

Areas where further  
development is needed:

Suggested training or support:

#### Manager Feedback on Areas for Improvement

Comments:

Employee Feedback		
What has gone well during your probation period?		
Any challenges or concerns?		
Support or resources needed moving forward?		
Signatures		
Who	Signature	Date
New Employee		
Line Manager		

**PRF2: Second Probation Review Form**

Second Probation Review Meeting		
<b>New Employee Details</b>		
Full Name		
Start Date (Date Probation commenced)		
Post Title		
Line Manager Name		
Date of Review Meeting		
<b>Job Performance</b>		
<b>Evaluate how well the employee is performing against their job description.</b>		
Criteria	Meeting expectations	Needs improvement
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>
Productivity & Efficiency	<input type="checkbox"/>	<input type="checkbox"/>
Technical Skills / Knowledge	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Initiative & Problem Solving	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>
Any sections highlighted as 'Needs Improvement' please give details on what improvement is needed and what support is in place to help them to meet expectations.		
<b>Alignment with FHP Values</b>		
<b>Assess how the employee demonstrates the core values of FHP (please specify or adjust based on your actual values).</b>		
Demonstrated Consistently	Occasionally Demonstrated	Not Demonstrated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

#### Attendance & Punctuality

Regular and Timely  
Attendance

Yes ☐

No ☐

Comments:

#### Training & Development

Has the employee completed  
required training?

Yes ☐

No ☐

Areas where further  
development is needed:

Suggested training or support:

#### Manager Feedback on Areas for Improvement

Comments:

Employee Feedback		
What has gone well during your probation period?		
Any challenges or concerns?		
Support or resources needed moving forward?		
Signatures		
Who	Signature	Date
New Employee		
Line Manager		

**PRF3: Final Probation Review Form**

Final Probation Review Meeting		
New Employee Details		
Full Name		
Start Date (Date Probation commenced)		
Post Title		
Line Manager Name		
Date of Review Meeting		
Job Performance		
Evaluate how well the employee is performing against their job description.		
Criteria	Meeting expectations	Needs improvement
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>
Productivity & Efficiency	<input type="checkbox"/>	<input type="checkbox"/>
Technical Skills / Knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Initiative & Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>
Any sections highlighted as 'Needs Improvement' please give details on what improvement is needed and what support is in place to help them to meet expectations.		
Alignment with FHP Values		
Assess how the employee demonstrates the core values of FHP (please specify or adjust based on your actual values).		
Demonstrated Consistently	Occasionally Demonstrated	Not Demonstrated
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:		
Attendance & Punctuality		

Regular and Timely Attendance	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Comments:		
<b>Training &amp; Development</b>		
Has the employee completed required training?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Areas where further development is needed:		
Suggested training or support:		
<b>Final Review Summary</b>		
The employee <u>has met</u> the required standards of performance and behaviour during the probation period.		<input type="checkbox"/>
The employee <u>has not fully</u> met the required standards, but there is potential for improvement.		<input type="checkbox"/>
The employee <u>has not met</u> the required standards and is not suitable for the role.		<input type="checkbox"/>
<b>Probation Period Outcome</b>		
Probation Successfully Completed		<input type="checkbox"/>
The employee will be confirmed in their role effective _____ [insert date].		
Probation Extended		<input type="checkbox"/>
The probation period will be extended until _____ [insert date]. Please complete the Probation Extension Form to set objectives and support offered during this period.		
Probation Not Successfully Completed		<input type="checkbox"/>
Employment will be terminated in accordance with FHP Probation Period Policy. Reasons for this decision must be documented above in comments within the relevant sections.		
<b>Line Manager Comments</b>		

Comments:

**Employee Comments**

Comments:

**Signatures**

Who	Signature	Date
New Employee		
Line Manager		



**PRF4: Probation Extension Form**

Probation Extension Form		
<b>New Employee Details</b>		
Full Name		
Start Date (Date Probation commenced)		
Post Title		
Line Manager Name		
<b>Extension Details</b>		
New Probation End Date		
Duration of Extension	3 Months / 6 Months (Circle)	
Review Date of Final Assessment		
<b>Reason for Extension</b>		
<b>Evaluate how well the employee is performing against their job description.</b>		
Criteria	Meeting expectations	Needs improvement
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>
Productivity & Efficiency	<input type="checkbox"/>	<input type="checkbox"/>
Technical Skills / Knowledge	<input type="checkbox"/>	<input type="checkbox"/>
Initiative & Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>
Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>
Time Management	<input type="checkbox"/>	<input type="checkbox"/>
Alignment with FHP Values	<input type="checkbox"/>	<input type="checkbox"/>
Attendance & Punctuality	<input type="checkbox"/>	<input type="checkbox"/>
Training & Development	<input type="checkbox"/>	<input type="checkbox"/>
<b>Any sections highlighted as 'Needs Improvement' please give details on what improvement is needed and what support is in place to help them to meet expectations.</b>		
<b>Objectives During Extension</b>		
Objective/Target	Support/Resources Provided	

<b>Final Assessment (To be completed after extension support has been provided)</b>		
The employee <u>has met</u> the required standards of performance and behaviour during the probation period.	<input type="checkbox"/>	
The employee <u>has not met</u> the required standards and is not suitable for the role.	<input type="checkbox"/>	
<b>Probation Extension Period Outcome</b>		
Probation Successfully Completed	<input type="checkbox"/>	
The employee will be confirmed in their role effective _____ [insert date].		
Probation Not Successfully Completed	<input type="checkbox"/>	
Employment will be terminated in accordance with FHP Probation Period Policy. Reasons for this decision must be documented above in comments within the relevant sections.		
<b>Line Manager Comments</b>		
Comments:		
<b>Employee Comments</b>		
Comments:		
<b>Signatures</b>		
Who	Signature	Date
New Employee		
Line Manager		

**PRF5: Informal Performance Concerns Form**

Where appropriate, if a line manager has concerns about performance, either before the first review or during other review periods, they should hold informal one-to-one meetings using this Performance Concerns Form to address concerns.

Informal Performance Concerns Meeting	
<b>New Employee Details</b>	
Full Name	
Start Date (Date Probation commenced)	
Post Title	
Line Manager Name	
Date of Meeting	
<b>Performance Concerns</b>	
<b>Details performance concerns that have been observed</b>	
<b>New Employee Response</b>	
<b>Improvement Expectations/Targets</b>	
<b>Additional Support/Training</b>	
<b>Training &amp; Development</b>	
<b>Confirm how and when progress will be reviewed</b>	

**Declaration:**

I acknowledge that the performance concerns outlined above have been discussed with me. I understand the expectations for improvement and the potential implications should progress not be made, including the possibility that my probationary period may not be successfully completed, which could result in the termination of my employment.

**Signatures\***

Who	Signature	Date
New Employee		
Line Manager		

\*A copy of this form should be shared with the employee once it has been signed by both parties.

## Version Control and Amendment Log

Version Number	Type of Change	Date	Description of Change(s)
1.0	New Policy		New Policy
2.0	Major Review and Restructure	Insert Date Approved	<ul style="list-style-type: none"> <li>• Full policy review and restructure.</li> <li>• Combined recruitment, induction, and probation into one policy.</li> <li>• Streamlined content from the previous separate policies.</li> <li>• Added sections on internal recruitment, agency and contractors, GDPR and data protection.</li> <li>• Volunteers' content was removed and placed in a separate Volunteers Policy.</li> <li>• Reference to MyNewTerm and SCR SOP included.</li> </ul>