



Probationary Policy

**Document Author: Human Resources Policy and
Standards Advisor**

Date Approved: January 2014



Document Reference	Probationary Policy
Version	V1.8
Responsible Committee	Trust Management Group
Responsible Director	Director of Workforce and OD
Document Author (title)	Human Resources Policy and Standards Advisor
Approved By	Trust Management Group
Date Approved	January 2014
Review Date	March 2024
Equality Impact Assessed (EIA)	Yes (Screening)
Protective Marking	Not Protectively Marked

Document Control Information

Version	Date	Author	Status (S/D)	Description of Change
0.1	29/01/2013	Graeme Jackson	D	Draft of new policy
0.2	07/10/2013	Matthew Hammonds	D	Updated following comments at WPPG
0.3	12/12/2013	Matthew Hammonds	D	Final version approved at JSG
1.0	15/01/2014	Matthew Hammonds	A	Final version approved at SMG
1.1	Feb 18	Risk Team	A	Document formatted - New visual identity
1.2	Feb 19	Christine Brereton	A	TMG approved extension until May 2019
1.3	Jan 2021	Risk Team	A	TMG approved extension until April 2021
1.4	May 2021	Risk Team	A	TMG approved extension
1.5	August 2021	Risk Team	A	TMG approved extension until April 2022
1.6	May 2022	Risk Team	A	TMG approved extension until November 2022

1.7	Dec 2022	Risk Team	A	TMG approved extension until September 2023
1.8	Jan 2024	Risk Team	A	Clare Ashby approved extension until March 2024

A = Approved D = Draft

Document Author = Matthew Hammonds – HR Policy and Standards Advisor

This document is controlled.

If you would like to suggest amendments to this document, please contact the document author.

Section	Contents	Page No.
	Staff Summary	4
1	Scope	4
2	Aims	4
3	Principles	4
4	Responsibilities	5
5	Process Review and Revision	6
6	Associated Documentation	6
7	Monitoring compliance with this Policy	6
8	Implementation Plan	6

Staff Summary

Yorkshire Ambulance Service recognises that a supportive and developmental probationary process is vital in providing the appropriate level of support and training for new members of staff on commencement of their employment.

This policy sets out our approach to probationary periods for new members of staff, aiming to ensure that we meet our commitment to the fair, equal and consistent treatment of staff with regard to the probationary period.

1.0 Scope

- 1.1 This policy relates to all new employees in job roles at Band 7 or higher, whose terms and conditions of employment state that their appointment is subject to a probationary period. The length of the probationary period will be stated in the terms and conditions of employment and is dependent on the skills and competencies required for the role.
- 1.2 The length of the probationary period will normally be 6 months with the flexibility of a 3 month extension if required.
- 1.3 Staff falling within the probationary period will not normally be subject to the Disciplinary or Performance Management procedures; however the Trust reserve the right to invoke the statutory dismissal procedure in cases of alleged misconduct or incapability. All other cases of poor performance or misconduct will be dealt with within the probationary process.

2.0 Aims

- 2.1 The policy aims:
 - To ensure that the probationary process is undertaken for all staff and is applied in a fair and consistent manner, within a supportive framework and in line with employment legislation requirements.
 - To ensure Yorkshire Ambulance Service is provided with an opportunity to assess the skills, conduct, capability, and attendance of new colleagues before deciding whether to confirm their appointment.
 - To identify the link between induction, probationary and developmental processes and emphasise the need for all to underpin the support and development of a new colleague.

3.0 Principles

- 3.1 Yorkshire Ambulance Service aims to secure equality of opportunity in all its activities, and in this respect, the probationary process must be objective, clear, transparent and free from discrimination. If in any doubt, the Line Manager should contact HR for clarification or advice.

- 3.2 The probationary process should work alongside the induction process to help create a positive and supportive working environment, allowing new staff to settle into the organisation and learn the key elements of the job within a reasonable and realistic timescale.
- 3.3 At their induction, new members of staff will be made aware by their line manager of the performance standards expected of them and will be given the support, training and feedback necessary to achieve these standards. Line managers will use the probationary period to monitor the success of the new staff member in reaching those standards.
- 3.4 Clear, comprehensive and accurate records of probationary / supervision meetings must be maintained, including how standards are set, what methods are used for measuring them and what timescales are given for reaching them.
- 3.5 In circumstances where problems arise during a probationary period, the line manager should raise these with the member of staff in a timely manner, and the member of staff must be given an opportunity to respond to any concerns. Line managers should discuss the action required by the member of staff to address the problem and where necessary give clear, unambiguous warnings if standards are not met. The line manager should keep a record of the discussion and ensure that this is signed by both parties (i.e. the line manager and the employee).
- 3.6 Members of staff have the right to be accompanied by a colleague or trades union representative to any formal meetings held to address serious performance issues that have arisen during a probationary period and where dismissal is a possible outcome. This right will not apply in the case of informal discussions between the employee and line manager or at the normal supervision meetings.

4.0 Responsibilities

Role	Responsible for
New Employee	<ul style="list-style-type: none"> ▪ Demonstrating their suitability for the post for which they are appointed ▪ Participating as required in their induction ▪ Meeting any reasonable objectives within deadlines set ▪ Identifying to their line manager at the earliest opportunity any difficulties they are experiencing ▪ Raising with their line manager any training, development or support which they believe to be necessary in order for them to fulfil the requirements of the role
Line Manager	<ul style="list-style-type: none"> ▪ Establishing the standards of performance consistent with the requirements of the position, in line with the job description ▪ Communicating the required standards, responsibilities, and objectives to the new staff member ▪ Ensuring the new employee is inducted thoroughly ▪ Making sure that the employee is aware that records of induction activities may be used to support the probationary process ▪ Maintaining induction records which will provide complete and documented evidence to support the probationary process

	<ul style="list-style-type: none"> ▪ Providing training and guidance as necessary ▪ Monitoring the performance of the employee ▪ Holding regular one-to-one meetings with the employee in order to ensure a good working relationship and provide feedback on the employee's progress ▪ Providing appropriate supervision to monitor progress or identify difficulties and provide opportunity for resolution ▪ Advising HR of the outcome of the probationary period following an ▪ extension of or difficulties during the probationary period
Human Resources	<ul style="list-style-type: none"> ▪ Providing HR advice on the probationary period for both line managers and the new employee ▪ Advising on cases of unsatisfactory performance/progress and, where appropriate, supporting line managers during formal meetings to address serious cases. ▪ Confirming in writing the outcome of the probationary period following an extension of or difficulties during the probationary period

5.0 Process for Review and Process

5.1 This policy will be reviewed in two years' time unless legislative or other changes necessitate an earlier review.

6.0 Associated Documentation

6.1 This policy operates in conjunction with the following Trust policies and procedures:

- Disciplinary Policy
- Performance Management Policy
- Recruitment and Selection Policy and Procedure

7.0 Monitoring Compliance with this Policy

7.1 The number of staff dismissed during their probationary period will be monitored by the Workforce and OD directorate.

8.0 Implementation Plan

8.1 This policy will be communicated via the following mechanisms: -

- Staff Update
- Locality Meetings
- Trust Intranet