

Attendance & Sickness Policy

Version 1.0



Little Wishes

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Little Wishes

1. Executive Summary

This policy is to inform ensure that all information is retained in accordance with this policy, that all relevant care is taken to protect that information and to protect the personal data. Fully responsible for all children, bring more than one.

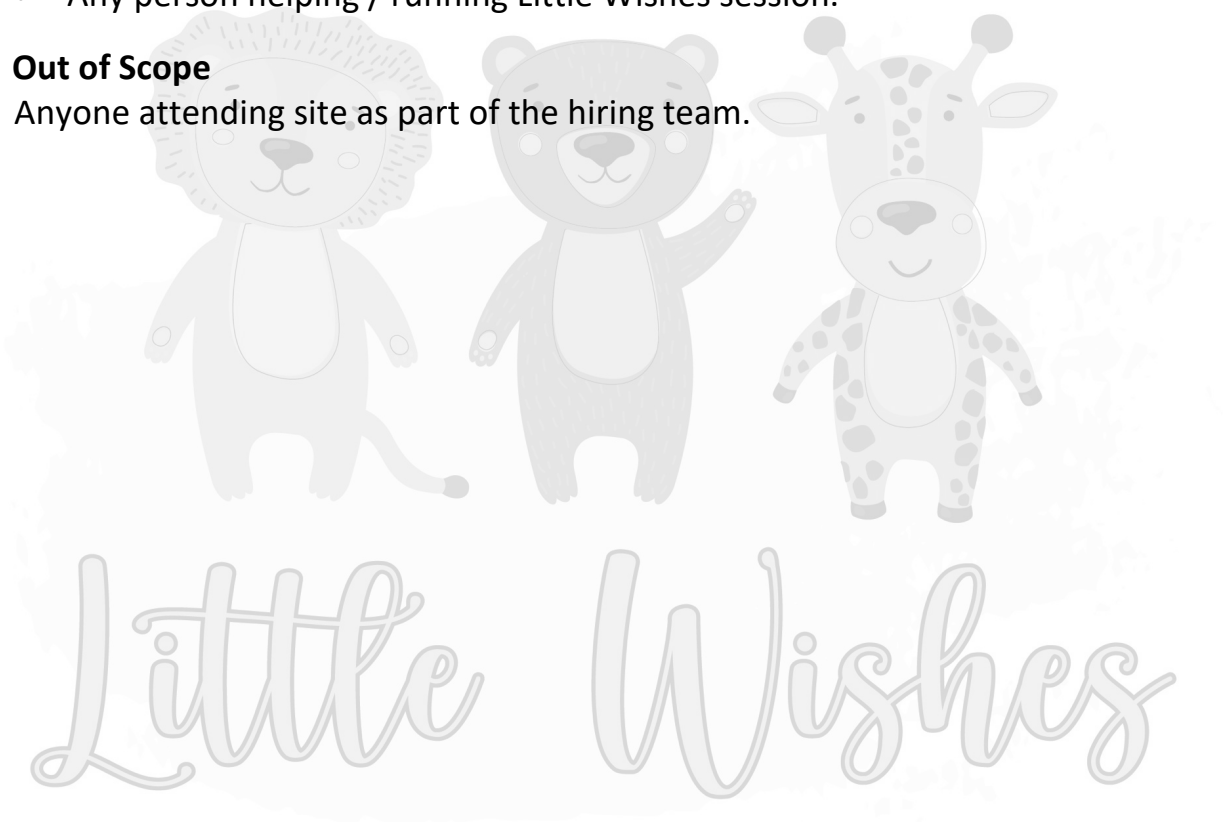
1.1 Scope

This policy covers

- All children attending one of Little Wishes sessions.
- All adults attending (including parent / carer, supporter) one of Little Wishes sessions.
- Any child attending but who is not partaking in the session activity.
- Any person helping / running Little Wishes session.

1.2 Out of Scope

Anyone attending site as part of the hiring team.



2. Attendance & Sickness

2.1 Attendance

All children who are booked into a Little Wishes session must be accompanied by responsible parent / carer.

Parents / Carers are welcome to bring more than one child, but every child must be supervised.

The accompanying adult is fully responsible and must not leave the child unattended for any reason at any time.

2.2 Sickness

If a child is unwell, they should not attend the class.

A child cannot attend if they have anything contagious for example but not limited to:

- Sickness
- Diarrhoea
- Impetigo
- Conjunctivitis
- slapped cheek

and they need to be at least 48hrs CLEAR

2.3 Other Children / Siblings

Parents / Carers are welcome to bring other siblings / children to a session, but are responsible for supervising those brought to the session.

Other siblings / children who are not booked into the session, are not permitted to join in and can only watch.

2.4 Supervision

If a child appears ill, or is not supervised, Little Wishes reserve the right to ask any parent / carer to remove the child from the session.

3. Communicated Policy



Attendance & Sickness Policy

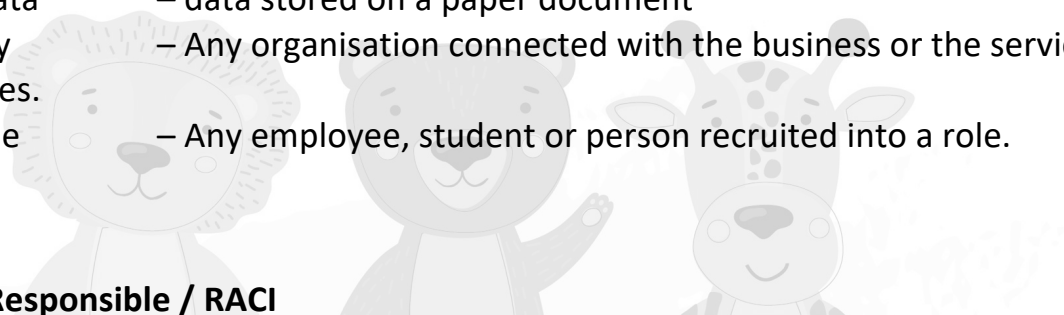
See Parent Disclaimer



4. Appendix

4.1 Glossary of Terms

- Accident – Is an event that has resulted in an injury to one or more persons
- Child / Children – A young person who is a registered, or undertaking induction
- Parent Carer – Person responsible for the Child
- Colleague – Any employee, student or person recruited into a role.
- Electronic data – data stored on a computer, storage device or other electronic media
- Paper Data – data stored on a paper document
- 3rd Party – Any organisation connected with the business or the services it provides.
- Colleague – Any employee, student or person recruited into a role.



4.2 Who is Responsible / RACI

	Owner	Manager	Finance	Office	Group Leader	Role	Role	Student			
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

5. Document Control

5.1 Policy Review

This policy will be reviewed annually, any and all changes will be documented Where there are no changes an entry confirming the review will be noted in the revisions.

Where an event occurs that dictates that the policy should be reviewed or amended, that will be undertaken as required.

All amendments and reviews should be signed by at least two stakeholders

5.2 Sign Off

STAKEHOLDER	ROLE	PAGES TO REVIEW (OPTIONAL)	SIGNATURE	DATE
Katrina Higgins	Owner	All	<i>Khiggins</i>	26 th Feb 2023

5.3 Revisions

VERSION	CHANGE DESCRIPTION	SECTIONS	DATE	AUTHOR	REVIEWER
1.0	Initial Key process	All	26 th Feb 23	Katrina Higgins	Tim Higgins

