



*Miss Alex*

RieMontessori childminding

## **Staff Illness Policy**

To ensure the safety and wellbeing of all children in my care I have the following procedure in place should any staff member become unwell whilst at work or be absent due to illness.

### **Sickness / Absence Reporting Procedure**

All staff members must contact me as soon as possible if they are going to be absent from work due to sickness. This is extremely important so that sufficient time is available to organise cover and ensure that staff: child ratios can be met. Please adhere to the following reporting procedure:

- Please telephone me on 07771451914 as soon as possible (preferably before 7am) if you are unwell and unable to work. Text messages are unacceptable.
- If you are unwell the day before you are due to work and expect that you will absent, please contact me to let me know.
- You must telephone me yourself unless you are hospitalised or incapacitated. Only under necessary circumstances do you get anyone else to call on your behalf.
- When you make contact, please inform me of your situation and give an indication of when you hope to return to work. For example, if you are aware that the illness is likely to last for more than one day you should indicate the length of absence expected.
- If you have been given a sickness note from your doctor, please hand this in to the setting at your earliest convenience and keep me updated with your situation. This will help to understand how long I will require to organise temporary cover for your absence.

### **Contagious Illnesses**

As with children, I ask that all staff members who are suffering from a contagious illness to stay away from the setting for the recommended exclusion period in order to prevent the spread of infection. This includes if you have been suffering from a fever, vomiting, diarrhea or have symptoms of a communicable disease (these are usually sniffles, reddened eyes, sore throat, headache, abdominal pain or vomiting, or fever) or any highly contagious condition.

### **Falling ill at work**

Should any staff member begin to feel unwell during their time at work they should notify me as soon as

possible. I will then work with the staff member to decide on the best course of action and whether they require to go home. Where a staff member shows signs of having a contagious illness, they will be sent home immediately, and parent's will be informed that their child may be at risk.

### **Staff Shortage**

I will try wherever possible to maintain staff: child ratios and cover absence due to illness. In the unlikely event that I am unable to meet the necessary ratios, the setting will require to close and the Emergency Back-Up Arrangements Policy will be followed in order to find suitable temporary alternative care arrangements for children and minimize disruption to parents. Disciplinary action will be taken where any staff member is found to be absent from work for any other reason than genuine illness or authorized leave.

### **Returning to Work following sickness / absence**

Following any sickness absence leave, staff members may be required to attend a return to work interview with me depending on the circumstances and duration of their absence. The interview will involve discussing the reason for absence, whether any adjustments to the member's role are required, what these are and if the staff member is likely to be absent from work again in the near future due to treatment or a recurring condition. This information will allow me to best support staff members with their transition back to work and also allow me to make provisions for any future absences expected.

### **Frequent and / or persistent sickness absence**

Where an employee's attendance record gives cause for concern because of the duration or frequency of absence, a meeting will be arranged in order to discuss the situation. Support will be offered to staff who are struggling with genuine illness and consideration of an adjustment to hours or the staff member's role may be given.

Where a member of staff has been absent from work for a period of 7 days or more, contact will be made to confirm the reasons and nature of the absence and its likely duration. Following an absence period of one month and after exploring all avenues of support to assist their return to work, a staff member may be asked to provide a detailed medical report prepared by a registered medical practitioner or occupational health worker. This will help to establish the likely length of absence and the long-term effect on capability in relation to job performance and attendance at work. Termination of employment by reason of capability may have to be considered considering any medical information available.

### **Sick Pay ( for employed staff)**

A staff member must be employed by the setting for a continuous period of 3 months before they are entitled to sick pay. Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and Pensions requirements, and no payment will be made for the first three working days in a period of incapacity for work.

Failure to follow the procedures outlined above could delay the payment of sick pay due to you.

The abuse of Sick Leave will be seen as misconduct and may result in disciplinary action or even dismissal.