Sickness Absence Policy and Procedures

Ecclesall Kids Club aims to support a healthy and productive workplace; we recognise that employees may need to be absent occasionally due to sickness for a variety of reasons. Sickness absence is when a member of staff is unable to work any session in their normal pattern. To ensure that all our staff are treated in a consistent and fair manner, this document provides the framework for the Club and the staff members' responsibilities with regard to sickness absence.

Whilst the Club will do all we can to ensure we support staff who are absent due to sickness, repeated sickness absence impacts on our planned staff to child ratio and places a burden on colleagues who may need to cover the work that a staff member who is absent would be doing. The Club will work with the staff member, GP or other professionals to support staff to attend work and stay in work but if the levels of absence become unsustainable despite this support, the member of staff may be required to undertake an assessment of their capability to carry out their duties by an occupational health advisor or medical practitioner. This policy should be read in conjunction with the Staff Handbook and Club Policies, in particular the Staff Behavior and Conduct Policy, Disciplinary Policy and Leave Policy.

Procedure:

Any sickness/absence regarding breakfast club should be reported to the Play Manager (Natalie) after 06:00am and at the latest by 6:45 am on the day of the absence if you are unable to report your absence in this time period then please do leave a message on the clubs landline 0114 268 1116 and by 10:00am to the Play Manager (Jack) at the latest on the day of a after school shift by telephoning giving a clear indication of the nature of the illness/absence and a likely return date. If a telephone call is not possible a WhatsApp to the Play Manager on duty will be acceptable. As much notice as possible is essential to enable appropriate cover to be secured so the setting does not run under our desired ratio unless unavoidable. It is the responsibility of the staff member to ensure their absence has been received by the Play Manager. Repeated instances of failure to report sickness absence in time to obtain cover where this was avoidable could result in informal or formal action with regard to performance and conduct.

The Play Manager should record the absence (but not the reason) on the weekly staff payroll spreadsheet, they should record the reason for absence on the individuals Sickness Absence form which must be kept confidentially and locked away in the club lockable HR file so the Business Manager can log. The Play Manager (or their Deputy if they are not on duty) is responsible for sorting cover for the Club by exception the Business Manager will try to help.

Staff must not arrange to swap shifts with other staff (including supply staff) or secure their own cover to cover their own sickness absence, without clearing this with the Play Manager first and then it will only be agreed under exceptional circumstances. Swapping shifts for other types of leave and absence is permitted (see leave policy). Swapping shifts for sickness absence masks real levels of sickness absence so appropriate support cannot be given and places undue pressure on other staff asked to cover to attend as they may feel club will be short staffed if they do not cover on request of the absentee. Where this happens without consent of the Play Manager this could constitute misconduct for the individual having sickness absence as per the club disciplinary policy, the sickness may still be recorded as

sickness absence, even where cover was secured by the person who was sick. It should be noted that an inexperienced or casual supply member of staff is not a substitute for an experienced and/or qualified member of staff.

Short Term Absence (less than 7 days)

For any sickness absence of less than seven days, the Club requests a member of staff to complete a 'Self-Certificate' (SC2) can be completed and printed or emailed via www.direct.gov.uk). Whilst a member of staff does not need to provide evidence of illness if the absence is 7 days or less, the Self Certificate supports the application for Statutory Sick Pay if entitled; the SC2 will be stored confidentially and securely on the HR file by the Business Manager. If regular short-term absences continue a Back to Work Discussion will take place with the Play Manager and if necessary an informal action plan put in place. We will Monitor Sickness levels and use the Bradford factor scoring system as detailed below. All back to work interviews and informal action to support improvement will be recorded and delivered by the Play Managers. When the circumstances are complex, the absences are above our threshold or are reaching the areas on the Bradford factor score system, or a person is unable to improve their attendance under informal action the Business and HR Manager should be consulted as a decision to move to formal action or seek medical advice may be necessary.

The club will work with the staff members who have been absent to seek advice from their GP, medical professionals. The staff member may be asked to seek advice (or the club may seek advice from Sheffield Occupational Health Service (SOHAS) or a private occupational health provider as appropriate. We may need specialist advice to work with us to try and achieve a sustained improvement in attendance levels, make reasonable adjustments or support decisions on an individual's capability to carry out their duties. If appropriate with your consent we may ask a Medical Practitioner to arrange for you to be medically examined. The report will give an opinion on an individual's fitness to work in their role and will help the Club decide if they are capable of work or not.

Repeated short-term absences or long-term absence may not be able to be sustained by our Club due to their impact and if these continue despite all support offered action planning, e.g. reasonable adjustments, occupational health and medical advice, following the appropriate procedures this may result in eventual dismissal from duty.

Long Term Absence (more than 7 days)

Sickness absence which exceeds seven days (long term sickness absence), requires an employee to obtain a 'Fit Note' from their GP and attendance at a 'Return to Work Meeting' with the Play Manager or a nominated Deputy. A fit note can be obtained from a GP or hospital (there may be a charge if the fit note is requested or completed before the 7th day of absence).

The Return to Work Meeting will be held within an agreed timeframe once the member of staff indicates their request to return to work. The Play Manager must offer a return to work meeting within two working days of the request to return to work. The Fit Note and Return to Work Meeting is to discuss the reason for and cause of the absence, to consider whether there is anything the Club can do to support the return, e.g. consider reasonable adjustments and to confirm that the staff member is fit to return to work.

If the member of staff feels they are unfit to return they must return to their GP and the cycle of absence, fit note and back to work meeting is repeated until the individual is able to return to work. During this process the Club and the member of staff will work together to seek the appropriate health advice to support the return to work, this could be via Sheffield

Occupational Health Service (SOHAS) or other medical professionals (including the individuals own practitioners) as appropriate. If a return to work cannot be secured despite informal action planning, professional medical advice, reasonable adjustments and support this could result in the commencement of dismissal procedures.

Bradford Factor Scoring System

The Bradford Factor (sometimes called the Bradford Score or Bradford Index) is an absence management tool. It provides a numerical score that quantifies the impact of employee absenteeism on a business, with particular emphasis on the disruptive nature of frequent short-term absences.

The formula Used:

The Bradford Factor Score (B) = S x S x D

- **B** = the Bradford Factor score
- **S** = number of separate spells (instances) of absence in a 52-week period.
- **D** = total number of days absent in the same period

Example (Employee 1) is off sick on 2 occasions in the same month; the first occasion they are off for 3 days and the second occasion they are off for 2 days:

Calculation: 2 Occasions x 2 Occasions x 5 days = **Bradford factor score of 20**

Bradford Factor Threshold's:

Score Range	Concern Level	Recommended Action
0-49	No concern	Normal absence levels. No action required.
50-124	Low concern	Informal conversation with the employee to understand patterns.
125-399	Moderate concern	Formal absence review meeting/Verbal Warning. Consider occupational health referral.
400-649	High concern	Written warning may be appropriate following your absence procedure.
650+	Serious concern	Final written warning or further disciplinary steps under your policy.

EKC will have a rolling period of 39 term time only weeks in the year and holiday club absences will be monitored separately as they are voluntary. This means each employee's score is recalculated from the current date back 39 weeks of term time weeks, dropping off older absences as they fall outside the window.

A spell is one continuous period of absence, regardless of length. Key rules:

Consecutive days off for the same reason count as one spell. If an employee returns to work and then goes off sick again the next day for a different reason, that is two separate spells.

Under the Equality Act 2010, employers have a duty to make reasonable adjustments for employees with disabilities. This includes how absence is managed. Disability-related absences will be separated from Bradford Factor calculations or subject to adjusted thresholds.

Absence related to pregnancy or pregnancy-related illness will be excluded from Bradford Factor calculations entirely.

If absence is caused by a workplace injury or work-related illness, it will be considered whether it is appropriate to include it in Bradford Factor calculations.

A single long-term absence produces a low Bradford Factor score (S=1), which does not reflect the management challenge of a long absence. Long-term sickness will be managed through a separate long-term absence procedure, not through the Bradford Factor.

Statutory Sick Pay

The Club does not have organisational sick pay; however, staff who are absent may be able to claim Statutory Sick Pay (SSP). On 6 April 2026, the Employment Rights Act 2025 changed the eligibility criteria for statutory sick pay.

A worker is eligible for statutory sick pay if they:

- have done some work for their employer (have started work)
- have told their employer they're sick within any deadline the employer has set or within 7 days
- are classed as employed for tax purposes

Those classed as employed for tax purposes include anyone who has their tax paid automatically through PAYE. For example, employees and agency workers. Workers who pay their own tax through self assessment are not eligible to receive statutory sick pay.

If a worker is eligible, they are entitled to statutory sick pay from the first day of sickness absence. Statutory sick pay is paid for the days they would have worked.The days they would have worked are called 'qualifying days'. If the worker does not have a regular pattern of work, the employer should agree with them which days count as qualifying days. The Business Manager will discuss any claims for SSP and ensure they are passed to VAS for processing.

Infectious or Communicable diseases

If you have come into contact with any infectious illness or you believe you have a communicable disease e.g. chickenpox, you should inform your GP of your occupation and seek their advice about whether you are able to work. Following this you should inform the Play Manager immediately and they will seek advice via the Public Health Policy contained in the Club Policy folder or via the Public Health help Line as to the best course of action in your case. If you have had sickness or diarrhea, please seek advice from the Play Manager about the time period you need to abstain from work.

Not all episodes of vomiting and/or diarrhea necessarily require a 48-hour exclusion period, this is only necessary where an infectious/viral condition is suspected. Vomiting linked to a migraine or diarrhea linked to a known bowel condition IBS for example may not require a 48-hour exclusion as long as the person feels fit enough to work. Repeated occasions of sickness and/or diarrhea may result in the need for further occupational health or medical advice.

Covid-19

For Covid-19 absence please see the specific policies applying to Covid absences and isolation periods at the time of absence as rules change.

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This policy was adopted by: Ecclesall Kids Club	Date: 02/11/2018
Reviewed: 12/11/2026	Signed: *Ecclesall Kids Club Committee*