

<b>C&amp;FS STAFF SICKNESS PROCEDURE</b>	
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## CHILDREN & FAMILY SERVICES STAFF SICKNESS PROCEDURE

**On occasions 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.**

### 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 to advise the member of staff on duty of your illness, that you are unable to come into work and the shift times you were due to work.
- 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 2.00pm to inform us whether we should expect your return to work or not the following day, this allows us to make necessary staffing arrangements if required.
- If you have been signed off by your GP for a set amount of time and you have informed us of this, you do not need to telephone every day.
- If it is your intention to return to work, you must ensure you are well enough to do so, and you must inform the setting by 2.00pm of your intention to return.
- 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 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 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 staff member on duty is responsible for ensuring all relevant parties are aware of the absence, arranging 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, for example a doctor's note.
- If you have been signed off work by a medical professional, you must inform us on the day your sick

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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 and well enough to return to work or not. In some cases, you may be required to provide a fit for work note from a medical professional.

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. By coming in with contagious illnesses you could be putting your colleagues, children, or their families at risk.
- If you have a high temperature, sickness and/or diarrhoea you should not attend for a minimum period of 48 hours after the last episode of sickness and/or 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 so, 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 placed in the staff's 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 have required medical attention or medication, you will be expected to attend a back to work interview with a senior member of staff, this may 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 Early Years Manager. This meeting is to assist both parties to establish what support may need to be put in place.
- If a staff member is unwell during a pre-booked holiday, the staff member may take these days as sick leave providing a sickness certificate from a Health Professional has been provided.

**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 to work. It would be advisable that you have this discussion with a senior staff member if it is your intention to return to work after the first day of your absence.