Probation Policy

PRN-102: Probation Policy
Company Name: AI Auto-Tech Ltd
Trading/Business Name: CAREHOPES
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: admin@carehopes.com
Version Number: V01 20260815
Date of Review: (August 2026)

---

1. Policy Introduction

CAREHOPES, the trading name of AI Auto-Tech Ltd, is committed to ensuring that all new employees, volunteers, contractors, agency workers, and zero-contract workers (**PRN-149**) are fully assessed for suitability, competence, professionalism, and safeguarding awareness before being confirmed in their role.

The probation period is a structured timeframe that allows the organisation to evaluate performance, behaviour, boundaries, reliability, and alignment with CAREHOPES's values and safeguarding culture.

2. Key Principles

- **Assessment:** Probation evaluates competence, conduct, and safeguarding awareness.
- **Support:** Staff receive guidance, supervision, and feedback throughout probation.
- **Transparency:** Expectations and outcomes are clearly communicated.
- **Fairness:** Decisions are objective, consistent, and evidence-based.
- **Safety:** Safeguarding concerns override all other considerations.
- **Compliance:** Probation aligns with UK employment law and organisational standards.
- **Culture:** Staff must demonstrate alignment with CAREHOPES's ethos.

3. Policy Statement

CAREHOPES requires all new staff to complete a probation period before being confirmed in post. During probation, staff must:

- Demonstrate competence

- Uphold professional boundaries
- Follow safeguarding procedures
- Maintain reliability and punctuality
- Communicate professionally
- Complete mandatory training
- Show alignment with organisational values

Failure to meet expectations may result in:

- Extension of probation
- Additional training
- Change of duties
- Termination of engagement

4. Purpose

- Ensure new staff are safe, competent, and suitable
- Protect service users from risk
- Embed organisational culture and safeguarding ethos
- Provide structured performance assessment
- Support staff development and confidence
- Ensure compliance with legal and regulatory standards

5. Scope

This policy applies to:

- Employees
- Volunteers
- Contractors
- Agency workers
- Zero-contract workers (**PRN-149**)

It covers probation for:

- Companions
- Supervisors

- Administrative staff
- Operational support staff

6. Related Policies (Selected ONLY from relevant categories)

Human Resources & People Management

- **PRN-065** Recruitment and Selection Policy
- **PRN-125** Induction Policy
- **PRN-081** Supervision and Appraisal Policy
- **PRN-115** Disciplinary Policy
- **PRN-124** Grievance Policy
- **PRN-043** General Leave Policy
- **PRN-079** Sick Leave Policy
- **PRN-149** Zero Contract Policy
- **PRN-084** Training Learning and Competency Assessment Procedure

Safeguarding & Protection

- **PRN-003** Adult Safeguarding Policy
- **PRN-136** Safeguarding Children Policy
- **PRN-144** Child Abuse Policy
- **PRN-116** Domestic Abuse Policy
- **PRN-131** Prevent Duty Awareness Policy
- **PRN-056** Mental Capacity Act Policy
- **PRN-070** Safeguarding Reporting and Escalation Procedure

Conduct, Ethics & Behaviour

- **PRN-014** Code of Conduct Policy
- **PRN-015** Code of Ethics
- **PRN-099** Professional Boundaries Policy
- **PRN-004** Anti Harassment & Anti Discrimination Policy
- **PRN-030** Dignity and Respect Policy

Operational Delivery

- **PRN-109** Companionship Standards Policy
- **PRN-017** Companion Charter
- **PRN-018** Companion Completion Checklist

Governance & Oversight

- **PRN-123** Governance and Accountability Policy
- **PRN-102** Compliance Monitoring
- **PRN-063** Quality Audit and Service Inspection Procedure

7. Definitions

Probation: A defined period during which a staff member's suitability for the role is assessed.

Probation Review: A formal meeting evaluating performance, conduct, and safeguarding awareness.

Mandatory Training: Training that must be completed during probation.

Competency Assessment: Evaluation of skills, behaviour, and adherence to organisational standards.

8. Probation Period

8.1 Standard Duration

- Employees: **3–6 months**
- Volunteers: **Up to 3 months**
- Contractors/Agency Workers: **Assignment-based probation**
- Zero-contract workers: **Behavioural and safeguarding probation under PRN-149**

8.2 Extension

Probation may be extended if:

- Performance is inconsistent
- Safeguarding concerns arise
- Training is incomplete
- Attendance or punctuality issues occur
- Additional support is required

9. Expectations During Probation

9.1 Performance

Staff must demonstrate:

- Competence
- Reliability
- Professional communication
- Safe decision-making
- Respectful behaviour

9.2 Safeguarding

Staff must:

- Recognise safeguarding concerns
- Report concerns immediately
- Follow escalation procedures
- Maintain professional boundaries

9.3 Conduct

Staff must:

- Uphold organisational values
- Avoid inappropriate behaviour
- Maintain confidentiality
- Respect diversity and inclusion

9.4 Training

Staff must complete:

- Mandatory safeguarding training
- Induction modules
- Role-specific training
- Digital governance training

10. Probation Review Process

10.1 Initial Review

Conducted within the first **4 weeks**, covering:

- Early performance
- Training progress
- Safeguarding awareness
- Boundary adherence

10.2 Mid-Point Review

Covers:

- Competency development
- Behaviour and conduct
- Operational readiness
- Areas requiring support

10.3 Final Review

Determines:

- Successful completion
- Extension
- Termination

Outcome is provided in writing.

11. Outcomes of Probation

11.1 Successful Completion

Staff become fully confirmed in role.

11.2 Extension

Used when improvement is possible with support.

11.3 Termination

Occurs when:

- Safeguarding concerns arise
- Conduct breaches occur
- Performance is unsafe
- Boundaries are violated

- Training is not completed

12. Safeguarding Considerations

Probation may be terminated immediately if:

- Abuse is suspected
- Boundaries are breached
- Domestic abuse concerns arise
- Radicalisation indicators appear
- Exploitation concerns emerge
- Service user safety is compromised

Safeguarding overrides all other factors.

13. Documentation & Record Keeping

Records must include:

- Review notes
- Training completion
- Competency assessments
- Safeguarding concerns
- Final decision

Records must be stored securely.

14. Policy Review

This policy will be reviewed annually or sooner if required due to:

- Legislative changes
- Safeguarding updates
- Organisational changes
- Workforce feedback