

# Gosforth Nursery



## MANAGING STAFF ABSENCES POLICY SEPTEMBER 2024

## **Managing Staff Absences**

Gosforth Nursery employs their staff on a range of different contracts allowing flexibility within our own staff team to cover for any staff absences.

Our nursery manager organises staff annual leave so that ratios are not compromised by only allowing one member of staff off on holiday at any one time unless there are exceptional circumstances.

Where the nursery staff are unwell and take sick we will organise cover to ensure ratios are maintained by increasing one of our part-time staff's hours to cover for the sickness. Sick leave is monitored and action is taken where necessary, in accordance with the individual's contract of employment.

Once we have exhausted all of the nursery's internal options for covering holidays and sickness, the nursery will call a supply agency. Agencies will send a member of staff that has been vetted by themselves and hold a clear DBS check. The supply worker will work alongside a nursery member of staff in order to offer as much consistency to the children as possible.