

C&FS STAFF SICKNESS PROCEDURE	
Reference: CF11	Effective date: 31.08.2012
Page no: 1 of 5	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



CHILDREN & FAMILY SERVICES STAFF SICKNESS PROCEDURE

Occasionally members of staff are unable to attend work due to illness. Each member of staff has a responsibility to notify the setting if they are unable to attend work due to illness; this must be done by telephone and they must ensure that they talk to someone to allow adequate cover to be sought for the smooth running of the setting.

This Policy has been updated in line with current Government Guidance in managing the COVID-19 Pandemic within Early Years Settings (21/05/2020):

<https://www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures>

<https://www.gov.uk/government/publications/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings/coronavirus-covid-19-implementing-protective-measures-in-education-and-childcare-settings>

Employee's responsibilities when unwell and unable to come to work:

- Telephone the Children and Family Services (C&FS) direct number 0117 9633299 between 7.30 – 7.45am so that you can talk to the senior staff member that is on duty advising them of your illness and the shift that you were due to be on. If there is no answer, please leave a message indicating who you are and the shift you are meant to be working. If possible, try again in 10 – 15 minutes or the senior staff member on duty will return your call if necessary.
- It is the individual's responsibility for ensuring they have a record of all relevant contact telephone numbers, including the nursery main telephone line and each seniors contact numbers.

Returning to work:

- From the first day you are absent and for each day thereafter you are still unwell and unfit for work, you must contact the C&FS on the number above before 3.00pm to inform us as to whether to expect your return to work or not the following day allowing us to make necessary staffing arrangements if required. The only time you will not be required to do this is when you have been signed off by your GP for a set amount of time and you have informed us of this or are self-isolating due to COVID-19 symptoms.
- If it is your intention to return to work, you must ensure that you are well enough to do so, and you must inform the setting by 3.00pm of your intention to return.

C&FS STAFF SICKNESS PROCEDURE	
Reference: CF11	Effective date: 31.08.2012
Page no: 2 of 5	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



- Following sick leave, on your return to work it is the employee's responsibility to complete a sickness self certification form and pass it to senior office staff.

In all instances:

- If you are really unwell and not able to telephone yourself due to the nature of your illness someone else can telephone on your behalf and speak to a senior staff member. Please ensure whoever calls on your behalf has all the relevant information to pass on e.g. the shift you are on, nature of your illness etc.
- The senior office staff/senior on duty is responsible for ensuring all relevant parties are aware of the absence, making arrangements for any cover required and ensuring all parties are aware of the cover arrangements.
- If you are absent for 5 working days or more, you are required to provide a medical certificate from a medical professional. Except in the circumstances of self-isolating due to COVID-19.
- If you have been signed off work by a medical professional you must inform us on the day your sick note is issued and arrange for the sick note to be delivered to us (please ensure you fill in all the details at the back before sending it to us). You must call the day before your sick note runs out to inform us if you are fit to work or not. In some cases, you may be required to provide a fit for work note from a medical professional.

COVID-19

Any Adult within the setting must self-isolate for 7 days if showing the following symptoms:

- **A High Temperature:** this means you feel hot to touch on your chest and/or back
- **A new continuous cough:** this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. (If you usually have a cough it may be worse than usual)
- **Loss or change to your sense of smell or taste:** this means you have noticed you cannot smell or taste anything, or things taste or smell different to normal.

<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>
(20/05/2020)

C&FS STAFF SICKNESS PROCEDURE	
Reference: CF11	Effective date: 31.08.2012
Page no: 3 of 5	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



Staff Responsibilities:

- To disclose at the earliest opportunity if displaying any of the three identified symptoms of COVID-19.
- Stay at home if showing any signs or symptoms of COVID-19.
- Ensure we have up to date contact details and emergency contacts.
- Adhere to Governments current guidelines regarding Self-isolating and testing of COVID-19
- Stay home for 14 days if a member of your household is displaying signs and symptoms of COVID-19. The individual may be able to return sooner if tests for COVID-19 return a negative result.
- Adhere to Government guidelines, policies, procedures and risk assessments to reduce the risk of transferring COVID-19 to others.
- To be a positive role model in promoting and supporting children in managing good hygiene with regards to hand washing and the Catch it, Bin it, Kill it guidance.

Adult (Staff member) displaying COVID-19 symptoms while at work:

- Adult to inform Room Leader and Manager immediately.
- Adult to go home, self-isolate and arrange for a COVID-19 test.
- All areas of contact to be cleaned with anti-bacterial cleaner.
- Adult permitted to return if test results are negative for COVID-19 and are fit for work.
- If test results are positive all known contacts (children and adults) to be informed and advised to self-isolate for 14 days and arrange a COVID-19 test where possible.
- All areas deep cleaned.
- Public Health England informed and advice sought.
- Individual can return after 7 days if fit.

C&FS STAFF SICKNESS PROCEDURE	
Reference: CF11	Effective date: 31.08.2012
Page no: 4 of 5	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



Person in household displaying Symptoms of COVID-19

- Adult to self-isolate for 14 days.
- To arrange a test for COVID-19 for household where possible.
- If symptomatic person's test results are positive rest of household to self-isolate for remainder of 14 days.
- If symptomatic person's test results are negative individual permitted to return as long as fit and are not displaying symptoms of COVID-19.

Key points:

- If you have an illness that is contagious, it is advised that Government Guidelines are followed as the children you are caring for are vulnerable. Also, by coming in with contagious illnesses you would be putting your colleagues at risk which could possibly result in further staff absences.
- If you have sickness and/or diarrhoea you should not attend for a minimum period of 48 hours after the last episode of sickness/diarrhoea.
- If you wish to inform your line Manager of your absence, then this will be your choice. The main things that you **must do** are outlined above.
- It is each individual staff member's responsibility to inform the Manager and their Line Manager if they are on any health medication, this includes medication for hay fever, asthma etc. If this is the case all medication must be stored in either the staff member's locker or in the setting office and details of the medication should be recorded and this will be placed in the staffs personnel file. Where necessary a care plan will be put in place to support the well-being of that staff member. In some cases, it may not be appropriate for you to continue work due to the nature of the medication being taken i.e. side effects such as drowsiness. If this is the case, you will be advised to stay off work until you have completed your medication.
- If you have been off work for more than a period of seven days and you have required medical attention or medication you will be expected to attend a back to work interview with the Manager, this may also include a Risk Assessment for long term or debilitating illnesses or injuries.
- As an organisation, staff well-being is of great importance to us. Therefore, if you have had ten days off sick or more in a rolling year you will be asked to attend a health review with the HR Manager and the C&FS Manager.

C&FS STAFF SICKNESS PROCEDURE	
Reference: CF11	Effective date: 31.08.2012
Page no: 5 of 5	Approved: 31.08.2012
Last revision: May 2020	Revision date: May 2021



If staff are unwell during a pre-booked holiday staff may take these days as sick leave subject to staff providing a sickness certificate from a Health Professional.

Please note: some medical conditions which cause you to be sick or have an upset stomach may not warrant having 48 hours off if you feel well enough to return to work the next day e.g. being sick with a migraine, having loose bowels if you have IBS etc. You will know your body best and if you know that your sickness or upset stomach is related to a condition that you have then it may be acceptable for you to return back to work. It would be advisable that you have this discussion with a senior staff member if it is your intention to return back to work after the first day of your absence.