



Maximising Attendance Policy

Purpose of Policy

The purpose of this policy is to ensure Little Dreams Nursery is committed to customer centred service delivery and in doing so aims to encourage employee's well-being by providing all employees with a safe and healthy working environment. This along with Conditions of Service which allow them to balance family and work life increases a culture that is understanding and responsive to individual needs.

Our policy is intended to demonstrate a proactive view by:

- demonstrating an ongoing concern for employee's health, safety, and well-being
- taking a preventive stance and tackling issues before they become problems.
- identifying and addressing the root of causes of absence, rather than simply monitoring or 'policing'
- ensuring employees work in a supportive environment and are treated in a fair and consistent manner.

Objective

The objective of this policy is to deliver quality cost-effective services by maximising attendance and motivating employee attendance. The benefit to service, their employees and service users in achieving the objective will include:

Organisational

- higher quality of services
- improved efficiency with lower costs
- minimised disruption to the service

Employees

- demonstrates that the setting values its employees.
- support and encourage employee well-being.
- support and assistance is provided at the earliest opportunity.
- everyone is treated fairly and consistently.

Service Users

- more cost-effective service
- continuity of care
- increased employee accountability
- improved trust and rapport

Responsibilities

Little Dreams Nursery is committed to working in partnership with our employees. This approach provides responsibility for all involved to implement this policy as follows:

Organisational

- Analyse national trends and developments in maximising attendance and keep managers and employees up to date on the national situation.
- Analyse statistical information between comparable work groups and investigate variances to identify underlying reasons.
- Ensure the Management team are provided with regular information on attendance statistics which are both Trust-wide as within their own area of responsibility.
- Management will be trained to use risk assessment systems to identify the reasons for health problems in the workplace.
- Provide early interventions and assistance for employees.
- Continue to support health promotions in the workplace.
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- Support health promotions, which encourage employees to adopt a balanced lifestyle and identify and address personal health problems.
- Where possible, work in partnership with external organisations to promote health improvement initiatives.
- Have in place policies and procedures with support and encourage safe working, employee's well-being, and a work/life balance.
- Survey the health of the workforce and help employees in advance of being absent.
- Ensure that competent health and safety advice is available to support compliance with Health & Safety regulations.
- Ensuring the Management team have relevant training for them to:

-identify and competently apply of stages of Maximising Attendance Policy

-enhance their interpersonal skills to give them the confidence to deal with employees consistently and fairly while considering the circumstances of each case

-identify patterns/frequencies of absent employees as early as possible

-encourage and motivate their employees.

Managers

- Be fair and consistent in the implementation and application of the policy.
- Ensure that all employees are supplied with details of when and whom they should report their absence and what certificate is required.
- Conduct Return to Work discussions and Attendance Review Meetings
- Monitor absences of employees, including patterns, consider all available information in relation.
- Take all practical implications into account when considering options would improve the employee's attendance and/or facilitate a successful return to work.
- Ensure employees are aware of the Bupa support service which is available to help and support them and their well-being.