



## John Scottus Pre-School

### Staff Absences Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 10: Organisation](#), [Síolta Standard 15: Legislation and Regulation](#)) ([National Standard 5: Organisation and Management](#))

<b>Document Title:</b>	<b>Staff Absences Policy</b>
<b>Revision Number:</b>	<b>1</b>
<b>Document Author:</b>	<b>John Scottus Pre-School</b>
<b>Document Approved:</b>	<b>Board of Management</b>
<b>Date the Document is Effective From:</b>	<b>July 2020</b>
<b>Scheduled Review Date:</b>	<b>June 2021</b>
<b>Number of Pages:</b>	<b>3</b>

#### **Statement of Intent:**

The service will not operate if the appropriate number of staff members are not available. Our Pre-School will always operate within the appropriate ratios.

#### **Procedure:**

Staff are expected to report for work each day unless incapacitated by illness, absent with the prior permission of Management or otherwise unavoidably absent. It is essential that our Pre-School has an adequate number of Early Years' Practitioner to

care for the children. It is therefore essential that all employees adhere to the following in the event of personal illness.

**Employees will:**

- Employees suffering from a contagious illness should not work with children, e.g. gastro-enteritis, COVID-19 or suspected COVID-19 etc. and must inform the person in charge immediately.
- If unable to attend work employees must phone in and personally speak to the Manager on the day of absenteeism one hour before start of shift.
- If an employee knows that they will be absent on the day before they should telephone and speak to the Manager by 3pm.
- When speaking with Management employees should indicate the nature of illness, the possible duration and when they will return to work. It is also required that employees speak with Management either on the day of absenteeism or the day before they are due to return to work before the service closes in order to confirm that they will in fact be returning to work. This will give management sufficient time to arrange cover if they are not fully recovered and are unable to return to work due to this fact.
- Emails, voice mails or text messages are not an appropriate way of conveying this information and to do so may invoke the disciplinary process.
- In the event of an employee being absent for 3 or more days, the employee will need to present a doctor's certificate to Management.
- In the case of long-term illness, a certificate must be provided weekly, unless an alternative agreement has been approved by Management.
- Management reserves the right to refer an employee to a doctor or Occupational Health Physician appointed and paid for by the company, which may involve a medical examination. This may also be the case when an employee is returning to work after a prolonged or serious illness or where the employer may have concerns about the employee's health and wellbeing.

**Management will:**

- Arrange for appropriate cover by
  - a) Contact relief staff from the approved list

- Ensure that all relief/temporary staff are suitably qualified and Garda vetted.
- Ensure that appropriate adult child ratios are met according to the Child Care Act 1991 (Early Years Services) Regulations 2016 at all times.

Service Type	Age Range	Adult/Child Ratio
Full Day Care	2 – 3 YEARS	1:6
	3 – 6 YEARS	1:8

The Manager is the person in charge of the service. In their absence the Deputy Manager will be in charge.