

# KINGSLAND

P R E - P R E P

## Fit to work & Sickness absence Policy

Kingsland Pre-Prep (KPP) is committed to providing a safe environment for employees, visitors and children to comply with the Health and Safety at Work etc Act. 1974. KPP also complies with its duties under the Equality Act 2010 (See Equal Opportunities Policy).

Kingsland Pre-Prep wants to ensure as far as reasonably practicable that staff are fit to work and is committed to promoting and encouraging the highest levels of attendance. Staff must not be under the influence of alcohol or drugs when working at KPP, and if lack of sleep is affecting their work or ability to work safely, the member of staff will be sent home.

Safety and professionalism are paramount to our setting. All information regarding an employee's health or personal situation should be treated confidentially and sensitively. Staff should be aware that the Head Teacher will need to ask them about their health where this is affecting attendance.

KPP will verify the medical fitness of anyone to be appointed to a post at the setting. Prior to employment, but after the job has been offered, a health check questionnaire will be given to the employee and its results will be taken into account in making an overall decision about suitability. It is expected that all staff declares any medical condition(s) which may affect their ability to work with children (particularly tuberculosis). The school reserves the right to take any further advice necessary in relation to a person's physical and mental fitness to carry out their role.

In addition, KPP will ensure that all relevant staff are police checked (enhanced DBS check) and staff will be asked to sign a disqualification declaration and to provide at least two references which will be checked prior joining KPP (see Suitable Person & Safer Recruitment Policy)

Kingsland Pre-Prep asks staff taking medication which they believe may affect their ability to care for children should seek medical advice and only work directly with children if the medication is unlikely to impair their ability to work with children. This needs to be reported to the Head Teacher. In addition, all members of staff will update a health questionnaire on an annual basis to ensure management have a good knowledge of any changes that may require support or additional resources to aid them to carry out their day-to-day duties. This will also be discussed at staff supervisions/review meetings

Any accident arising out of or in the course of employment with the school must be reported and recorded in the Incident book at the office.

At Kingsland Pre-Prep we encourage all our employees to maximise their attendance at work while recognising that employees will, from time to time, be unable to come to work due to sickness. By implementing this policy, we aim to strike a reasonable balance between the pursuit of our business needs and the genuine needs of employees to take occasional periods of time off work because of sickness.

**Sickness absence reporting procedure**

1. On your first day of absence,
  - Staff who are unfit for work **must notify** the Head Teacher (Deputy on his absence) as soon as possible and **before 7:30am**.
  - Give brief details of your illness and your expected length of absence.
  - Staff must visit a doctor to receive any appropriate treatment if necessary or they can return to work when the symptoms have cleared up. (I.e. we ask staff not to come into work if they have a contagious illness or food poisoning and until symptoms have cleared up)
2. During a period of sickness absence staff will maintain contact with the Head Teacher to keep him up to date with progress toward a return to work (please bear in mind we might need to arrange cover for your absence)
3. For absences of more than seven consecutive days, you must provide a **'fit note'** completed by a qualified medical practitioner for the period of absence
4. After returning to work from any long sickness absence leave, a 'return to work' interview may be undertaken by the employee and Head Teacher. This will not happen in all circumstances, and we may hold such meetings at our discretion. However, such meetings will normally be held in the following circumstances:
  - Where the absence has exceeded 14 days
  - Where the nature of the illness means that duties on return to work may need to be altered and clarification and/or consultation is required
  - Where a member of staff has had two or more absences in 12 weeks.
5. Where an employee's attendance record gives cause for concern because of the duration or frequency of absence, this will be brought to the attention of the employee through a discussion with the Head Teacher.

**Sick Pay**

Statutory Sick Pay (SSP) will be paid in accordance with Department for Work and Pensions requirements and no payment will be made for the first three working days in a period of incapacity for work. Please refer to your contract for more information.

**Signed,**  
**Stuart Bamford**  
**Head Teacher**