



K N & P LIMITED

SICKNESS POLICY

Policy agreed (date):	01.08.24
Policy published (including on website) (date):	01.08.24
Next review (date):	01.08.25
Policy reviewed by:	Kayley Butler – Director & Business Manager

Key Personnel			
Role	Name	Tel.	Email
Proprietors	Philippa Bourne Kayley Butler Natalie Bourne	07716883051	Admin@knp-limited.com
Designated Safeguarding Lead	Philippa Bourne	As Above	Philippabourne@knp-limited.com
Deputy designated Safeguarding Leads	Natalie Bourne Kayley Butler	As Above	Nataliebourne@knp-limited.com Kayleybutler@knp-limited.com

Introduction

This policy has been written to provide information about what happens when a staff member or student is too unwell to attend the provision. We are mindful that some of our students have additional medical needs which must be considered when deciding if you, as a member of staff, or your child if you are reading this as a parent/carer, is well enough to attend.



Sickness/Absence

If your child is unable to attend their planned session, we ask that you let us know as soon as possible, and preferably, prior to their session start time. Please call the office on 07716883051 as soon as is reasonably possible to inform us of the absence and the reason why.

Any member of staff that is unable to attend work MUST let the office know by 8am on the day of their absence or the day before, if they already anticipate that they will be off the following day.

Sickness/diarrhoea

Any staff member or student suffering with either sickness/diarrhoea must NOT attend the provision for 48 hours following the last incident of either sickness or diarrhoea. Please inform the office as above.

Coronavirus

We are aware that there are currently no government guidelines in place around Covid 19, however we have students attending the provision with medical needs and request that if your child is displaying symptoms, that they are tested using a lateral flow testing kit. If you or the student tests positive, we ask that they remain off site for 5 days or until they no longer have a temperature and feel well enough to attend.

We reserve the right to ask that any student displaying symptoms or a temperature whilst at the provision, is collected by their parent/carer.

We have an electronic forehead thermometer on site and if a student is unwell or we suspect a temperature, we reserve the right to check their temperature and take necessary steps, as above, if this confirms a temperature of above 37.5 degrees Celsius.

Staff must also follow this policy regarding covid symptoms and testing and let the office know immediately of a positive test result.

Sick pay for staff

Staff members who are not currently on a probationary contract, are entitled to Statutory Sick Pay at a current rate of £116.75 per week for up to 28 weeks. Staff are not entitled to SSP until the fourth consecutive day of sickness/injury absence. Any sickness lasting longer than 8 calendar days must be evidenced with a sick note from your GP.



Leave entitlement

Staff of K N & P are entitled to statutory paid leave for Maternity leave, Paternity leave, Adoption leave, Shared Parental leave and Parental Bereavement leave.

Once staff have completed their probationary period, staff may also be entitled to 2 days leave to care for dependents. This paid leave is not a legal requirement and is a choice made by K N & P to support its staff members, staff will be paid their regular hours at half their usual rate of pay for a maximum of 2 days per year. Any further time off, if required will be unpaid.

Misuse of time off

K N & P is a small provision and time off impacts the company. K N & P prides itself on being caring, understanding and compassionate, however staff members deemed to be taking an excessive amount of time off, will be subject to a meeting with the business manager - Kayley Butler, to discuss the reasons behind the time off. If the company feels there is not a valid reason for the excessive time off, then disciplinary action may be taken – the procedures of this are detailed in the Staff Behaviour Policy.

Monitoring and reviewing

This policy is monitored regularly and will be reviewed annually as a minimum to ensure the effectiveness of our strategies.