



Staff absences procedure

Staff should not work if they do not feel fit to do so.

When a staff member is unable to work a session, due to illness etc, it is down to that staff member to phone around other staff and find a replacement (unless they are really unable to in which case they should contact the manager or supervisor for the day). Then phone the manager or supervisor of the day to advise they are unable to get into work that day, and which member of staff will be taking their place. All staff members will try and make sure that the staff member is like for like e.g. if they are a qualified member of staff then they will try and get another qualified member of staff to take their place, thus ensuring staffing ratios are maintained at a sufficient level.

In the event of sickness or diarrhoea, staff should not attend pre-school for at least 48 hours since the last occurrence.

If a staff member is unable to find another staff member to take their place, they must phone the manager or supervisor of the day. The manager or supervisor will then phone the Chairperson to explain, and see if there is a committee member available to cover, or ring a committee member from the list provided by the Chair.

All staff absences should be reported to the Chairperson by the manager or supervisor. A log will be kept of staff absences to ensure appropriate support is in place for the staff and to review staff sickness as a whole.

This procedure has been adopted by Tandridge Village Pre-School Committee.

Signed on behalf of the Pre-School:

Date

This procedure will be reviewed: Autumn 2020

(Unless there is a change in legislation or with direct guidance from an educational body)

Staff Signatures:

Date: