



CAMBOIS PRIMARY SCHOOL

ABSENCE MANAGEMENT POLICY AND PROCEDURE

In keeping with Cambois Primary School's other policies and procedures, this document is issued for guidance and is not intended to have contractual effect. Cambois Primary School reserves the right to vary, amend or depart from the contents of this policy and procedure from time to time in appropriate circumstances.

1.0 Policy

High levels of staff attendance are a vital factor in the effective and efficient operation of Cambois Primary School. High levels of attendance make it easier to plan and provide quality services to our pupils and parents and help to achieve high morale amongst our employees. Low levels of attendance result in poor service provision and low morale.

Cambois Primary School will support staff and manage sickness absence in a way that is fair, consistent and complies with employment, health and safety and education legislation.

It is Cambois Primary Schools aim to secure the attendance of all employees throughout working hours. However, it is recognised that a certain level of absence may be necessary due to sickness or injury.

It is Cambois Primary Schools aim to provide appropriate support to employees during periods of absence, subject to operational requirements in order to assist the return to full health and to facilitate the employee's return to work.

Where an employee is disabled under the meaning of the Equality Act 2010, Cambois Primary School will consider reasonable adjustments in order to the support the employee.

Cambois Primary School will record and monitor all employee absence. The Headteacher will review individual absence records regularly and provide appropriate support to employees who take sickness absence.

Employees have a responsibility to ensure that they are fit to be at work, to do everything possible to enable a return to work from sickness absence as soon as possible, not to hinder his or her recovery, and to report all sickness absence honestly and in line with this procedure.

Employees are expected to abide by all company policies and procedures and standards of conduct.



2.0 Scope

This policy and procedures applies to all Cambois Primary School employees, with the exception of those employees within their probationary period.

3.0 Definitions

Employee: full time, part time, permanent and temporary teachers and support staff who undertake to do work under an employment contract for Cambois Primary School, personally. Employees are entitled to a wide range of employment rights.

Worker: full time, part time, permanent, temporary individuals who undertake to do, or perform personally, work or a service for Cambois Primary School, whether under a contract of employment or any other contract for a reward. 'Worker' includes agency workers, casual workers, but normally excludes those who are self-employed and work that is part of a client or customer relationship. Workers are entitled to some employment rights, including holiday pay and protection against unlawful discrimination.

Volunteer: individuals who willingly, without being required to, carry out unpaid work for Cambois Primary School.

Staff: employees, workers and volunteers.

Frequent short term absence: three periods of absence in one term/year, or unacceptable patterns of absence, eg absences regularly on Mondays or Fridays.

Long term absence: absence, which has, or may, last for 4 weeks or more.

4.0 Principles

Employees will be treated throughout this policy and procedure with dignity and sensitivity, fairly and consistently.

Employees are expected to keep in regular personal contact with their line manager during any period sickness absence. Cambois Primary School will maintain contact with employees to support and inform them of key work issues during any sickness absence, and support an early return to work, where possible.

Informal discussions with line managers and return to work meetings will be used to counsel employees and to identify, manage and resolve any initial absence problems, where possible.



The absence management policy is intended to reduce disruption to the operation of the school and reduce additional staffing costs.

Effective confidential sickness absence monitoring and management records will be maintained by school.

Where any absence is found to be not a genuine sickness absence, any issues of competence and/or conduct will be addressed through the capability or disciplinary policies and procedures.

5.0 Responsibility

5.1 Governing Body

The Governing Body has responsibility for adopting, developing and reviewing this policy and procedure and ensuring that effective monitoring systems and procedures are in place.

The Governing Body has delegated authority to the Headteacher to make decisions in relation to the management of sickness absence, up to and including dismissal.

5.2 Headteacher

The committee of governors will make initial decisions related to ill health capability warnings and dismissals.

If the Headteacher is not a member of the decision making committee s/he may attend the formal meeting and advise the governors unless s/he is the subject of the meeting or there is some other conflict of interest.

5.3 Headteacher

The Headteacher will:

- ensure that a safe and healthy working environment is provided for all staff;
- monitor and regularly review levels of absence and take action as appropriate;
- implement the absence management procedures fairly, sensitively and confidentially;
- ensure employees are aware of this absence management policy and procedure, including reporting requirements;
- keep in regular contact with designated absent employees to provide support, obtain information about their health and keep them up-to-date on key work issues and undertaking return to work meetings.



5.4 The Line Manger

The line manager will:

- contact the headetacher and the school office team who are responsible for recording sickness absence for the school and advise that an employee has reported sick; and
- keep in regular contact with designated absent employees to provide support, obtain information about their health and keep them up-to-date on key work issues and undertaking return to work meetings.

5.5 Employee

The employee will:

- safeguard and maintain his/her own health;
- attend work as contractually required, unless genuinely not fit enough to do so,
- access medical advice and treatment, where appropriate, as quickly as possible in order to facilitate attendance at work and/or a return to work;
- co-operate with referrals to an occupational health adviser as required;
- inform his/her line manager of any health issues impacting on his/her ability to attend work and/or performance within the workplace, including the effects, prognosis and developments
- not undertake any form of paid alternative work whilst absent due to illness, unless in receipt of medical advice advising that s/he is fit to undertake the alternative work;
- maintain regular contact with his/her designated contact during periods of absence; and
- fully understand, comply and co-operate with this absence management policy and procedure.

5.6 Responsibility for this policy lies with the Headteacher who has responsibility for the absence management of sickness sensitively, consistently and fairly.

6.0 **Notification Procedure**

Employees who are absent from work due to sickness or injury must telephone the Headteacher and/or the school office personally and provide details of their absence at least one hour prior to their usual starting time on the first day of absence. If the Headteacher is not available, the employee should speak to Lindsey Dorner. This should not be a text message or email.

The employee should provide Headteacher with the reason(s) for the absence, the likely return to work date, any action they have taken in relating to the sickness ie arranged a doctor's appointment and should leave a contact number.



Only in extreme circumstances should the telephone call made by someone other than the employee. Please note that text messages are not an acceptable form of communication.

The line manager or office staff will then contact the person responsible for arranging cover for the school.

The employee should continue to contact Headteacher by telephone each subsequent day of absence. When a fit note has been received by the Headteacher, the employee should contact the line manager on a weekly basis.

If an employee declares an absence from work is due to illness and then it is later found that s/he was not genuinely ill, disciplinary action will be taken against him or her which could result in the termination of employment.

7.0 Certification Procedure

7.1 Self-Certification

Employees must complete a self-certification form for the first seven calendar days (including public holidays) of absence. If the absence lasts seven calendar days or less, this form must be completed immediately upon the employee's return to work. Where the absence lasts longer than seven calendar days, the employees must request a form from Headteacher, complete it and post it to Headteacher as soon as possible.

7.2 Statement of Fitness for Work ("Fit Note")

Where an employee is absent for longer than seven calendar days, (including public holidays), s/he must provide Headteacher with a fit note issued by his or her GP. Consecutive fit notes should be provided by the employee on a timely basis throughout the absence.

The fit note will explain the nature of the employee's condition and either state that the employee is fit for work, or unfit for work, or state that the employee "may be fit for work". If the latter option is selected, the GP will also identify potential adjustments which could be made to the employee's role eg a phased return to work, amended duties, altered hours or workplace adaptations in order to facilitate a return to work.

Employees covered by a fit note, may go back to work as soon as s/he feels able to do so and where Cambois Primary School agrees to this: this may be before the current fit note runs out.

An employee is expected to return to work at the expiry of a fit note, unless a further note is obtained. There is no requirement for the employee to see his/her GP before going back to work for a 'signing off' fit note.



Where potential adjustments are suggested from the GP, this will be discussed with the employee by the Headteacher either prior to the return to work date, or at a return to work meeting with the aim of facilitating the employee's return to work. There is no duty for Cambois Primary School to implement the adjustments suggested on a fit note. However, Cambois Primary School will consider whether or not the suggestions are reasonable and will implement these where possible. If the appropriate measures cannot be taken, the employee will remain on sick leave and a new date will be set to review the situation. If adjustments are possible, the employee will return to work, and regular reviews will be carried out by Headteacher to ensure that the amendments are adequate. During the review period, it may be necessary to seek further advice from the employee's GP as to when the employee becomes fit to return to his or her full role. Any amendments are not to be viewed as a permanent change to the contract of employment.

7.3 Fit Note Requested by Cambois Primary School

In some circumstances Cambois Primary School may require the employee to provide fit notes for all absences from work due to sickness, regardless of their duration. Cambois Primary School will reimburse the employee fully for the cost of obtaining these certificates. Examples of such circumstances include:

- a history of unsatisfactory absenteeism;
- an appearance or disposition such that management are concerned that the employee may not be fit to attend work or is not receiving adequate medical attention.

An employee who fails to comply with notification or certification procedures or who otherwise abuses the Cambois Primary School policy and procedure on sickness absence will be dealt with under the disciplinary procedure.

8.0 Meetings During Long Term Absence

During long term absence, the employee will be periodically asked to attend meetings with the Headteacher, for the purpose of providing information and facilitating an effective return to work and to generally keep in touch with the work place while s/he is absent. Contact will be sensitive and supportive and none intrusive and **will not be** for the purposes of asking the employee to undertake work at home. A suitably qualified trade union representative or work colleague may accompany the employee during the meeting and an HR professional or appropriate work colleague may accompany the Headteacher.



The meetings will take place approximately every 4 weeks and may be held at Cambois Primary School, or in the employee's home, with the consent of the employee or at a location agreed between the employee and Headteacher.

9.0 Return to Work Meeting

Regardless of the length of absence, the employee will attend a return to work meeting with Headteacher as soon as possible on the first day that the employee's returns to work. The purpose of the meeting is to:

- confirm the employee's fitness to return.
- ensure that all the support the employee needs to return is in place.
- bring the employee up-to-date on any changes in the work place.
- ascertain whether the employee is taking any medication which may affect his or her ability to undertake their role.
- review the employee's sickness absence history.

The Headteacher will make a written record of the meeting and this will be placed on the employee's personnel file.

10.0 Recuperative and Restricted Duties

Short Term and Phased Return from Long Term Sickness Absence

An employee preparing to return from a long term sickness absence may choose to visit the workplace informally while still covered by a fit note. The purpose of the visit(s) would be to meet with the employee's line manager/the Headteacher and colleagues and to become reacquainted with the workplace and be updated on significant changes which had occurred during the absence.

The employee's GP or an occupational health advisor may recommend an employee undertakes restricted or recuperative duties as either, an employee requires some adjustments to his/her current role for medical reasons, or that an employee is well enough to return to work, but is:

- unable to return to his or her own role, due to some of the tasks involved in that role;
- unable to return to his or her own role on a full time basis hours;
- only able to carry out different duties to his or her own role.

Where the recuperative duties involve the employee return from a long term sickness absence and working less than his/her full hours, a limited phased return to work may be arranged. This would involve the employee gradually building up to working their full time hours over a three week period and receiving their normal pay during this period.



The Headteacher will discuss options for returning to work on recuperative duties with the employee. Employees on recuperative duties will undertake a regular review with The Headteacher with a view to progressing to return to his or her own role.

Where additional time is required to build up to full time hours, a decision should be taken by the Headteacher as to whether this time should be at full pay.

Longer Term Adjustments

Where an employee is unable to return to their full normal duties within a reasonable period of time, the long term effects of his/her health condition on his/her employment should be considered together with the employer's responsibilities under the Equalities Act 2010. Temporary or permanent changes to the employee's contract of employment may be considered and advice taken, where appropriate, from an occupational health and/or human resources advisor.

11.0 Medical Assessments

11.1 Medical Screening

As part of the appointment pre-employment checking process, the successful applicant will be required to complete a pre-employment medical screening questionnaire. In some cases, an assessment with an occupational health advisor may be necessary to ensure the successful applicant's fitness to carry out the duties of the role and/or to assess reasonable adjustments to facilitate this.

11.2 Medical Referral

Cambois Primary School requires the employee to be examined by a medical practitioner/occupational health advisor of its choice in order to gain medical information regarding a health issue, including sickness absence, which is affecting the employee's employment. A medical report will be requested from such an examination. The employee will be fully informed of their rights of access to medical reports and may ask to see this report.

Employees are required to attend appointments with an occupational health adviser arranged by Cambois Primary School. Where an employee refuses to consent to the occupational health advisor contacting his/her GP/medical specialist, decisions, which may have an impact on the future employment of the employee with Cambois Primary School will be taken on the basis of the information we hold and this may exclude up-to-date medical advice



In exceptional cases, Cambois Primary School may require that the employee's fitness to return to work at the end of a period of sickness absence be confirmed by a medical practitioner of the organisation's choice.

12.0 Payment Arrangements

12.1 Statutory Sick Pay (SSP)

Employees who meet the criteria in the current SSP regulations, are entitled to SSP if absent from work because of sickness or injury.

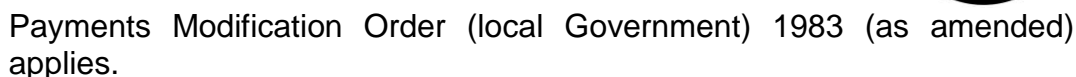
Qualifying days are the only days for which an employee is entitled to SSP. These days are normally the employee's normal working days unless otherwise notified to the employee. The first three qualifying days of absence are waiting days for which SSP is not payable. Absences of four or more consecutive days will be paid SSP where the employee is eligible. Where a second or subsequent period of incapacity (of four days or more) occurs within 56 days of a previous period of incapacity, waiting days are not served again.

SSP is treated like wages and is subject to normal deductions. If the employee is eligible for the payment of SSP, it will be subject to the deduction of tax and National Insurance contributions.

12.2 Sickness Payment Scheme – Support Staff

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| During the first year of service: | Full pay for 1 month and (after completing four months' service) and half pay for 2 months. |
| During the second year of service: | Full pay for 2 months and half pay for 2 months. |
| During the third year of service: | Full pay for 4 months and half pay for 4 months. |
| During the fourth year of service: | Full pay for 5 months and half pay for 5 months. |
| After 5 years' service: | Full pay for 6 months and half pay for 6 months. |

For the purpose of the contractual sick pay scheme, "service" refers to continuous service with any public authority to which the Redundancy



12.3 Sickness Payment Scheme - Teachers

For the purpose of the contractual sick pay scheme, “service” includes all aggregated teaching service with one or more local education authorities.

The Governing Body will not consider any requests for an extension to sick pay on a case by case basis.

Where an employee is absent from work due to sickness as a result of an injury or accident at work:

- **Teachers** are entitled to full pay for six months. If the teacher is still absent from work due to the same initial reason for absence after six months, s/he will then be entitled to his/her sick pay entitlement.
- **Support staff** are entitled to the same sickness absence payment as their usual sick pay entitlement. If the support staff member is still absent from work due to the same initial reason for absence, when this entitlement is exhausted, s/he will receive no additional sickness pay.



The injury/accident related sickness absence is not included in the support staff member's entitlement to contractual sick pay.

Further information is available in the terms and conditions of employment for teachers and support staff respectively.

13.0 Access to medical reports

In order to gain as much information about an employee's medical condition as possible, Cambois Primary School may also request the employee's permission to contact his or her GP and ask for a medical report on the employee's condition. The employee may ask to see this report.

Where an employee refuses to provide permission for Cambois Primary School to contact the GP and/or to have sight of a medical report, decisions about the employee's employment will be made without the benefit of medical information.

Information acquired by Cambois Primary School will be treated in the strictest confidence at all times.

14.0 Disability

If the employee has a condition which means s/he might be considered disabled within the meaning of the Equality Act 2010, Cambois Primary School will consider making reasonable adjustments to the employee's job to accommodate the employee's short-term or long-term requirements. The employee will be fully consulted at all times. If reasonable adjustments or alternative employment prove not to be viable options, and there is no likelihood of a return to work in the near future, a decision to dismiss may be the inevitable outcome.

15.0 Sickness During Annual Leave

If an employee becomes ill during a period of annual leave, s/he may be allowed to set the days of sickness off against sick leave, so restoring days of annual leave entitlement. This is subject to the presentation of a fit note from the GP and the employee should advise the Headteacher on the first working day of sickness absence.

16.0 Suspension on Medical Grounds

Cambois Primary School reserves the right to suspend an employee from work on medical grounds if management feel that s/he is not fit to undertake his/her role. Employees who are suspended, will be offered suitable alternative work, if such work is available.

17.0 Third Party Claims



Where an employee is absent due to sickness as the result of an injury or illness for which damages may be recoverable from a third party, s/he must inform the Headteacher.

18.0 Absence Records

Cambois Primary School will record and monitor all employee absence. The Headteacher will review individual absence records regularly.

Where an employee's attendance record is significantly worse than those of comparable employees, or where it creates a particular operational difficulty or where it gives cause for concern, action will be taken as per the absence management procedure below.

19.0 Medical Appointments

The leave of absence policy and procedure contains information regarding medical appointments.

20.0 Elective Lifestyle Surgery

Where a written medical recommendation is provided by the employee for a procedure such as the removal of moles, birthmarks, warts or cosmetic surgery, sickness absence may be taken. Also if such a procedure, which does not carry a medical recommendation results in complications requiring absence eg an infection, such absence will be regarded as sickness absence.

However, where employees choose a procedure as an elective lifestyle choice, this should be undertaken in the employee's own time.

21.0 Return of the Company Property

If the employee is off sick for an extended period of time (e.g one month or more), Cambois Primary School may require them to return organisational equipment until they are well enough to return to work.

22.0 Absence Management Procedure – Informal Action

22.1 Trigger Points

If an employee takes 3 separate periods of absence (of any length) in a rolling twelve month period) s/he will be required to attend an informal sickness absence meeting with the line manager/Headteacher. The long term absence trigger point is applied pro rata for employees working less than full time.



22.2 Long Term Absence (absence, which has, or may, last for 4 weeks or more)

Cambois Primary School will be sympathetic when an employee is ill, but the employee should appreciate that if they are persistently absent through ill-health or long-term injury or incapacity, it will not be possible for the situation to continue indefinitely, and their employment may be reviewed or terminated.

If the employee has been absent for a significant period of time and there are indications that the employee will be unable to return to work for the foreseeable future, the Headteacher will require the employee to attend an informal sickness absence meeting.

22.3 Informal Sickness Absence Meeting

The informal sickness absence meeting is an opportunity for the Headteacher to explore the reasons for the absence history sensitively with the employee, to offer support and to consider the way forward. At the meeting the Headteacher will:

- explore the reason(s) for the periods of absence;
- give consideration to any personal problems the employee may have and possible ways of helping the employee to resolve them, including welfare support;
- attempt to ascertain whether there is an underlying medical problem and if this is the case, advise the employee to seek proper medical attention;
- if appropriate, consider adjustments to the employee's working arrangements and/or workplace;
- if appropriate, request that the employee provide a medical report or arrange a referral to Occupational Health for advice and recommendations for improving attendance and/or identifying any underlying medical condition.

Where the absence is short term, in addition to considering the above, at the meeting the Headteacher will:

- confirm to the employee that his/her attendance record has reached a trigger point for management action;
- consider requiring a fit note from the employee for each future absence;
- ask the employee to improve his or her attendance to a level agreed between the Headteacher and the employee and discuss ways in which this may be achieved;
- agree a reasonable period of time over which the employee's attendance will be monitored;



- consider providing the employee with an absence support plan which would include targets for improving attendance and period of time over which the employee's attendance will be monitored;
- where appropriate, advise the employee that if his or her attendance is unacceptable and if this does not improve to the agreed level that formal action under the absence management policy and procedure will take place.

Where the absence is long term, in addition to considering the above, at the meeting Headteacher will:

- inform the employee that due to operational needs, Cambois Primary School cannot support long term absence due to ill health indefinitely and continued absence may put the employee's employment at risk;
- agree a reasonable period of time over which the employee's attendance will be assessed;
- advise the employee that if s/he is unable to return to work by a particular date, that s/he will be required to attend a formal meeting and this may lead to the termination of the employee's employment.

22.4 Informal Sickness Absence Meeting – Review Period

During any review period agreed, the employee's attendance record will be monitored by the Headteacher. At the end of the review period:

- if the employee achieves the required level of attendance, the Headteacher will advise the employee that no further action will be taken; or
- if the employee does not achieve the required level of attendance, the Headteacher will advise the employee that formal absence management action will commence.

23.0 Absence Management Procedure - Formal Action

Where the employee does not achieve the level of attendance required during the informal sickness absence review period, the employee will be required to attend a formal absence management hearing with the Committee of Governors. The procedure for hearings and appeals sets out the arrangements for the hearing.

The employee may be accompanied at the hearing by a suitably qualified trade union representative or work colleague.

The employee has the right of appeal against any formal sanctions or dismissal to members of the Governing Body not involved in the earlier process.

23.1 Short-Term Sickness Absence



The employee's absence history, up-to-date medical advice and potential support and reasonable adjustment will be considered at the hearing and the employee will present his/her representations.

Where it is decided that the employee has achieved the required level of attendance, headteacher will advise the employee that no further action will be taken.

Where it is decided that the employee has not achieve the required level of attendance, the Committee of Governors, the outcome of the hearing may be that the employee receives a formal ill health capability warning in relation to the absence history. The warning will remain on the employee's file for up to 12 months. The absence support plan will continue and a further monitoring period set and review meetings arranged.

If the employee's absence history does not improve, s/he may be required to attend a second sickness absence hearing where a final ill health capability warning may be considered.

Where an employee is in receipt of a final ill health capability warning and his/her absence history remains unacceptable, an investigating officer may be appointed to review the absence history and absence management process. A further absence management hearing will be arranged where the investigation report, any representations from the employee, reasonable adjustments, redeployment, to a suitable alternative post, and the employee's potential dismissal on the grounds of ill health capability will be considered and a decision take by the Committee of Governors.

23.2 Long-term Sickness Absence

Where an employee is on long-term sickness absence and is unable to return to work by a particular date, an investigating officer may be appointed to review the absence history and absence management process. A further absence management hearing will be arranged where the investigation report, any representations from the employee, reasonable adjustments, redeployment, to a suitable alternative post, and the employee's potential dismissal on the grounds of ill health capability will be considered and a decision take by the Committee of Governors.

24.0 Ill health Retirement

24.1 Teachers

A teacher may make an application for ill health retirement at any time. The application should be supported by an employee's GP/specialist and must be reviewed and should include advice from an occupational health advisor provider of helping the teacher return to work. If the occupational health



advice is unsuccessful in managing the teacher's health problems and enabling them to return to work, the teacher may apply for ill health retirement benefits. Applications and supporting medical evidence are considered by medical advisors appointed by the Secretary of State. The decision to grant ill health retirement rests with Teachers' Pensions.

There are two levels of benefit:

Partial Incapacity Benefits (PIB): the employee is deemed to be unfit to continue teaching, but fit to undertake other employment; and

Total Incapacity Benefit (TIB): the employee is deemed unfit for any employment.

If an employee is deemed unfit by Teachers' Pensions, the last day of service must be agreed as soon as possible under the Regulations and normal contractual notice periods cease to apply.

24.2 Support Staff

In order to qualify for ill health retirement benefits, an Occupational Health Adviser is required to sign a Certificate of Permanent Incapacity recommending that the employee is permanently incapable of continuing in their role. The employer must then dismiss the employee on the grounds of ill health incapacity, giving contractual notice.

There are three levels of benefit:

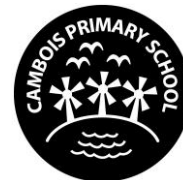
Tier 1: The Certificate indicates that there is no reasonable prospect of the employee obtaining other gainful employment before their normal retirement age.

Tier 2: The Certificate indicates that although the employee is unlikely to be fit to obtain gainful employment within 3 years, it is likely that they will be fit to do so prior to the normal retirement age.

Tier 3: The Certificate indicates that it is likely that the employee will be fit to obtain other gainful employment within a period of 3 years. The pension benefit is payable for a maximum of 3 years. If the employee obtains gainful employment before the expiry of 3 years, their pension benefits will cease. A review will be conducted after 18 months and if the employee is deemed capable of obtaining gainful employment at that point, pension benefits will cease.

24.3 Procedure

Where a Certificate of Permanent Incapacity recommendation has been provided by Occupational Health, the employee will be invited to a formal hearing with the Committee of Governors as outlined in the procedure for hearings and appeals, where the employee's dismissal on the grounds of ill health will be considered. The employee should make every effort to



attend this meeting, may make representation and has the right to be accompanied by a suitable qualified trade union representative or work colleague. Any dismissal will be with contractual notice.

24.4 Appeals

Where the employee wishes to appeal against the decision to give the employee a formal sanction or the decision to dismiss him/her on the grounds of ill health, s/he should notify the Headteacher in writing, stating the grounds for the appeal, within 10 working days of receipt of the decision. Any appeal will be heard by members of the Governing Body not involved in the earlier process, in line with the procedure for hearings and appeals.

25.0 Absences for Reasons Other than Sickness

Requests for time off for reasons other than sickness will be considered by the Headteacher in the light of the individual's circumstances, legal requirements and operational needs.

Unauthorised absences will be dealt with in accordance with the disciplinary procedure.

An employee who abuses the Cambois Primary School policy and procedure on absence management will be dealt with under the disciplinary procedure.

26.0 Confidentiality

The absence management pay process will be treated with confidentiality and information relating to individuals will be shared with only those who are legitimately involved in the operation of the process.

27.0 Monitoring and Review

This policy and procedure will be monitored and reviewed two yearly by the Resources Committee where there are issues with the way the policy and/or procedure are working, these will be looked at closely with a view to identifying measures to improve their effectiveness.

Document Record

| Version | Reason for Amendments/Update/Review | Date of Adoption by Cambois Primary School | Date of next review |
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| 1.0 | New policy and procedure provided by debbiejuddhr. | 1 st Dec 2021 | |
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