POLICY DOCUMENT

The Recharge Club™

Staff Sickness and Illness Policy

Reporting, Managing and Returning From Staff Sickness Absence

Document Owner:	Mrs Michaela Cmorej, Director
Company Name:	NutriDive Ltd
Company Number:	16659858
Trading Name:	The Recharge Club™
Registered Office Address:	39 Coltsfoot Drive, Chorley, PR6 0JP
Status:	Mandatory Policy — applicable to all staff and bank staff
Scope Note:	This policy concerns staff sickness absence from work. For a child's illness during a session, see the Children's Health, First Aid, Illness and Infection Control Policy
Date Adopted:	1st August 2026
Review Frequency:	Annually, and immediately following any related concern or change in employment law
Next Review Due:	Twelve months from the date of adoption
Related Policy:	This policy is read alongside the Staff Supervision and Wellbeing Policy

1. Policy Statement

The Recharge Club™ supports staff who are unwell to take the time they need to recover, while maintaining the minimum staffing levels every session requires to operate safely. This policy sets out how sickness absence is reported, managed, and supported, and applies to a member of staff's own illness. It is distinct from the Children's Health, First Aid, Illness and Infection Control Policy, which concerns a child becoming unwell during a session, and should be read alongside the supportive approach to staff wellbeing set out in the Staff Supervision and Wellbeing Policy.

> ***Staff are never made to feel guilty for being unwell, and are never pressured to attend work while genuinely sick. Equally, because every session depends on minimum staffing levels, early and clear notification of absence matters enormously to the team and to the children in our care.***

2. Purpose and Scope

This policy applies to every member of staff and bank worker at The Recharge Club™, and covers notification, evidence, pay, minimum staffing impact, return to work, and the management of persistent or long-term absence.

3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation:

- The Employment Rights Act 1996
- The Statutory Sick Pay (General) Regulations 1982, as amended
- The Equality Act 2010, including the duty to make reasonable adjustments where sickness absence relates to a disability
- The Health and Safety at Work etc Act 1974

4. Notification Procedure

- A member of staff who is unwell and unable to attend a session notifies the Director, or the Deputy Director if the Director is unavailable, as early as possible, and in any event at least 2 hours (ideally the day before or as soon as possible practicable) before the start of the drop-off window
- Notification is given personally by the member of staff wherever possible over the phone call to prevent late unread message/email, rather than through a third party, save in genuinely exceptional circumstances
- Given that The Recharge Club™ operates only at weekends, early notice is especially important, since it may be the only opportunity to arrange bank staff cover before a session begins

5. Evidence Requirements

For a short absence of up to seven consecutive days, a member of staff self-certifies their sickness on return. For a longer absence, a fit note from a general practitioner or other appropriate healthcare professional is provided, in line with current statutory requirements.

6. Sick Pay

Eligible staff receive Statutory Sick Pay in line with current government rates and qualifying conditions. Any occupational sick pay beyond the statutory minimum is set out in an individual member of staff's contract of employment, where applicable.

7. Minimum Staffing Impact

Because The Recharge Club™ requires a minimum of two adults present at every session, a staff absence is addressed immediately by contacting the bank staff pool maintained under the Staffing arrangements described in the organisation's business plan. Where sufficient cover genuinely cannot be arranged, the session does not proceed, and families are notified as early as possible, in line with the Terms and Conditions of Booking and the Cancellation Policy, under which no family bears any cost for a cancellation caused by staff absence.

8. Return to Work

Following any period of sickness absence, the Director has a brief, informal conversation with the returning member of staff, to check how they are doing, address anything relevant to their return, and update them on anything they may have missed. Where the absence relates to stress, burnout, or mental health, this conversation is conducted in line with the supportive approach set out in the Staff Supervision and Wellbeing Policy.

9. Managing Persistent or Long-Term Absence

Where a pattern of frequent short-term absence, or a period of long-term absence, emerges, the Director discusses this openly and supportively with the member of staff concerned, to understand whether an underlying health condition, disability, or personal circumstance is contributing, and whether a reasonable adjustment could help, in line with the Equality Act 2010. This conversation is supportive in tone, and is never used as an automatic route to disciplinary action; any formal process is considered only where a supportive approach has not resolved the difficulty and is applied fairly and proportionately.

10. Sickness During a Session

Where a member of staff becomes unwell during a session, they inform the Director immediately. Given the minimum staffing requirement of two adults, cover is arranged from the bank staff pool where practicable, or, if this cannot be achieved and staffing would fall below the minimum required ratio, the session's activities are adjusted, or, in the last resort, the session is ended early, in line with the Health and Safety Policy and the Behaviour Management Policy's staffing provisions. A member of staff who is unwell is never expected to continue working, or to travel home, without appropriate support being arranged first.

11. Roles and Responsibilities

Director	Receives notification of staff sickness, arranges cover from the bank staff pool, conducts return-to-work conversations, and manages any pattern of absence supportively and fairly.
Deputy Director	Receives notification of sickness in the Director's absence, and supports cover arrangements.

All Staff and Bank Staff	Notify sickness absence as early as possible, provide evidence where required, and engage openly in any return-to-work or absence-management conversation.

12. Monitoring, Review and Related Policies

This policy is reviewed at least annually, and immediately following any change in employment law or statutory sick pay entitlement. This policy should be read alongside the following related policies and documents:

- Staff Supervision and Wellbeing Policy
- Children's Health, First Aid, Illness and Infection Control Policy
- Cancellation Policy
- Terms and Conditions of Booking

This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.