

Banwell Buddies Staff Sickness/Absence policy.

Statement of intent

It is our intention to provide the necessary support to enable staff to perform to their full potential and to ensure staff are physically and mentally able to undertake all necessary tasks. Absence can have a significant impact on the running of an early years setting and so it is our intention to prevent staff absence having an impact on the quality of our service.

Aim

We aim to ensure that children and their carers are consistently offered high quality early years care and education.

Methods

- To meet this aim we maintain the following ratios of adults to children;
 - Children aged 2: 1 adult - 4 children.
 - Children aged 3 and over: 1 adult – 8 children.
- We intend to carefully manage staff absences to ensure consistency for the children and the morale of other employees & children is not affected
- Staff are made aware of absence notification and certification procedures.
- Accurate sickness and absence records are kept. The leaders are responsible for recording **all** staff absences in the sickness and absence log.

Absence/sickness notification procedure:

Where an absence from work is necessary staff must inform the leader/chair, where possible, 12 hours before their session is due to begin. If this is not possible they must inform the leader by 7.30am on the day of the said absence.

Every effort must be made to contact the leader on duty or the chair/vice chair of the committee by the stated time. Where neither the leader on duty nor the chair/vice chair can be obtained via landline or mobile telephone a clear message must be left stating the reason why an absence is necessary.

The recipient of the message is then responsible for ensuring the absent member of staff is aware that the message has been received by 8.00 am.

Where no confirmation of receipt of the message has been received by 8.00 am the absentee must continue to make every effort to contact the relevant member of staff/committee.

Where an absence is required the leader is for finding replacement staff.

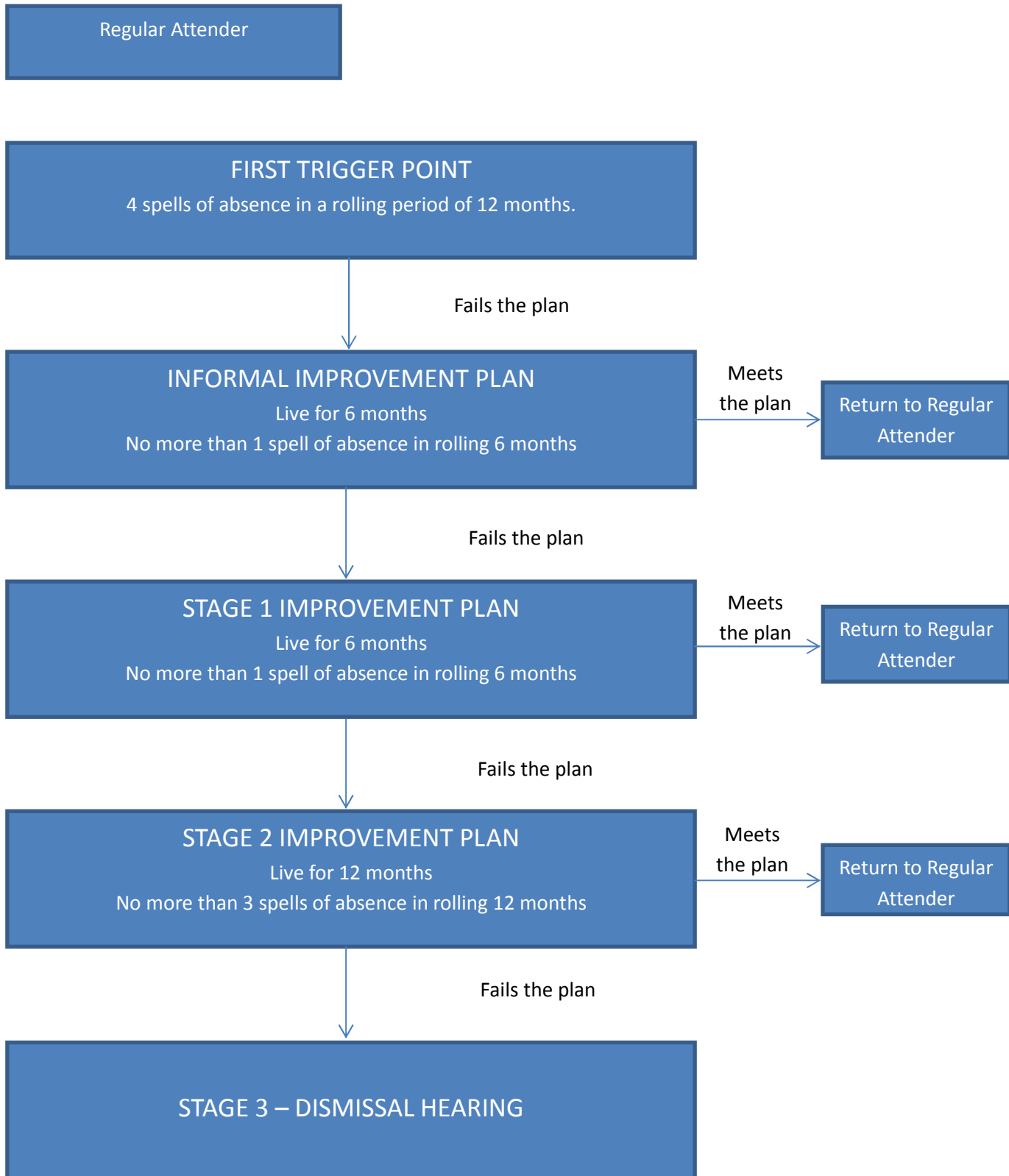
- When notification cannot be given in the allocated time or a sickness/absence occurs during the session, the emergency staffing procedure must be followed. The leader on duty is responsible for carrying out this procedure.

- If a member of staff is unable to attend work due to the sickness of a family member the same notification procedure applies.
- Staff must also inform the leader by 3.30pm on the day before any subsequent absence will occur.
- A self certificate or medical certificate must be provided on the 7th consecutive day of absence including non-working days.
- Return to work interviews and appropriate absence meetings take place, to establish the nature of the absence and to agree remedies; sickness absences are investigated and medical advice is sought if necessary.
- After each absence a return to work meeting with the leader/chair is required. After 3 occasions of absence the leader and committee are entitled to call a formal return to work interview if deemed necessary.
- Before an interview or meeting the leader/chair should obtain a copy of the employee's absence, sickness and holiday record and identify any trends as well as any issues impacting on attendance.
- Where 4 spells of absence occur in a rolling period of 12 months, the short term sickness procedure will be implemented. See attached flow chart.
- Once the interview or meeting has taken place any issues that have been identified should be recorded in the staff member's personal file. A clear idea of the support and advice that may be necessary should also be recorded and the appropriate action taken.
- Employees are entitled to two unpaid family emergency days per 6 months rolling period; these are for the use of caring for family members for example. If any more days are required then these must be taken as holiday.
- Where bereavement occurs within the family, employees may take holiday, unpaid leave or can claim statutory sick pay where a statement of fitness for work is provided. Length of time required should be discussed with Leader/and or Chair.

Matters that should be dealt with under the disciplinary procedure include:

- Where an employee fails to comply with the sickness/absence notification or certification procedures.
- If a member of staff is seen to be taking unwarranted absences.
- If, after an investigation, the setting forms the belief that the employee's self certification claims of sickness were untrue.

SHORT TERM SICKNESS FLOW CHART



This policy was adopted at a meeting of

Held on

Signed on behalf of the Management Committee

Role of signatory

Staff signature
