



Sick Leave and Absence Policy

Billingham Boxing Academy recognises the importance of supporting the health, wellbeing, and welfare of all employees, coaches, volunteers, and individuals working on behalf of the club. This policy outlines procedures relating to sickness absence, reporting requirements, and attendance expectations.

1. Purpose of the Policy

The purpose of this policy is to:

- Promote fair and consistent management of absence
- Support the wellbeing of staff and volunteers
- Ensure the safe and effective operation of the club
- Clarify absence reporting procedures and expectations
- Support compliance with legal and safeguarding responsibilities

2. Scope

This policy applies to:

- Employees where applicable
- Coaches
- Volunteers
- Trustees and committee members involved in club duties
- Individuals carrying out responsibilities on behalf of the club

3. Principles

The club will:

- Treat absence matters fairly and sensitively
- Respect confidentiality and privacy
- Promote health, wellbeing, and safe working practices
- Encourage communication and support
- Monitor attendance where appropriate

4. Reporting Sickness Absence

Individuals unable to attend due to sickness or illness should:

- Notify the appropriate club representative as soon as possible
- Provide information regarding the expected duration of absence where possible
- Maintain reasonable communication during longer periods of absence

Notification should normally be made directly and not through third parties unless unavoidable.

5. Medical Advice and Fitness

The club may request appropriate medical information or confirmation where necessary, particularly where:

- Absence is prolonged
- Safety concerns arise
- The role involves safeguarding or physical activity

Individuals should not attend club activities if illness or injury may:

- Affect safety
- Risk spreading infection
- Prevent them carrying out duties safely

6. Return to Duties

Following sickness absence, the club may:

- Discuss any support required
- Consider adjustments where appropriate
- Review fitness to return to duties
- Ensure safeguarding and safety responsibilities can be met

7. Recording Absence

The club may maintain records relating to:

- Sickness absence
- Medical certificates where applicable
- Return to duties discussions
- Attendance concerns

Records will be handled confidentially and in line with data protection requirements.

8. Unauthorised Absence

Failure to notify absence appropriately or repeated unexplained absence may result in further review or disciplinary action where appropriate.

9. Wellbeing and Support

The club recognises the importance of wellbeing and aims to:

- Encourage open communication
- Promote a supportive environment

- Reduce unnecessary stress
- Support individuals returning from illness or injury where reasonably practicable

10. Safeguarding and Health Considerations

The club will prioritise the welfare and safety of:

- Children and young people
- Adults at risk
- Members and participants
- Volunteers and staff

Individuals should not undertake coaching or supervision duties if medically unfit to do so safely.

11. Equality, Diversity and Inclusion

The club will manage absence fairly and without discrimination.

Reasonable adjustments may be considered where appropriate in line with equality legislation.

12. Confidentiality and Data Protection

Medical and absence-related information will:

- Be treated confidentially
- Only be shared where necessary
- Be stored securely
- Be processed in line with UK GDPR and data protection legislation

13. Volunteers

The club recognises that volunteers may have varying availability and personal commitments.

Volunteers are encouraged to communicate promptly if they are unable to attend scheduled activities or duties.

14. Responsibility

The club committee is responsible for overseeing implementation of this policy.

Coaches, volunteers, and individuals are responsible for following reporting procedures and maintaining communication.

15. Policy Review

This policy will be reviewed annually or following changes to employment guidance, health and safety requirements, safeguarding standards, or club operations.

Absence Reporting Contacts

Club Chairperson: Judy Williams, 07496960095
Lead Coach / Supervisor: Adrian Worth, 07828140640