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.

|  |  |
| --- | --- |
| **Absent member of staff** | **Nominated person to lead RTW** |
| Craig Taylor  Donna Wealleans  Helen 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 staff  Saira Anwar  Rose Fagi-Hassan  Kelly Nash  Sonia Naveed  Kassandra Simpson  Ellie Salter  Stephen Callaghan | Vicky Morris |
| Years 1-3 teaching staff  Ozma Ahmed  Shirley Jones  Catherine Newton  Katie Dresner  Louise Trundle  Cindy Skeritt  Laura Taylor  Nang Aye  Yasmin Atif | Richard Farrow |
| Years 4-6 teaching staff  Sarah Berry  Sunjiv Gandhi  Jacqueline Hartley  Eve Corrscadden  Chris Hearnshaw  Katy Hough  Tia Perry  James Peczek  Samina Rizvi  Tracy Buckley | Jen Beech |
| Sam Coombes  Kieran Bentley  Nicky Appleby  Vicky Morris  Richard Farrow  Jacqueline Parr | Helen Woolf |
| Amanda Clifton  Abi Jerran  Kat Rowe  Jen Beech  Craig Taylor  Shafeeah 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.