



Cawley Childcare Ltd

*(T/A Home from Home Creche Balbriggan & Balrothery
& Kids Campus)*

Policy & Procedure

STAFF ABSENCES

STAFF ABSENCES – Cawley Childcare Ltd (T/A Home from home Creche & Kids Campus) This policy covers all premises.

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| Document Title: | Staff Absences |
| Document Author: | RC |
| Document Approved: | Rachel |
| Person(s) responsible for developing, distributing and reviewing Policy | Rachel |
| Person responsible for approving Policy | Rachel & Danielle |
| Method of communication of policies to staff (email / hard copy / induction training) | Hard copy and induction |
| Method of communication of policies to parents/guardians (full policies via email, hard copy) | Email and hard copy available on premises |
| Date the Document is Effective From: | September 2024 |
| Scheduled Review Date: | September 2026 |

Deleted: October 2021

Deleted: October 2022

This policy has been communicated to parents/guardians.

Relevant staff know the requirements and have a clear understanding of their roles and responsibilities in relation to this policy. Relevant staff have received training on this policy.

Child Care Act 1991 (Early Years Services) Regulations 2016(Siolta Standard 9: Health and Welfare) (National Standard 1: Information, National Standard 3: Working in Partnership with parents or Guardians, National Standard 4: Records, National Standard 9: Nurture and Well-Being, National Standard 12: Health Care, National Standard 14: Sleep, National Standard 18: Facilities, National Standard 19: Equipment and Materials)

In the event of staff absences, Danielle will amend roster prior to the intended day of staff holidays.

In the event of absence due to sickness:

- Staff member who is sick, must ring setting between 07:15am-8:00am, If Rachel or Danielle is not here on the early shift, another member of staff will ring Rachel / Danielle on mobile to advise.
- If the staff member who is sick is due to be on early shift, they must ring Danielle or Rachel prior to 06:45am on mobile to advise they are sick.
- Danielle or Rachel will cover shift
- Danielle/Rachel/Lisa will amend roster ensuring the staff/child ratios per child is correct.
- In the event, the ratios are incorrect, relief staff member will be contacted to come in to cover absentees.
- If a staff member is aware they will not be in the following day, they must ring Danielle/ Rachel / Lisa before 3pm to advise if they are fit or unfit to attend work the following day.
- On returning to work, the staff member will have a brief meeting with Danielle or Rachel explaining their illness thus ensuring they are fit and well to work.
- Staff member must also fill in "Fitness to Work" Assessment form in appropriate book before recommencing work. This is applicable to all staff whether working in kitchen or directly with children in rooms. This form is accessible to all staff.
- If any staff member is sick for more than 3 consecutive days, they must bring in doctors note stating their illness and fitness to return to work. This can be done by filling in the "Fitness to Work Assessment" accompanied by doctors note stating duration of absence from work.
- Home from Home crèche does not pay for sick days; if you have a doctor's note you may take days as unpaid or as holidays, alternatively if you do not have a doctor's note you must take days as annual leave.
- In the event any member of staff must take long term sick leave, the reason must be discussed with Danielle or Rachel, doctors note stating the illness, reason and approx length of leave required to recuperate must be outlined.

Policy Drawn up by: _____ Date: 01st Sept 2024
Rachel Cawley