

## Employment

### General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

## 2.2- Staff Absence Notification Policy

Emergency staff absence due to sickness is inevitable from time to time. However, the smooth running of the setting relies on there being a sufficient number of suitably qualified staff on the premises to care for the children.

It is essential that the procedures to notify sickness absence are strictly adhered to by all members of staff. Failure to comply with these procedures may result in disciplinary action. Procedures for notifying absence are set out in the staff Human Resource Policies Rules and Procedures.

After seven days absence a doctor's certificate must be given to Mr Sharpe.

Absence other than personal sickness must be requested in writing and if granted taken as compassionate leave without pay, i.e. sickness of a relative/child.

On return to work, all members of staff will be required to complete a staff absence form, stating the reason for absence. For absences lasting more than seven calendar days, the employee must obtain a Statement of Fitness to Work – fit note – from their GP and forward this to Mr Sharpe. Any suggestions about adjustments to the employee's role and/or workplace to enable a return to work will then be discussed.

All members of staff will be required to attend a return to work interview on return from any period of absence. All staff absences will be recorded and records reviewed periodically. Any anomalies or patterns of absence that give cause for concern will be discussed with the individual member of staff. In cases of repeated or prolonged absence the management will request permission to seek further information from the individual's GP.

All staff in the setting may be affected by the sickness absence of a colleague. Management, part-time staff and staff on leave may be called on at short notice to cover for absences.

High standards of hygiene will be rigorously implemented at all times in the setting in order to minimise the risk of transmission of infection. Staff will be expected to comply with the hygiene practices of the setting in all instances.

### Procedures

- Staff must call (not text) Mrs Sharpe on her mobile phone and the Nursery Manager at the nursery to inform them of absence due to illness
- Not before 7am and no later than 7.30am
- Ongoing notification of absence – please call nursery by 4pm each day to indicate if they will be absent the following day, so other arrangements can be made.

We have additional staff members we can bring in if required-

## Downham Nursery School

All staff to

- Complete Absence Record Form

If required a return to work interview will be carried out with Mrs Sharpe.

Mr Sharpe will monitor patterns of absence and if required a meeting will be arranged with Mrs Sharpe to discuss absences.

### Legal framework:

- Employment Act 2002, 2008
- Health & Safety at Work Act 1974
- Equality Act 2010
- EYFS Safeguarding & Welfare Requirements

This policy was adopted at a meeting of

Downham Nursery School

name of setting

Held on

July 2024

(date)

Date to be reviewed

July 2025

(date)

Signed on behalf of the management  
committee PP

Name of signatory

E. J. Laffeaty-Sharpe

Role of signatory (e.g. chair/owner)

Principal / Proprietor