Signing In and Out

You are required to sign-in, you must sign in when you arrive and sign out when you leave.

If you work directly with children, we ask you to arrive early enough to start working at the agreed time.

If you can't work or if you are going to be late you should phone your manager as soon as possible. They will ask you why you will be absent or late, and when you expect to return to work.

To follow our statutory requirements in relation to looking after children we need all staff to do their best to arrive at their working location on time. However, we know there are times when there you might have problems travelling due to severe weather conditions or significant problems with public transport.

- We won't ask you to travel if it is dangerous.
- If there are problems, please contact your manager as soon as possible.
- If you do not work directly with children, your manager is likely to suggest you work from home.
- If you are late to arrive at work or you cannot work at all you may be asked to make up the hours and/or take annual or unpaid leave.
- If circumstances make it likely that travelling home will make your journey difficult or dangerous your manager might suggest you travel home earlier than usual.

If we are concerned that any staff are taking advantage of this policy the disciplinary policy might be used.

If there is a reason you need to leave work before you have completed your normal working hours please speak with your manager (when you have to leave and when you return to work).