



FARLEIGH

5.01 **ONBOARDING POLICY** *including:* **Recruitment, Selection and Disclosures Policy; Staff Induction Procedures** *(formerly 5.02a and 5.02b); and Probation (formerly 5.16)*

This policy applies to:	Pupils / Staff / Visitors / Parents / All Prep / Pre-Prep / Kindergarten Day / Boarding
Person(s) responsible:	Director of Finance and Operations / HR
Last updated:	December 2025
Review period:	12 months
Next review:	October 2026
This policy should be read in conjunction with:	2.01 Child Protection and Safeguarding 5.06 Combined Disciplinary, Capability, Grievance and Whistleblowing 6.28 School Visitors' Policy

This combined Onboarding Policy replaces the previously separate policies. It is closely linked to a number of other school policies, including but not limited to those listed above.

This Policy and Procedure is non-contractual in nature but applies to all members of staff, including where appropriate agency workers, consultants, self-employed contractors, volunteers or interns. All members of staff should familiarise themselves with the provisions contained within, which may be amended by the school at any time.

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Annex A – RECRUITMENT, SELECTION and DISCLOSURES

1. General

Farleigh School (“the School”) is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The School aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the School’s Application Form and recruitment process must be directed to the HR Advisor.

An entry will be made on the Single Central Register for all current members of staff at the School, the governing body and all individuals who work in regular contact with children including volunteers, supply staff and those employed as third parties (Contractor Assurances or Individuals).

All checks will be made in advance of appointment or as soon as practicable after appointment where permitted within the relevant ISI and KCSIE regulations.

2. Scope of this Policy

This Recruitment, Selection and Disclosures Policy and Procedure herewith refers and applies to staff directly recruited and employed by the School. In the Education (Independent Schools Standards) (England) Regulations 2014, staff are defined as:

Any person working at the School whether under a contract of employment, under a contract for services or otherwise than under a contract, but does not include supply staff or a volunteer.

In the case of agency or contract workers, the School will normally set out their safeguarding requirements in the contract between the organisation, and the School and will obtain written confirmation from the agency or company that it has carried out the appropriate checks. The School conduct’s identity checks on agency and contract workers on arrival in School and, in the case of agency workers which includes supply staff, the School must be provided with a copy of the appropriate level of DBS check for such staff.

The School will check with the relevant supply agency that the required checks have been carried out (identity, enhanced disclosure, right to work in the UK, barred list, prohibition from teaching and management (Section 128) checks, qualifications, overseas checks plus, those checks set out in KCSIE as ‘pre-employment’ checks).

The Single Central Register shows these checks have been made and the School carries out its own identity check and has seen a copy of the disclosure (whether or not it discloses any information).

Certain individuals are automatically disqualified from acting in senior management positions within a charity. Whether an individual falls into the category of a senior management position is judged using the following criteria:

- A person who is accountable only to the governors, and who carries overall responsibility for the day-to-day management and control of the charity. At Farleigh this is the Head.
- A person who is accountable only to the Head or the governors, and who is responsible for the overall management and control of the charity’s finances. At Farleigh this is the Director of Finance and Operations (DFO).
- Being disqualified means that a person can’t take on, or stay in, a senior manager position – even on an interim basis, unless the Charity Commission has removed (or ‘waived’) the disqualification.

In respect of contractors, unchecked contractors will under no circumstances be allowed to work unsupervised in School. The School will determine the appropriate level of supervision depending on the circumstances.

Any staff who TUPE transfer into the School's staff will be required to undertake the statutory requirements with regard to safer recruitment checks. If staff are transferred under TUPE information will be passed to the new employer and a note made on the Single Central Register that details have been accepted under TUPE.

3. Application Form

The School will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms, but they can accompany them. The School will make candidates aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Candidates for employed posts will receive a Job Description, including the Person Specification for the role applied for.

Checks will be made of previous employment history to ascertain satisfactory reasons for any gaps in employment. These checks will then be checked against references and any discrepancies discussed with the candidate.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the position and, where appropriate, a check of the Barred List will be undertaken. Any offer of employment will be conditional on obtaining such satisfactory checks.

Additionally, successful applicants should be aware that they are required to notify the school immediately if they are any reasons why they should not be working with children.

This includes any staff who are disqualified from childcare or registration. The statutory guidance "Disqualification under the Childcare Act 2006" applies to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify their line manager and the HR Advisor immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the DFO for more details.

The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when considering application forms and references, an assessment will be made, in relation to the Prevent duty, of the risk of employing that applicant.

If the candidate is currently working with children, on either a paid or voluntary basis, the School will ask their current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether the candidate has been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If the candidate is not currently working with children but has done so in the past, the School will ask the previous employer about those issues. Where neither the current nor previous employment has involved working with children, the School will still ask the current employer about the candidate's suitability to work with children.

Where the candidate has no previous employment history, the School may request character references which may include references from the candidate's school or university.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal by the School if they have been appointed, and a possible referral to the police and/or DBS.

4. Invitation to Interview

The School will shortlist applicants according to the relevance and applicability of their professional attributes and personal qualities to the role. At least two people will carry out the shortlisting exercise, consider any inconsistencies, look for gaps in employment and reasons given for them, and, explore all potential concerns.

Shortlisted applicants will then be invited to attend a formal interview at which his/her relevant skills and experience will be discussed in more detail.

Shortlisted candidates should be asked to complete a Confidential Declaration form in relation to their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Applicants will be asked to sign a declaration confirming that the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the application at the point of interview.

The school will consider whether the post is exempt from the Rehabilitation of Offenders Act 1974 and therefore that all convictions, cautions and bind-overs, including those regarded as 'spent' unless they are subject to DBS filtering must be declared.

In the event a declaration is made the Director of Finance & Operations will discuss this confidentially with the applicant.

The School will request and where possible obtain references prior to interview. This allows any concerns raised to be explored further with the referee and can be taken up with the shortlisted candidate at interview.

The School will also conduct conducting online and social media searches as part of the shortlisting process in assessing the candidate's suitability for the position to which they have applied.

All formal interviews will have a panel of at least two, and normally three people. It is recommended best practice that at least one person on the appointment panel will have undertaken safer recruitment training. The Chair of Governors should chair the panel for the Director of Finance & Operation's appointment.

The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Chair as to whether or not an interviewer should withdraw from the panel. Should the Chair have a conflict of interest, the Vice Chair shall decide whether the Chair should withdraw from the panel.

The interview will normally be conducted in person (although online face-to-face interviews are acceptable if that is not feasible) and the areas which it will explore will include suitability to work with children including where appropriate.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g., the original or certified copy of certificates, diplomas etc).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by the candidate from the awarding body.

For the purposes of confirming identity and right to work in the UK, the School requires that all candidates invited to interview also bring with them:

1. A current valid driving licence including a photograph or a passport and a full birth certificate;
2. A utility bill or financial statement issued within the last three months showing the candidate's current name and address;
3. Where appropriate any documentation evidencing a change of name;
4. Where applicable, proof of entitlement to work and reside in the UK.

Originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview will be asked to notify the School in advance, so that any necessary reasonable adjustments or arrangements to assist them in attending the interview can be made.

5. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory **references** (if these have not already been received);
2. Verification of **identity and qualifications** including, where appropriate, evidence of the **right to work in the UK** (if not already received)¹;
3. A satisfactory **Enhanced DBS** check and, if appropriate, a check of the **Barred List** maintained by the DBS;
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a **prohibition from teaching** order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012. Teaching work is defined in The Teachers' Disciplinary (England) Regulations 2012 to encompass:
 - Planning and preparing lessons and courses for pupils;
 - Delivering and preparing lessons to pupils;
 - Assessing the development, progress and attainment of pupils; and
 - Reporting on the development, progress and attainment of pupils;

(Added in January 2025) Consequently, Farleigh School interprets this to mean that this check is required for all teachers (employed on teaching contracts) but not for teaching assistants. Where there is uncertainty over the exact nature of the role for a new joiner, HR will clarify the position with the Headmaster, Head of Prep or Deputy Head (Academic).
5. Verification of **professional qualifications**, including Qualified Teacher Status (QTS), where appropriate and for teaching posts where QTS was obtained after 7 May 1999, verification of successful completion of statutory induction period;
6. Where the successful candidate has worked or been **resident overseas** in the past 5 years, such further checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This may include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a **letter of professional standing** from the professional regulating authority in the country in which s/he has worked;
7. For candidates working with, or managing, children under 8 years old, confirmation that the candidate is not disqualified from providing childcare as set out in the statutory guidance "**Disqualification under the Childcare Act 2006**" or receipt of a signed Self-Declaration form (**at Appendix A4**) showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "**Disqualification under the Childcare Act 2006**";

¹ (Added in December 2025 – updated ID check guidelines <https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-standardenhanced-dbs-check-applications-from-22-april-2025>).

8. For candidates working in the Early Years Foundation Stage (ie with children up to age 5), they are also to complete an “**Early Years Staff Medical Declaration**” form (at **Appendix A5**).
9. For a candidate to be employed into a senior management position as set out above under “Scope of this Policy”, receipt of a signed “**senior charity manager positions: automatic disqualification declaration**” confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
10. Where the successful candidate will be taking part in the management of the school, a check will be carried out under section 128 of the Independent Educational Provision in England (**Prohibition on Participation in Management**) Regulations 2014. This applies to all Governors, Senior Management Team, Teaching Heads of Department and the School Accountant; and
11. Evidence of satisfactory **medical fitness**. It is the School's practice that a successful candidate must complete a pre-employment health questionnaire or sign a declaration confirming medically fit for the role they have been appointed. The information contained in the questionnaire will then be held by the School in strictest confidence and processed in accordance with the Recruitment Privacy Notice and Data Protection Policy. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e., proposed workload, extra-curricular activities, and/or layout of the School.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

(Introduced from January 2025) On completion of all the pre-appointment checks (at **Enclosure I**), there will be a check by a member of the SMT (routinely the DFO) to ensure that all checks have been successfully completed. This check will form the final sign off for a new employee starting at Farleigh School.

(Clarified in December 2025) The only element of the pre-appointment checks that can be deferred is in the event of a delayed DBS, where – if all other checks have been successfully completed – a Risk Assessment can be completed (signed by DFO and DSL) and renewed fortnightly until the DBS is received and sighted.

6. References

The School will seek the references referred to in section 5 above for shortlisted candidates (including internal applicants) and will approach previous employers for information to verify particular experience or qualifications, before interview. One of the references must be from the applicant's current or most recent employer.

References will be received by the HR Department and reviewed by a senior person with appropriate authority. If the candidate does not wish the School to take up references in advance of the interview, they should notify the School on the school application form.

The School will ask all referees if the candidate is suitable to work with children.

The School will only accept references obtained directly from the referee and it will not rely on references or testimonials provided by the applicant or on open references or testimonials. The School will verbally verify all references. Where references are received electronically, the School will ensure they originate from a legitimate source. The School will not accept references provided by family members or current employees of the School.

The School will compare any information provided by the referee with that provided by the candidate on the Application Form. Any inconsistencies will be discussed with the candidate.

7. Criminal Records Policy

The School will refer to the Department for Education (“DfE”) document, ‘Keeping Children Safe in Education’ and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice.

There are limited circumstances where the school will accept a check from another educational institution which is where the new member of staff ("M") has worked in: –

- (a) A school or a maintained school in England in a position which brought M regularly into contact with children or young persons;
- (b) A maintained school in England in a position to which M was appointed on or after May 2006 and which did not bring M regularly into contact with children or young persons; or
- (c) An institution within the further education sector in England or in a 16 to 19 Academy in a position which involved the provision of education or which brought M regularly into contact with children or young persons,

during a period which ended not more than three months before M's appointment. In this case the School will ask to see the original DBS certificate from the previous school. Alternatively, in these circumstances the school may apply for a new disclosure but is not required to do so. Where a previous DBS is accepted a new, the original certificate must be seen and a separate barred list check will be obtained.

DBS Update Service

Where an applicant subscribes to the DBS Update Service the applicant must give consent to the school to check there have not been changes since the issue of a disclosure certificate and provide the School with the original certificate. A separate barred list check will be required.

An existing DBS which is for a free of charge volunteer position cannot be accepted for a paid position. If a volunteer later applies for paid work a new DBS will be obtained.

If DBS disclosure is delayed, a short period of work is allowed under controlled conditions, at the Head's or DFO's discretion. However, if an 'enhanced disclosure' is delayed, the Head or DFO may allow the member of staff to commence work under a written risk assessment:

- Without confirming the appointment;
- After a satisfactory check of the barred list if the person will be working in regulated activity and all other relevant checks (including any appropriate prohibition checks) having been completed satisfactorily;
- Provided that the DBS application has been made in advance;
- With appropriate safeguards taken (for example, loose supervision);
- Safeguards reviewed at least every two weeks by the Head/DFO and the member of staff;
- The person in question is informed what these safeguards are; and
- That a note is added to the single central register and evidence kept of the measures put in place.

Refreshing DBS (from January 2025)

From the Spring Term 2025, the school will begin a process of seeking updated DBS certificates and encouraging staff to sign up to the DBS Update Service, so that there is a more 'live' view available to the school. This will commence with the longest-serving members of staff (ie those whose DBS was conducted the longest ago) and progress through until – ideally – all members of staff are on the Update Service. As the Update Service is voluntary and must be paid for by the individual, the annual cost (currently £16) will be reimbursed by the school via an expense claim.

8. Retention, Security of Records and Data Protection Obligations

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. The original DBS certificate will be checked by a member of the HR Department who will copy the top section which shows the name, address, date of issue and the certificate number only. They will sign and date it to confirm the original has been seen and the date entered on the SCR.

The School will comply with its data protection obligations in respect of the processing of criminal records information. More information on this is included in the Recruitment Privacy Notice and the Data Protection Policy.

9. Additional Categories of Personnel

Supply Staff *(who will be on a green lanyard)*

The term “supply staff” applies to any person working at the school supplied by an employment business (for example a temping agency) and who works under the direction of the school, not solely temporary teaching staff. The agency must do all the checks that a direct employer would otherwise be obliged to do (including references) and which should be in line with those laid down in KCSIE. The school will not allow any supply staff to start work until:

- It has received written confirmation from the agency that the necessary checks have been completed on that specific individual.
- It has (1) checked the identity of the individual; and (2) had sight of the original DBS certificate (referred to in the agency’s confirmation) on first arrival at the school.
- It has recorded the details in the SCR (including the date confirmation provided by the agency).

Visitors

Generally, vetting requirements only apply to ‘workers’ and thus a visitor who is not working does not require vetting checks². The [6.28 School Visitors’ Policy](#) gives further guidance on the signing-in and escorting requirements for visitors *(wearing a red lanyard)*.

Where there are ‘working visitors’ such as educational psychologists and therapists supplied by an external organisation, as for supply staff, that organisation should be asked to confirm that the appropriate checks have been done. Whilst sighting of the DBS certificate is not required, identity should be checked on first arrival at the school before being provided with a *green lanyard*.

Volunteers

As there is sometimes difficulty in delineating between ‘staff’, ‘volunteers’ and ‘visitors’, it is sometimes useful to think about whether an individual is being remunerated and whether the activity they are performing could be considered ‘work’. For example, parents who watch sports matches and then mingle with pupils over the post-match tea are visitors; parents who, in addition, help run the match and supervise the pupils are volunteers.

Where volunteers are supervised they do not fall within the definition of ‘regulated activity’ (unless they carry out personal care, healthcare or an overnight activity with pupils) and thus are not currently eligible for a barred list check. Volunteers may, however, have a DBS and other checks completed and Farleigh School will routinely conduct this check for those individuals who volunteer on a regular basis (see **Enclosure I** for which checks are conducted).

Contractors

The term ‘contractor’ covers a poorly-defined range of workers which may overlap with both the ‘supply staff’ and ‘visitor’ categories. In particular issues may arise over the conduct of DBS and other checks, where some organisations (eg self-employed tradespeople) are not able to apply for the checks themselves and thus require support from the school.

The level of vetting checks required will depend on a range of factors, including whether the individual will be working in regulated activity (ie unsupervised/unescorted by Farleigh School staff); what opportunities there are for regular contact with children (for example, out of term-time with no holiday courses on site); and what level of assurances it is possible to receive from a third-party employer. For example, a self-

² There are exceptions to this for individuals living on site – for more information speak to the DFO or HR.

employed tradesperson whom the school would wish to be able to work independently and without an escort (*on a green lanyard*), should have more stringent vetting.

Apart from where the school has conducted the DBS check on behalf of the individual or organisation, the school does not need to sight the original DBS certificate, but must have the written confirmation from the third-party as to which checks have been completed. As for all other categories, the identity of the individual should be checked on first arrival at the school.

I0. Reviewing of Recruitment Information

To ensure that the information held by the school on all staff is kept up to date, the Annual Declaration Form at **Appendix A3** will be introduced from January 2025. This will allow staff to confirm that the personal data; medical data; and DBS status held by the school remains extant.

Where required, staff will also complete the Childcare Disqualification Declaration (**Appendix A4**) and Early Years Staff Medical Declaration (**Appendix A5**) annually.

Appendices:

- A1. Policy on the Recruitment of Ex-Offenders.
- A2. Recruitment Referral Bonus Scheme.
- A3. Farleigh School Annual Declaration Form.
- A4. Farleigh School Childcare Disqualification Declaration.
- A5. Farleigh School Early Years Staff Medical Declaration.
- A6. Farleigh School – HR New Starter Action Checklist.

Appendix A1 – Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be decided on its merits in accordance with the objective assessment criteria set out below.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance “Disqualification under the Childcare Act 2006”.

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any of the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.

If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud.

If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Appendix A2 – Recruitment Referral Bonus Scheme

This document sets out the School's policy in relation to the Recruitment Referral Bonus Scheme in which a current employee refers someone who becomes satisfactorily employed by the school.

A referral bonus of £300 (£100 for casual workers) will become payable subject to the terms and conditions outlined below:

- the referral is made for an advertised vacancy in line with the School's Recruitment policy;
- a referral email (template below) is emailed to hr@farleighschool.com prior to an application being received;
- the applicant must complete and submit the relevant School application form to HR by the stated closing date and confirm the name of the employee who is referring them on their application form;
- if the same applicant is referred by more than one employee the person stated on the application form will be considered the referring employee, where multiple names are stated, the bonus will be split equally.

Referrals cannot be made regarding:

- a former employee, either permanent or agency worker, who has left the school in the previous 12 months;
- a person who has previously applied for a role but declined an offer from the School;
- by a member of the HR Department, Management Committee, Senior Management team or any other person involved in the recruitment or appointment process;
- where the person does not successfully complete their probationary period;
- where an applicant is already known to the School and has been shortlisted for interview.

The referral bonus of £300/£100 will be payable in two equal instalments, the first payment will be made in the month the successful referee starts their employment and the second payment will be made following successful completion of the probationary period or for Casual Worker appointments following the completion of 50 hours service to the School. Once the referral bonus is due, it will be paid to the referring employee in their next salary payment, subject to normal tax and national insurance deductions. There is no limit on the number of referrals employees can make.

Any disputes about the payment of referrals should be made in writing to the HR Advisor who will review the matter with the DFO and decide whether, and to whom, a referral bonus is payable. That decision will be final.

An employee who refers a person and knowingly misleads the School in doing so, or refers someone who is not lawfully permitted to take up the role, will be subject to disciplinary action. This will be seen as Fraud, equating to gross misconduct and could result in summary dismissal.

This scheme is non-contractual and as such, the School reserves the right to amend or withdraw it at any time without notice.

Referral Template Email – Copy and Paste and send to hr@farleighschool.com

Subject: Referral of **INSERT NAME** for the position of **INSERT Position name**

Dear HR,

I am writing to the make a referral in line with the School's Recruitment Referral Bonus Scheme.

Name: **Insert applicant name**

Position: **Insert position**

I confirm the applicant is aware of this referral and I that I read, understand and agree to the terms outlined in the Recruitment Referral Bonus Scheme.

Kind regards,

Appendix A3 – Farleigh School Annual Declaration Form

In accordance with this policy, all staff will be required to sign an annual declaration form to confirm that the details the school holds about them remain correct and have not changed since the commencement of their employment at the school.

Personal Details		
I confirm that I have checked the personal details held by the school about me on HRPro. This includes: - My full names - My home address - My telephone number(s) - My personal email address - My emergency contact details	Full name	
	Signature	
	Role	
	Date	
Alternatively , if any changes are required, please make them directly on HRPro (and then sign this form) or arrange with HR to update them at the earliest opportunity.		

Medical and Dietary/Allergy Details		
I confirm that there have been no changes to the medical details (including dietary/allergy requirements) that I provided in my pre-joining medical declaration. <i>(If you wish to see your original medical declaration form please speak to HR)</i> <i>(You can update medical details directly into HRPro, which will ease future reviews)</i>	Full name	
	Signature	
	Role	
	Date	
Alternatively , if you need to let the school know that your medical details have changed, please liaise with HR to complete a new medical declaration form at the earliest opportunity.		
For completeness, please indicate here if you have any specific dietary/allergy requirements that would need to be met at school or (for example) in a packed lunch for a school trip:		
Allergies		
Dietary Requirements		

Disclosure and Barring Service (DBS) Details		
I confirm that I am not aware of anything that might cause a change to my DBS status (for example, a criminal conviction).	Full name	
	Signature	
	Role	
	Date	
Alternatively , if you need to let the school know that your DBS status has changed (or might if a new DBS was sought), please bring this to the attention of HR at the earliest opportunity.		

Other Employment (Paid or Voluntary) Details

I confirm that I have not taken on any new paid or voluntary roles beyond any that I have previously received written approval for from the Headmaster or DFO in accordance with my contract.

(This includes voluntary roles such as being a Governor, or paid roles such as an academic tutor or sports coach)

Full name

Signature

Role

Date

Alternatively, if you need to let the school know that you have taken on (or are planning to take on) a new voluntary or paid role, please bring this to the attention of HR at the earliest opportunity, and submit a written request to either the Headmaster (teaching staff) or DFO (support staff).

Staff Code of Conduct and Teachers' Standards

I confirm that I am not aware of having breached the Staff Code of Conduct (all staff) or the DfE Teachers' Standards (all teachers).

Full name

Signature

Role

Date

Alternatively, if you need to let the school know that you believe you might have breached the Staff Code of Conduct and/or the DfE's Teachers' Standards, please bring this to the attention of HR at the earliest opportunity.

Appendix A4 – Farleigh School Childcare Disqualification Declaration

This form is to be completed by all relevant staff and volunteers as part of pre-employment checks. Additionally, we ask all relevant staff to complete this form annually in September. Relevant staff are those working in child care, or in a management role because they are:

- working with Reception age children at any time (up to age 5); or
- working with children older than Reception until age eight, outside school hours (including breakfast and after school clubs, but excluding extended school hours for co-curricular learning activities, such as the school's choir or sports teams).

Please respond to the questions listed below and sign the declaration to confirm that there are no reasons why you should not be working with children. If you are unable to meet any of the following aspects, please disclose this immediately to the Headmaster or the Director of Finance and Operations (DFO). The information contained in this declaration will be held by the School in strictest confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy.

Questions	Please circle yes or no against each question	
Have you been cautioned for, convicted of or charged with certain violent and sexual criminal offences against children and adults, either at home or abroad?	YES	NO
Have your own children been taken into care as a result of the care provided by you?	YES	NO
Have your own children been the subject of a child protection order?	YES	NO
Have you had your registration cancelled in relation to childcare or children's homes or have you been disqualified from private fostering?	YES	NO
Are you 'Disqualified from Caring for Children'?	YES	NO

If you have answered 'yes' to any of the questions, please provide further information below.

This information will be used to determine whether or not you are disqualified from working with children. Please note that when providing further details, you do not need to provide details about any protected cautions or protected convictions. Please ask the DFO if you would like more information.

Please note: staff who are disqualified from childcare or registration, may apply to Ofsted for a waiver of disqualification. Such staff may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the DFO for more details.

• I understand my responsibility to safeguard children, and I am aware that I must notify the Headmaster immediately of anything that may affect my suitability to work with children. • I will ensure that I notify my employer immediately of any convictions, cautions, court orders, reprimands or warnings I may receive. • I understand that you may contact any previous employer, local authority staff, the police, the DBS, or any medical professionals to share information about my suitability to care for children.	Full name	
	Signature	
	Role	
	Date	
	<i>Please upload this document to the Documents tab on your HR Pro record</i>	

Appendix A5 – Farleigh School Early Years Staff Medical Declaration

This form is to be completed annually in September and as required throughout the academic year. It links to Every Child Matters: Staying Safe and to [Early Years Foundation Stage: Safeguarding and Welfare Requirements](#) (3.21: Suitable People – Staff taking medication/other substances).

It is important that:

- Staff are competent in their role within the Early Years setting at all times; we recognise that due to illness (short term or long term), a member of staff may be taking medication.
- All Early Years staff keep medication safely out of reach of children, in a locked place of safety if the medication is to be taken at school.
- The Head of Pre-Prep is notified of any medication being taken that could result in an impairment to supervise the children in Kindergarten effectively.

Medication

Prescribed Medicines

Medicines should only be taken to Farleigh Pre-Prep/Kindergarten when essential; that is where it would be detrimental to a person's health if the medicine were not administered during the school 'day'. If any medication needs to be taken, it should be done so on scheduled breaks or away from the children.

If a staff member is prescribed a new medication they should ask their doctor if this will in anyway affect their ability to care for children.

If a staff member suffers from any side effects from the medication that affects their ability to care for children, the nursery will ask the practitioners to seek medical advice.

If it is necessary to take prescribed drugs during working hours, the Kindergarten Co-ordinator and Head of Pre-Prep should be informed upon arrival at work a form detailing the medication completed.

Non- prescribed medicines

If it is necessary to have non-prescribed drugs at school (such as headache tablets) you should take the responsibility for ensuring that they are out of the reach of children and kept with your personal belongings.

Storage of medication

Arrangement should be made for the safe storage out of the reach of children.

Confidentiality

The Head of Pre-Prep and Kindergarten Co-ordinator will always treat medical information confidentially, but may share the information with the Senior Nurse. Forms will be stored confidentially on the employee HR Pro record.

Early Years Staff Medical Declaration		
• I declare that all the information I have provided with this Health Declaration is true to the best of my knowledge and belief, and that I have not withheld any relevant information. • I understand my responsibility to safeguard children and am aware that I must notify my manager of anything that may affect my suitability. • I am aware that if I am taking medication on a regular basis I must notify the Head of Pre-Prep and the Kindergarten Co-Ordinator, and must keep the medication in a safe place, out of reach of children. • I will ensure I notify the Head of Pre-Prep and Kindergarten Co-Ordinator if I experience any health concerns which could impact upon my ability to work with children.	Full name	
	Signature	
	Role	
	Date	
	<i>Please upload this document to the Documents tab on your HR Pro record</i>	

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HR & Payroll Administration Actions			
Task	Date Done	Initials	Comments
Paperwork returned (All)			
HR Pro set up (All)			
Assign New Staff Induction Declaration on HR Pro (All)			
PASS (iPayroll in due course) set up (All)			
IT Request (email, SharePoint etc) (All)			
Schedule inductions for HR, IT, Fr Simon, Surgery and H&S (All)			
Induction Email Sent (All) - attach Finance document - add completion dates (1 week) - attach checklist (Teachers/Support) - confirm mentor (Teachers)			
Payroll Spreadsheet (All)			
Payroll forms uploaded (All)			
Pension form uploaded (Teachers)			
TES Develop set up and add to Support/Teacher Study Group (All)			
Help@Hand (Support)			
Website and School Portal updated (All)			
Probation Tracker & Email Sent (All)			
Added to Staff Notice for Fr Simon for Inset (All)			
All Staff Update Email Sent (All)			
Set up welcome bag (All)			
Comments and Notes:			

Checks completed

SMT Sign-off	
Name:	Signature:
Date:	

Induction completed

SMT Sign-off	
Name:	Signature:
Date:	

Annex B – TEACHING STAFF INDUCTION CHECKLIST

Name:	
Line Manager:	
Mentor:	

Welcome to Farleigh School. This induction programme complements the Staff Handbook and the mandatory Safeguarding and Health & Safety training provided via email from HR. The full Staff Handbook is available electronically on Symboloo or hard copy in the staff room and will provide you with all the general information about the school.

The aim of the induction programme below is to ensure that you gain the knowledge and experience of all the different workings of Farleigh and meet various people across the school to help you settle and quickly feel part of the School. Please work through the below with your Line Manager and arrange to introduce yourself to the appropriate people relevant to your role.

When your induction is complete, please sign and date it at the bottom alongside your Line Manager or Head of Department and return this form to HR, no later than one month after joining the school.

LEAD	AREAS	NOTES
Line Manager	- Discuss induction process and completion of this checklist - Confirm allocated Mentor(s) - Tour of school – toilets, finance, HR etc. - Tour of working areas, stores, staff room etc - Sports Fixtures - Catering Facilities and timings relevant to role - Overview of working hours, typical working day, patterns etc - Overview of role specific equipment i.e., Telephone training OR Uniform/Safety clothing - Key dates – Relevant to the role/department which the employee needs to be aware of:	
Mentor(s)	- Discuss mentoring role and availability - Issue and discuss the Mentor Checklist	
Fr Simon Everson Headmaster Chaplain <i>PA is Mary O'Mahoney</i>	- Vision and ethos of the school - Roman Catholic ethos: expectations of staff - Importance of Safeguarding - Confidentiality - Governor information, reps, and roles - Personnel/management structure to include: line management and responsibilities, curriculum, pastoral - Senior Schools plus any other responsibilities/tasks - Chapel life - School Development Plan - Communication – pink sheet	<i>Scheduled for all new starters, typically during/following INSET</i>
Gareth Mawdsley Director of Finance & Operations <i>PA is Pauline Reynolds</i>	- Overview of Support Staff Functions/Responsibilities - Role as Clerk to the Governors - External Inspections - Confidentiality, whistleblowing etc	
Hannah Oldfield School Accountant	Please read through the Finance Induction document on your induction email. <i>If you are a budget holder, please arrange a meeting with Hannah Oldfield during your first month at Farleigh for more depth training into budgets etc.</i>	Available on HRPro

Debs Jones <i>HR Officer</i> Pauline Reynolds <i>HR Assistant (and PA to DFO)</i>	• Staff Policies and Procedures • Employee Assistance Programme • Holiday and Absence procedure • Employee benefits • Contracts, Pay and Pensions • HRPro	<i>Scheduled for all new starters</i>
Tim Lee-Elliott <i>Estate Bursar</i>	• H&S, Fire, Extinguishers, RAs, COSHH, Audits, DSE, others • Maintenance requests, holiday works • Organising school visits, outings: forms, RAs • Booking: Coaches, minibuses & facilities • Security: Codes, locking up, alarms, keys, CCTV, misc. • Minibus: Driving forms, MiDAS, test drive, DI, keys, parking • Facilities: Phones, mobiles, radios, SATNAV, leasing, others • Smartlog – Risk Assessments and Accident Reporting	<i>Scheduled for all new starters</i>
Caroline Pryke <i>Head of Communications</i> Olivia Russell <i>Head of Marketing</i>	• What we do in the Marketing Department • Events, parent communications, Open Days, newsletters etc. • How you can help	
Peter Napthine <i>Head of ICT & Computing</i> Rob Fakes <i>IT Manager</i>	• ICT resources for teaching, assessment & learning • ICT Strategy, development & budget proposal • Training for academic staff • Teacher of Computing from Y5-8 • Computing Curriculum (Kindergarten up to Y8) • Coordination of pupil Digital Leaders • Technical support for all staff • IT development & budget proposal • Management of Technical Support Assistants • Training for support staff • Data Systems, Network and Wifi Infrastructure • Hardware, Software	
Ellie Peett <i>Senior Nurse</i>	• Matrons/doctor roles for pupils and staff plus facilities • First Aid, accidents, routines, and recording • Position of first aid equipment, including defibrillator • Health care information to include: Access to health professionals Access to medical information • Check if First Aid qualified • Nut free site and any other restrictions i.e. types of sun cream	<i>Scheduled for all new starters</i>
Benjamin Wood <i>Head of Prep</i>	• Importance of Safeguarding • Personnel/management structure to include: line management and responsibilities, curriculum, pastoral • Overview of boarding • Layout of the boarding facilities • Procedures: staff sickness, absence • Duties: lunch, break, boarding • Staff rotas • Educational visits – organising visits/outings using Evolve	

Janet Watts Deputy Head (Academic)	• Curriculum overview • Schemes of Work/Planning and delivery • Learning and Teaching, school policies • Exams, annual screening, and assessment • Lines of communication for academic matters/concerns • Assessment, reporting, and recording • Marking and presentation • Recording: report cards, database, etc. • Pupil files: location, access • Reporting to pupils / parents etc • Clipboards: pupil reporting • Parent consultation evenings and information to parents • Curriculum responsibilities to include: • Monitoring, evaluation, and review (HOD), • HOY, HOD Contact • Teacher Professional Review process	
Amy Jago/Chris English Pastoral Leads	• Pupil welfare and discipline including Restraint Policy • Lines of communication for Behaviour issues, Anti-bullying, missing from lessons etc. • Missing Child policy • Code of Conduct and standards of dress etc. • Pupil activities: Tues/Fri, lectures/clubs, Sundays • House competitions, treats etc. • Noticeboards and information • School Termly Diary	
Head of Year	• Expectations • Form taker responsibilities • Curriculum evenings • Progress grades/Parent consultation evenings and information to parents/Reporting to parents • Communication • Form Assembly • Trips • Prep diaries • Exams • Merits and detentions • End of day Sign Out	
Emma Butler Head of Learning Support	• Role of LS; hand out for parents • Notes for staff from LS: share notes from year groups with particular pupils identified • Terminology: explaining areas of difficulty • Referrals and when to refer • Assessment process • IEPs: talk through layout – locate on database • Ed Psych: talk through what each score means • Reports and Résumés	
Sue Wilton Head of Pre-Prep (Prep Staff only)	• Tour of Pre-Prep and meet staff	

Sue Wilton <i>Head of Pre-Prep</i> <i>(Pre-Prep Staff only)</i>	• Pre-prep information: meet staff, tour etc. • Academic timetables • Cover and procedures: staff sickness, absence • Meetings • Duties: lunch, break • School layout • Emergency Evacuation Procedures • Curriculum Overview • Lines of Communication • Assessment, reporting and recording • Parent Consultation Evenings and Information to parents • Curriculum Responsibilities • Pupil Discipline • Code of Conduct • Staff Development and Professional Review process	
Jesse Coulson <i>Director of Sport</i>	• Explanation of requirements to take Games, incl. kit and resources • Fixtures: procedures for home and away matches, buses, kit, referee requirements etc.	
Stuart/Tonya Whithear <i>Senior Boarding</i> Liz Redmond <i>Junior Boarding</i>	• All new boarding staff will complete the same general induction • Receive a copy of the Boarding Staff Handbook • Initial meeting with the relevant boarding leader for briefing regarding duties and routines. • Undergo a period of shadowing other duty staff for familiarisation.	1.1
Dianne Rawlings <i>Library/Head of Scholars</i>	• Library use for staff: booking in/out, requests for books, library usage, overview of resources	
Luci Morrish <i>Pool Manager</i>	• Indoor Swimming Pool • Safety • Pupil and staff use	
Geoff Mowlam <i>Executive Head Chef</i> <i>(Thomas Franks)</i>	• Understanding the kitchen • Pupil meals/snacks • Staff meals • Match teas	
Donna Jenner Domestics Manager	• All Domestics services and process for requests • Accidents - routines & recordings	
Notes/Comments/Questions		

Your HOD will advise on Schemes of Work, planning and delivery of lessons and help and support you in your subject(s) area(s).

Your mentor is available for all those 1001 little questions and will also keep you informed ahead of the moment it happens.

Signed:

Date:

Employee Signature

Signed:

Date:

Line Manager/Head of Department

Induction Process for Teaching Staff new to the school

TERM 1	
Induction Day	Over 3 days (or if joining mid year, a series of short sessions during the first 3 weeks of starting) induction is delivered by key staff in each aspect of the Induction schedule.
Mentor	Each new member of staff is assigned a professional mentor. He/she will be a more experienced colleague who is available for the many small queries that every new member of staff will have. They will also offer informal guidance and make sure that all aspects and events that occur in any school day are explained more fully as they happen. The mentor will look out for the new member of staff and will aim to support their professional needs as they arise, through regular conversations and /or weekly meetings.
NQTs NQT Mentor	Each NQT will be assigned a fully trained NQT mentor/line manager. They will be responsible for ensuring compliance with the NQT Induction process and will work with the NQT tutor, to ensure each NQT enjoys a purposeful, focused, and supported year. All guidelines and procedures from IStip will be followed, meetings, reviews, lesson observations and being observed and termly reports.
SMT support	As required / requested, the senior staff will also provide support: the Deputy Head (Pastoral) for any Pastoral / Boarding concerns, the Deputy Head (Academic) for curriculum concerns / support and the Head of Pre-Prep for any staffing / staff development support. The network of support also extends to Heads of Department and the Heads of Year.
Professional Development	Opportunities for development include school INSET, attendance on courses / exhibitions, lesson observations by colleagues, lesson observations of colleagues, year group and subject meetings and staff meetings.
Monitoring	The Deputy Head (Academic) / HOD will observe 2 lessons during the first term and provide guidance and support in all aspects of Learning & Teaching. The Head of Department will also monitor books, observe lessons, and run departmental meetings.
TERM 2	
Monitoring	Regular liaison with the mentor, lesson observations and monitoring by the Head of Department will continue.
TERM 3	
Professional Review	At the end of the first-year completion of the self-evaluation form reflecting on the first year at Farleigh starts the process of Continual Professional Development (CPD) through Professional Review.

Annex C – SUPPORT STAFF INDUCTION CHECKLIST

Name:	
Line Manager:	

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When your induction is complete, please sign and date it at the bottom alongside your Line Manager or Head of Department and return this form to HR, no later than one month after joining the school.

Line Manager 	- Discuss induction process and completion of this checklist - Confirm allocated Mentor(s) - Tour of school – toilets, finance, HR etc. - Tour of working areas, stores, staff room etc - Sports Fixtures - Catering Facilities and timings relevant to role - Overview of working hours, typical working day, patterns etc - Overview of role specific equipment i.e., Telephone training OR Uniform/Safety clothing - Key dates – Relevant to the role/department which the employee needs to be aware of:	
Fr Simon Everson <i>Headmaster</i> <i>Chaplain</i> <i>PA is Mary O'Mahoney</i>	- Vision and ethos of the school - Roman Catholic ethos: expectations of staff - Importance of Safeguarding - Confidentiality - Personnel/management structure to include: line management and responsibilities, curriculum, pastoral - Senior Schools plus any other responsibilities/tasks - Chapel life - School Development Plan - Communication – pink sheet	<i>Scheduled for all new starters, typically during/following INSET</i>
Gareth Mawdsley <i>Director of Finance & Operations</i> <i>PA is Pauline Reynolds</i>	- Overview of Support Staff Functions/Responsibilities - Role as Clerk to the Governors - External Inspections - Confidentiality, whistleblowing etc	<i>Scheduled for all new starters</i>
Hannah Oldfield <i>School Accountant</i>	Please read through the Finance Induction document on your induction email. <i>If you are a budget holder, please arrange a meeting with Hannah Oldfield during your first month at Farleigh for more depth training into budgets etc.</i>	Available on HRPro
Debs Jones <i>HR Officer</i> Pauline Reynolds <i>HR Assistant (and PA to DFO)</i>	- Staff Policies and Procedures - Employee Assistance Programme - Holiday and Absence procedure - Employee benefits - Contracts, Pay and Pensions - HRPro	<i>Scheduled for all new starters</i>

Tim Lee-Elliott <i>Estate Bursar</i>	• H&S, Fire, Extinguishers, RAs, COSHH, Audits, DSE, others • Maintenance requests, holiday works • Organising school visits, outings: forms, RAs • Booking: Coaches, minibuses & facilities • Security: Codes, locking up, alarms, keys, CCTV, misc. • Minibus: Driving forms, MiDAS, test drive, DI, keys, parking • Facilities: Phones, mobiles, radios, SATNAV, leasing, others • Smartlog – Risk Assessments and Accident Reporting	<i>Scheduled for all new starters</i>
Caroline Pryke <i>Head of Communications</i> Olivia Russell <i>Head of Marketing</i>	• What we do in the Marketing Department • Events, parent communications, Open Days, newsletters etc. • How you can help	
Rob Fakes <i>IT Manager</i> <i>(if IT is required for role)</i>	• Technical support for all staff • IT development & budget proposal • Management of Technical Support Assistants • Training for support staff • Data Systems, Network and Wifi Infrastructure • Hardware, Software	
Ellie Peett <i>Senior Nurse</i>	• Matrons/doctor roles for pupils and staff plus facilities • First Aid, accidents, routines, and recording • Position of first aid equipment, including defibrillator • Health care information to include: Access to health professionals Access to medical information • Check if First Aid qualified • Nut free site and any other restrictions i.e. types of sun cream	<i>Scheduled for all new starters</i>
Comments/Notes/Questions		

I confirm I have received and understood the above detailed induction and training:

Employee Signature.....

Dated

Line Manager Signature.....

Dated

Annex D – PROBATION POLICY

This policy should be read in conjunction with:

- Managing Probation – Line Manager Guidelines
- Academic Staff Probation Review Form
- Support Staff Probation Review Form
- Probation Extension Review Form

INTRODUCTION

It is Farleigh School's policy that all new employees have a probation period at the beginning of their employment with the school. The probationary period provides the school and employee with the opportunity to evaluate the suitability of the employee for the role which they have been appointed and to the school environment and vice versa.

LENGTH OF PROBATION

The length of the probation period will be stated in the offer letter and contract of employment and is dependent on the skills and competencies required for the role. Probationary periods will normally be between six months and one year.

LINE MANAGERS' RESPONSIBILITIES

Under this policy, the line manager has responsibility for monitoring a new employee's performance and progress during the probationary period and for ensuring that they are properly monitored throughout. They will identify the elements of the role the employee may require training and support in order to meet the required standards and work with them with the view to achieving them.

This will ensure that the employee is properly informed about what is expected of him/her during probation, for example what the required standards of performance are and where applicable that they are made aware as soon as possible that some aspect of his/her performance or conduct is unsatisfactory, and in this case, what is required to achieve satisfactory performance.

If any problems do arise, line managers should address these promptly.

REVIEWS DURING PROBATION

At the beginning of the probationary period, the line manager and employee should agree the objectives and performance standards that need to be met during probation using the relevant probation review form.

Throughout the probation period the line manager should informally review and assess the employee's performance, capability and suitability for the role on a regular basis using the probation review form.

The line manager should provide regular feedback to the employee about his/her performance and progress, and, should there be any problem areas, raise these with the employee as soon as possible with a view to resolving them.

The line manager is also responsible for providing guidance and support and for identifying and arranging any necessary training or coaching.

EXTENDING THE PROBATIONARY PERIOD

The school reserves the right to extend an employee's probation period at its discretion. An extension may be implemented in circumstances where the employee's performance during probation has not been entirely satisfactory but it is thought likely that an extension to the probationary period may lead to an improvement, or where the employee, or their line manager, has been absent from school for an extended period during probation.

Where any employee works term time only, probation may be extended for the period of non-working time due to the school holidays if it is deemed appropriate.

Before extending an employee's probationary period, the line manager must consult with the HR Department. If an extension to the probationary period is agreed, the school will confirm the terms of the extension in writing to the employee.

IRREGULARITIES DISCOVERED DURING THE PROBATIONARY PERIOD

If, during an employee's probation, it is suspected or established that the employee does not have the qualifications, experience or knowledge that he/she claimed to have at the time of recruitment, the matter will be discussed with the employee to establish the facts. If the evidence suggests that the employee misrepresented his/her abilities in any way, the school will terminate the employment immediately.

If it is an existing employee (who has a minimum of 2 years' service) who has been transferred or promoted into a different role, the school's normal capability/dismissal procedure must be followed in full.

END OF PROBATION

At the end of the probationary period, the line manager should conduct a formal review of the employee's performance and suitability for the job. This will involve a meeting with the employee to discuss his/her performance and progress throughout the period of probation. The review must be conducted on or before the date on which the employee's probationary period comes to an end.

If the employee's performance is satisfactory, the line manager should notify the HR department to issue a letter of confirmation of appointment to the employee and return the completed probation review form to HR for the records.

If the employee's performance has not met the standards required by the school, the line manager should discuss the matter with the HR Department before any decision is made to extend the probation period or terminate the employment.

TERMINATION OF EMPLOYMENT

If an employee's performance while on probation has been unsatisfactory and it is thought unlikely that further training or support would lead to a satisfactory level of improvement, the employment will be terminated at the end of the period of probation.

If there is clear evidence prior to the end of the period of probation that suggests the employee is wholly unsuitable for the role, the line manager should consult the HR Manager with a view to terminating the employee's contract early.

Where a decision is taken to terminate the employee's employment, the employee must be informed of the reason for the termination. The school will write to the employee confirming the termination and the reason for it.

The school will follow the termination requirements outlined in the contract of employment and the employee will be given an opportunity to appeal the decision.

The Headmaster or Director of Finance and Operations have ultimate responsibility for the decision to terminate the employment.

Appendix D1 – End of Probationary Period Review Form

Name:		Department:	
Job Title:		Reviewing Manager:	
Start Date:		Date of Review:	

The completed review should be passed to the HR department to be placed on the employee's file. A copy should also be given to the employee.

Discussion Topics	Employee's Assessment	Line Manager's Assessment	Agreed Targets/Objectives
<i>How do you think you have performed in your role?</i>			
<i>What aspects of your job do you feel you do best and why?</i>			
<i>In what other areas do you feel that you have made a significant contribution to the department and why?</i>			
<i>Are there any frustrations or issues in your work which need to be addressed?</i>			
<i>Is there any training or support required?</i>			
<i>What targets/objectives would you like to set yourself?</i>			
Employee's comments on overall performance to date:			

Line Manager's comments on overall performance to date:		
Have all the objectives been met?	YES	NO
Is the overall performance to date satisfactory?	YES	NO
Are there any areas for development or improvement?	YES	NO
Comments: 		

Line Manager's Assessment: <i>I consider that...</i> [tick one box]	
...the employee's performance is satisfactory and they are considered to have passed probation; or	
...the employee's performance not satisfactory and requires improvement as specified above, and the probationary period should be extended to allow time for improvement ; or	
...the employee's performance is not satisfactory and they are not considered to have passed probation and this should be discussed with the staff member at a Formal Probationary Review Meeting	

*If the employee's performance has **not** met the standards required to pass probation and you have selected the matter progresses to a Formal Probationary Review Meeting, you must discuss the situation with the DFO or HR.*