

Mad Hatters

Absent Staff Policy

Absence of Nursery Manager

- Manager to contact Deputy or the Supervisor at the earliest opportunity to arrange changes to shifts.
- Deputy and Supervisor to work on opposite shifts.
- Deputy to arrange other staff shift patterns accordingly.
- Deputy to assume position of Manager.
- Supervisor to assume position of Deputy.

Absence of Deputy Manager

- Deputy to inform Manager or Supervisor at earliest opportunity.
- Manager to contact Supervisor – vice versa – to arrange changes to shifts so both are on opposite shifts.
- Manager to arrange other members of staff's shift patterns accordingly.
- Supervisor to assume position of Deputy.

Absence of Supervisor

- Supervisor to contact Nursery Manager or Deputy at the earliest opportunity.
- Manager or Deputy to arrange other members of staff shift patterns accordingly.

Absence of Nursery Nurse/Assistant

- Nursery Nurse/Assistant to contact Nursery Manager at the earliest opportunity.
- Nursery Manager to either move other staff to relevant rooms if possible or to telephone for agency staff.

Staff Absence forms will be completed for each period of absence and will be kept on staff files. All staff are expected to call the nursery telephone and report all absences as soon as possible, to allow time to arrange cover, as ratios need to be maintained, ideally before 7am of the morning you are calling in absent. Under no circumstances are staff to call or text staff personal phones, or use social media such as Facebook to report absences. If this occurs, and a call is not made to the nursery telephone, then this will be treated as no communication made to inform management of your absence, and disciplinary action will be taken.

Staff need to call as soon as possible, before they are due back to work, preferably before 4pm the day before, to inform management if they will be returning to work. This is to ensure we can maintain ratio, and arrange for cover staff if needed. Failure to inform management of your return to work will lead to you being sent home, without pay, as cover will have already been arranged for that day, and disciplinary action will be taken.

This policy is also in accordance with your employee handbook which contains the procedure Mad Hatters Day Nursery will follow for all absences, short term and long term.

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Fit to Work

To ensure we can deliver an outstanding practice it is important to ensure our staff are fit for work, and due to working around food we use the Food Handlers: fitness to work, Regulatory Guidance and best practice advice for food business operators 2009 as guidance.

Bacterial and viral infections are very common in nurseries, and for children we would exclude a child if they have 3 or more episodes of sickness or loose stools. This is also the rule we follow for staff however, if it is accompanied with other symptoms, and you feel generally unwell please speak to management and let them know you are not fit for work and to be sent home. An exclusion period of 48hours is then followed unless it is apparent that the sickness or diarrhoea for other reasons as mentioned in the guidance above.

Attached to this policy is the Food Handlers: fitness to work, Regulatory Guidance and best practice advice for food business operators 2009 Guidance.