



Do you employ staff?

Do you have difficulty understanding  
your legal and contractual  
responsibilities as an employer?

Do employment problems keep you  
awake at night?

Hassle Free HR - Taking the hassle out of your HR and H&S Management

■ [Visit our website](#)

## Complying with Ofsted's EYFS Safeguarding and Welfare Requirements

### Absence Management

As an employer you will already be aware of how employee absence can affect your business. In addition you have specific Ofsted employee ratios to comply with (one employee for every three children under two, one employee to every four children over the age of two and one employee to every thirteen children aged three or more) to make sure the children in your care are correctly supervised. Do you have an Absence Management Procedure in place to help you manage employee absence and comply with employee ratios?

### The Cost of Absence

Not managing employee absence correctly may have a detrimental impact upon, and a cost to your business. A CIPD survey published in October 2012 found that on average, each employee lost 6.8 days due to absence each year. It also found that last year's average cost to the employer was £600 per employee; do you know what employee absence costs your business? Not only do you have to worry about the direct financial costs but you also have possible indirect costs such as reliable staff getting de-motivated by regularly having to do their colleagues' work which in turn may lead to further absences, or the detrimental affect it may have on the services you provide and therefore your reputation.

### Absence Management Procedure

Although not a legal requirement; it is best practice to have an Absence Management Procedure in place as it will help you to manage employee absence in a legally compliant way. Your procedure should be clearly worded, concise, and easy to understand by all parties. It should outline your expectations with regard to absence notification, absence documentation, your position on recording and monitoring employee absence, the fact that you will hold return to work interviews, and explain how you will manage short-term and long-term conduct and capability related absences.

## The Burden of Proof

Having a structured approach to managing absence which includes keeping records will help you fulfil the “burden of proof” for when you’re investigating or disciplining an employee for poor or problematic absences. The responsibility to prove that an employee is not fulfilling their contractual responsibilities lies with you, the employer, so by keeping records you will have evidence and therefore will be more able to defend yourself against a complaint of possible unfair dismissal or discrimination.

## Management Training

It is important that you and your management team understand the correct steps involved in managing absence – and the potential pit falls which may lead to claims of discrimination, constructive dismissal or unfair dismissal.

## Promoting Good Health

A positive step in managing employee absence is to try to help prevent your employees from getting sick all together. This can be hard to do, and sometimes no one can help falling ill, but if you promote good health throughout your business then hopefully your employees will live healthier lifestyles. This is a far-sighted approach but it can be done simply by providing a bowl of fruit in the workplace. Assisting your employees in their efforts to be healthy means you may be less likely to have sick employees. Healthy lifestyles mean healthy immune systems!

Absence Management is a broad topic and can be very complex at times. If you have any questions or require any more information on this subject then please don't hesitate to contact usAlcohol and Drug Misuse

For clarification of any of the above updates or for advice and guidance on any HR and/or Health and Safety Concerns contact us by emailing [khedley@hasslefreehr.co.uk](mailto:khedley@hasslefreehr.co.uk) or by calling 02476 664092.

Hassle Free HR Limited Registration Number: 5844301