

PROBATION PERIOD POLICY

POLICY REFERENCE NUMBER	HR56
VERSION NUMBER	2
KEY CHANGES FROM PREVIOUS VERSION	Not applicable
AUTHOR	HR Business Partner
CONSULTATION GROUPS	Policy Sub-Group Workforce Transformation Group Joint Partnership Committee
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APPROVAL BY WORKFORCE TRANSFORMATION GROUP	February 2019
RATIFIED BY FINANCE & PERFORMANCE COMMITTEE:	March 2019
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POLICY SUMMARY	
<p>The probation period procedure is set out to allow time to clarify the job duties, responsibility and required standards and to identify any support or development opportunities to meet the needs of new employee's. It confirms the processes and tools in place to ensure it is fair and consistent across the Trust.</p>	
The Trust monitors the implementation of and compliance with this policy in the following ways;	
<p>This policy will be subject to review as per the agreed review schedule of Trust HR policies and as agreed by the Trust's Partnership Committee. Compliance with this policy will be against the Trust's agreed minimum requirements /standards as detailed within its Auditable Standards and Monitoring Arrangements, as well as the use of internal reporting and recording within the Workforce Directorate</p>	

Services	Applicable	Comments
Trustwide	✓	

**The Director responsible for monitoring and reviewing this policy is
Executive Director of Corporate Governance and Strategy**

ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST

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Assurance Statement

Essex Partnership NHS Foundation Trust aims to work with new employees to ensure that they adapt to their new working environment and understand the responsibilities and standards expected of them. New employees will be provided with suitable support to enable them to achieve this.

1.0 INTRODUCTION

- 1.1 This policy introduces the Trust's principles in relation to the management of probation periods for new employees.
- 1.2 The Trust recognises that new employees will require assistance in adapting to their new working environment and integrating into their workplace. The Trust aims to ensure that staff feel part of the organisation as a whole, not just their individual department. This policy and the associated procedure will detail arrangements for this process to take place.
- 1.3 The Trust requires all staff to perform and conduct themselves to a high standard to meet the demands of the service and ensure that service users/customers are provided with the best possible care/service. This policy and associated procedure will explain how new employees will be made aware of the required standards of performance and conduct and how they will be provided with feedback in relation to both of these areas. Line managers should ensure that good performance and conduct is recognised as well as any problems being identified.
- 1.4 During the formal process of applying this policy and associated procedure staff have the right to be represented at meetings by their accredited Trade Union Representative, where applicable, or a Trust work colleague.
- 1.5 This Policy applies to all new employees, including those appointed on long term Fixed Term Contracts, which are over 6 months in duration, with the specific exception of:
 - Medical Staff who are subject to separate arrangements
 - Seconded staff who remain subject to separate locally agreed provisions
 - Bank workers

2.0 DUTIES

2.1 The Trust Board

The Trust Board is responsible for complying with this policy and Trust Probation procedure and ensuring that this policy is understood and complied with within their spheres of responsibility and take corrective action where identified as necessary.

2.2 Managers

Managers are responsible for ensuring that they are aware of and understand the Trusts Probation Period policy and procedure, and have received the appropriate training to ensure they are able to fully comply with it.

Managers must comply with the policy and procedure and seek support from Human Resources when needed.

Managers should understand and apply the principles of the Trusts Equality and Diversity policy and the Equality Act, and ensure all employees are treated fairly based on those principles.

2.3 Human Resources (HR)

Human Resources are responsible for supporting managers throughout the probation period for their staff to ensure compliance with the policy and procedure is met.

HR is responsible for advising and guiding managers on decisions and outcomes of the probation process for their staff.

HR is responsible for attending on final review meetings with managers if identified as necessary.

2.4 Recognised Trade Union Representatives

Recognised accredited Trade Union representatives are responsible for being aware of the Probation Period policy and procedure and supporting and advising their members. Trade Union representatives will support their members at formal meetings, where possible.

2.5 Employees

Employees are responsible for complying with the requirements of this policy and procedure by ensuring they attend and take part in the formal monthly meetings with managers.

Employees are responsible for bringing any concerns to their manager or HR and ensure they look for solutions and opportunities together to improve on areas identified for improvement.

3.0 DEFINITIONS

For the purposes of applying the previous contained in this document is a glossary of terms that are used within the policy are as follows:

Probation	Probation is the process of testing or observing the character or abilities of a person who is new to a role or job.
Care Certificate	The Care Certificate is a set of standards that health and social care workers follow within their daily working life; this is applicable for all band 1-4 clinical roles within the Trust.

4.0 PRINCIPLES

- 4.1 The Probation Period procedure will be used in order to guide managers on the process and tools they should use throughout newly recruited staff in their probation period.
- 4.2 This policy and the associated procedure will be applied consistently and in accordance with the Trust’s Policy on Equality, Diversity and Human Rights at Work and any relevant current employment legislation.
- 4.3 The Trust seeks to ensure all new employees receive the appropriate support and development opportunities when they are settling into their new role.

5.0 MONITORING OF IMPLEMENTATION AND COMPLIANCE

- 5.1 The Policy and Procedure has been developed in line with Best Practice and in line with any relevant current employment legislation.
- 5.2 This Policy and Procedure will be reviewed as per the Trust’s HR Policy review schedule and as agreed by the Trust’s Partnership Committee

6.0 POLICY REFERENCES / ASSOCIATED DOCUMENTATION

- Equality Act, 2010
- Employments Right Act, 1996
- Data Protection Act, 2018
- Any record held or information shared is done so in accordance with the requirements of the General Data Protection Regulations (2016) as laid out in the Trust’s Employee Privacy Notice.

7.0 REFERENCE TO TRUST POLICIES & PROCEDURES

The following Trust policies and procedures should be linked and used as necessary and can be found on the Trust's InPut:

- Equality, Diversity and Human Rights at Work Policy and Procedure
- Fixed Term Policy
- Probation Period Procedure

END