



Staff Fit to Work Policy

Purpose

This policy ensures that all staff working in our childcare setting are physically, mentally, and emotionally fit to provide safe, high-quality care to children. Maintaining a safe environment for both children and staff is a top priority.

Scope

This policy applies to all employees, volunteers, and agency workers engaged in providing childcare within our setting.

Policy Statement

All staff must be fit to work to ensure the safety, health, and well-being of the children in our care. Staff are expected to report any health issues or circumstances that may impact their ability to perform their duties safely and effectively.

Responsibilities

Employer Responsibilities

- Ensure systems are in place to assess and support staff fitness to work.
- Provide a safe working environment that promotes staff well-being.
- Ensure confidentiality in handling any health or fitness concerns.

Employee Responsibilities

- Take reasonable care of their own health and well-being.
- Notify management promptly if they feel unfit to work or if they have symptoms of an infectious illness.
- Follow medical advice and seek support when necessary to ensure their fitness for work.

Health Assessments and Declarations

1. Pre-Employment Health Checks

- All prospective staff will complete a health declaration form prior to starting work to identify any health conditions that may require reasonable adjustments.

2. Ongoing Fitness Monitoring

- Staff are required to notify their line manager of any changes to their health that may impact their ability to perform their duties.
- Line managers may request a review of fitness to work if there are concerns about an employee's ability to safely care for children.

Illness and Contagious Conditions

1. Infectious Diseases

- Staff must not attend work if they are suffering from an infectious illness (e.g., flu, COVID-19, norovirus) until they are no longer contagious.
- Staff with gastrointestinal symptoms, such as diarrhea or vomiting, must remain away from work for 48 hours after symptoms have resolved.

2. Return to Work

- A return-to-work discussion may be conducted to ensure the staff member is fit to resume duties.
- A doctor's certificate or fit note may be required for prolonged absences.

Mental Health and Well-Being

1. Supportive Environment

- The organisation is committed to promoting mental health awareness and providing a supportive environment for staff.
- Staff are encouraged to speak to their line manager if they are experiencing stress, anxiety, or other mental health concerns.

2. Reasonable Adjustments

- Where a mental health condition impacts a staff member's ability to work, reasonable adjustments will be considered to support their role.

Procedure for Fitness to Work Concerns

1. Identifying Concerns

- Concerns about a staff member's fitness to work can be raised by the individual, their colleagues, or their line manager.

2. Assessment and Discussion

- The line manager will confidentially discuss concerns with the staff member and assess whether further action is needed.
- If necessary, the staff member may be referred to an occupational health professional for further assessment.

3. Action Plan

- If adjustments or changes are needed, an action plan will be developed collaboratively with the staff member to address their needs while ensuring the safety and quality of care for children.

Confidentiality

All health information will be handled with strict confidentiality and in compliance with data protection regulations.

Monitoring and Review

This policy will be reviewed annually or sooner if changes in legislation or best practices occur. All staff will be informed of any updates to the policy.

Policy Approval

Approved by: Nick McGowan

Date: September 2024

This policy ensures all staff remain fit for work and contributes to a safe and nurturing environment for children.