

Stower Vale Pre-School

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. Staff need to contact Claire Rainger before 8am on the day of absence. The procedure for notifying absence is set in staff contracts.

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. For absences lasting more than seven calendar days, a doctor's medical certificate must be forwarded to the Chairperson of the Committee, explaining the reason for 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.

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.

Agreed by.....

Authorised signatory.....

Date.....

Date of review: one year