

Induction and Probation Policy



The Institute
of Contemporary
Music Performance

Version number	Date approved (including committee)	Reason for production/revision	Author	Proposed next review date
V5.00	November 2022 HR Dept	Update probationary period	Head of HR	November 2025 and as required
V4.0	May 2022 HR Dept	Scheduled review	Head of HR	May 2025 and as required
V3.1	Feb 2021 HR Dept	Pronouns replaced with gender neutral pronouns	Head of HR	Oct 2021 and as required
V3.0	Oct 2020 HR Dept	Scheduled review	Head of HR	Oct 2021 and as required
V2.2	August 2019 ExCo	Annual review	HR Manager	July 2020 and as required
Related policies				
• Criminal Conviction Policy • Equality & Diversity Policy				
External Reference				
N/A				

1. Policy

- 1.1. The ICMP Induction and Probation policy requires all new staff including those on part-time and fixed term contracts to undergo a probationary period during which they will be introduced to the main duties and responsibilities of their post, the performance standards expected of them, the colleagues with whom they will be working most closely and the context of their work, within their team and ICMP as a whole.
- 1.2. The onus is on the manager to provide the necessary information and training that will equip the individual to undertake all aspects of their role and on the individual, to demonstrate their suitability for the post. Managers must ensure that all Induction and Orientation activities are completed within the Probationary period.
- 1.3. This policy should be read in conjunction with;
 - Induction and Probation procedure
 - Equality & Diversity policy and procedure
 - Criminal Convictions policy

2. Purpose

- 2.1. The purpose of this policy is to ensure that a formal Induction and Probation process is undertaken by all new employees and is applied in a fair, equal and consistent manner, within a supported framework and in line with employment legislation requirements.
- 2.2. To ensure ICMP is provided with the opportunity to assess the skills, conduct, capability and attendance of new staff before deciding whether to confirm their appointment.

3. Scope

- 3.1. The Policy applies to all newly appointed staff, whose terms and conditions of employment state that their appointment is subject to a probationary period.
- 3.2. The length of Probationary period is normally six months.
- 3.3. Staff on probation will not be subject to the performance review process until such time as their probation period is successfully completed.

4. Definitions

- 4.1. Personal Orientation: Office orientation, (ID Card, Contract of Employment, Staff Handbook, Payroll, etc.) and understanding your role (role profile, objectives, etc.).
- 4.2. Induction: Understanding the music education sector and understanding our business.
- 4.3. Statutory checks and Training Requirements (DBS, Criminal Conviction, safeguarding).

5. Managing the probationary period

- 5.1. As part of the induction process, all line managers should ensure that any staff member who is part of their department is aware of the probationary period.
- 5.2. The line manager should discuss their expectations of the employee during the induction process including setting SMART objectives.
- 5.3. A performance review date should be set with the employee approximately two thirds of the way through the probationary period. The purpose of the review is for the line

manager to inform the employee of any concerns, and to indicate whether the probationary period is proceeding successfully or not.

6. Support during the probationary period

- 6.1. The line manager is responsible for ensuring that all required training is provided as soon as possible. The line manager is also responsible for ensuring that the staff member is made aware of relevant company procedures and is introduced to all members of the team and key customers and suppliers.

7. Concerns during the probationary period

- 7.1. Any concerns should be brought to the attention of the staff member when they arise so that the staff member has an opportunity to address those concerns.
- 7.2. If a line manager has concerns about a new member of staff's performance they should arrange a meeting with the individual and notes must be taken of any meeting.
- 7.3. If targets or actions are agreed as a result of the meeting these should be confirmed in writing to the member of staff.
- 7.4. Any decision to extend the probationary period must be documented in writing and formally communicated to the staff member and Head of HR.

8. Confirming successful completion of the probationary period

- 8.1. Where performance is satisfactory, probationary staff will be confirmed in their post and the line manager will write to the individual to formally confirm this.
- 8.2. The line manager cannot sign off the probationary period until the employees:
 - 'Passport to Success'
 - Reference Checks
 - DBS & Criminal Conviction Checks (including list 99 if appropriate).have all been completed and signed off by HR.

9. Criminal records checks

- 9.1. The Company will check criminal records for relevant positions as prescribed by regulations (for example for occupations or activities covered by the ROA 1974 (Exceptions) Order 1975 and the Police Act 1997 (Criminal Records) Regulations). A criminal records check will be requested only after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned.
- 9.2. The Company will comply fully with the Disclosure and Barring Service and/or Disclosure Scotland code of practice and treat all candidates fairly.
- 9.3. The Company will not discriminate unlawfully against any candidate who is required to provide information through this process.
- 9.4. The Company will ensure that all individuals involved in the recruitment process receive appropriate guidance and training in these policies, including the legislation relating to the employment of ex-offenders, in particular, the Rehabilitation of Offenders Act 1974.

10. Disclosure & Barring Service (DBS) Checks

10.1. All checks for new employees should be complete and documentation on file within the six month probationary period.

10.2. Recheck requests are initiated every five years and should be completed within the six months from the point of request.

11. Terminating the employment before the probationary period has been completed

11.1. It will be usual for members of staff to complete the full probationary period. The length of time has been set to allow new staff to settle into the organisation, to learn the new job and to receive any required training.

11.2. In some circumstances it might become apparent that the staff member has some fundamental difficulties with the work. On speaking to the staff member it might become apparent that they are not going to be able to meet the required standards.

11.3. In such a situation the line manager should contact the HR department to discuss the possibility of terminating the probationary period early. No decision to terminate should be communicated to the member of staff before the HR department has agreed to this decision.

12. Terminating employment at the end of the probationary period

12.1. Staff members must be made aware that there are concerns about standards of performance before the probationary period ends. At a minimum, this should happen at the review meeting, which is planned during the induction process.

12.2. If the staff member has not met the required standards of performance, despite all the help and support that has been offered, a decision will be taken to terminate the probationary period. This decision must be made before the probationary period has ended.

12.3. Any line manager who thinks that it will be necessary to terminate a member of staff's contract at the end of the probationary period should alert the HR department at least two weeks before the probationary period is due to end.

13. Terminating employment after the probationary period has expired

13.1. If the employment has not been terminated at the end of the probationary period then any subsequent decision that the staff member is not performing at the required standards will need to be managed through the Disciplinary process. This will involve the issuing of warnings, leading to dismissal if there are no improvements.

13.2. If evidence comes to light that the staff member has been dishonest, about their previous experience or qualifications when applying to the organisation, this is a potential breach of contract, which could result in immediate termination of the contract of employment.

14. Disabled Employees

14.1. It should be noted that additional support must be given to any staff member who meet the definition of disability under the Equality Act 2010.

14.2. Reasonable adjustments must be made to accommodate their difficulties. If a staff member is disabled the situation must be discussed with the HR department to ensure that appropriate adjustments are being made.

15. Discovery of irregularities during the probationary period

- 15.1. If a line manager does discover that there are some irregularities then they should inform the HR department immediately and an appropriate course of action will be discussed.

16. Monitoring and Review

- 16.1. The Head of HR has overall responsibility for Induction & Probation and is responsible for the implementation and operational review of this policy.