Return to Work Procedures

If a member of staff has been absent, they need a short Return to Work meeting within 2 days of return.

No paperwork is needed, but contact with the nominated person is mandatory – either in person or over the phone. The nominated person uploads the information onto SAM.

Nominated person will be aware of return via absences@ email / lunchabsences@, however it is the responsibility of the person who has been off to make contact.

This short meeting is to check the member of staff is well enough to be back in.

Where there has been a longer absence, it may be that Debs or Craig leads the return to work.

This is not needed if the absence has been leave for children or carer leave.

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| **Absent member of staff** | **Nominated person to lead RTW** |
| Craig TaylorDonna WealleansHelen Woolf | Deborah Howard |
| Office staff, site managers, kitchen staff, Ellie Linton | Craig Taylor |
| Senior LOs | Wendy Gibson |
| Lunchtime organisers | Bally Brennan, Chelly Singh or Karampal Kaur |
| EYFS teaching staffSaira AnwarRose Fagi-HassanKelly NashSonia NaveedKassandra SimpsonEllie SalterStephen Callaghan | Vicky Morris |
| Years 1-3 teaching staffOzma AhmedShirley JonesCatherine NewtonKatie DresnerLouise TrundleCindy SkerittLaura TaylorNang AyeYasmin Atif | Richard Farrow |
| Years 4-6 teaching staffSarah BerrySunjiv GandhiJacqueline HartleyEve CorrscaddenChris HearnshawKaty HoughTia PerryJames PeczekSamina RizviTracy Buckley | Jen Beech |
| Sam CoombesKieran BentleyNicky ApplebyVicky MorrisRichard FarrowJacqueline Parr | Helen Woolf |
| Amanda CliftonAbi JerranKat RoweJen BeechCraig TaylorShafeeah Noor | Donna Wealleans |

Craig to inform Debs if a trigger has been met.

It will usually be Debs holding the Attendance Management Meetings of teaching staff. She may however nominate Craig, Helen Woolf or Donna to hold the meeting.

It will usually be Craig holding the Attendance Management Meetings of kitchen, lunchtime, office, cleaning and site staff.