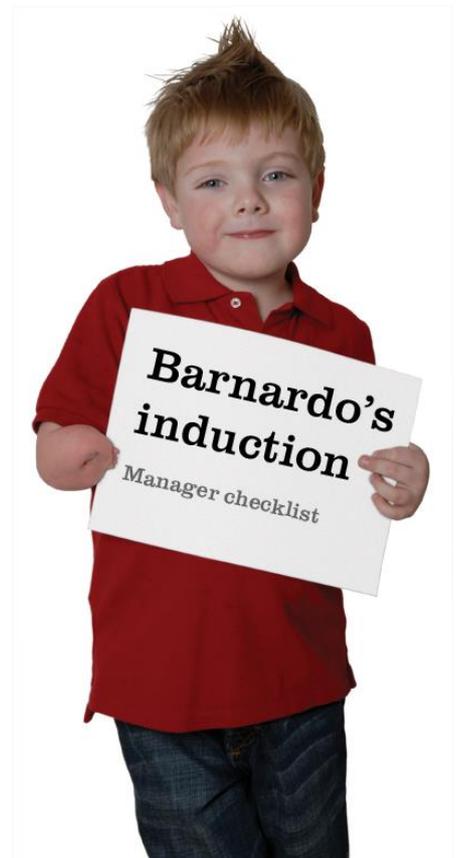


Re-Introduction checklist for staff returning from extended absence from work

Checklist items refer to staff returning from all types of extended leave unless stated otherwise.



Introduction and overview

This checklist has been developed to work alongside a number of Barnardo's policies and procedures applicable to staff who have had extended time away from their substantive role (extended leave is taken to be 4 weeks or more). This includes Maternity and Family Friendly policies, Secondment, Extended Leave and Sickness Absence policies and procedures.

An employee's first few days or weeks back into their role after leave may be an anxious time, particularly if there are also other considerations, such as returning from extended sickness absence and managing health issues, or returning from maternity leave and trying to balance a change in personal circumstances with a return to work. The purpose of this checklist is to guide you through some of the support that, as a line manager, we need you to offer your returning team member. It highlights the checks that you need to make to ensure that their re-introduction is progressing effectively and your team member feels supported and valued.

Planning ahead for the return of the individual will help you to ensure the return runs as smoothly as possible, supports staff engagement and facilitates a cohesive and productive team. The checklist below covers some of these considerations.

Some of our policies have a formal mechanism for the individual to meet with you and their team during their absence, such as Keep In Touch days for those on Maternity or Shared Parental Leave. These days can be a really useful way of helping to ensure your team member is not isolated from work during their time off. There is no obligation for you to provide Keep In Touch days, or for the individual to take them up, but they can work well. Consider times when they may be particularly helpful, such as for attendance at team meetings, training days, or if there are some pieces of work which could be carried out.

Even where there are no formal opportunities to meet up with individuals who are absent from work, it is really important that you and your team member consider and agree how communication will work for you both during their absence. It may be that you agree a quick phone call or email exchange once every month or so, or that you will send the individual key pieces of news (such as new starters, changes in policies, notes from team meetings). If there are social events such as team lunches, seasonal parties or team building events, invitations should be extended to those out of the workplace. **It is important to consider the individual's circumstances, discuss and agree with them, depending on the circumstances, the most appropriate form and frequency of contact during absence.**

If you have any feedback on this checklist, please contact your People Team.

Before your team member returns to their role

You can start your returner's re-introduction when you have a date for their return confirmed. This will be helped if you have agreed and maintained contact throughout their time away from their role as described above. In the conversation leading up to their return-to-work date, ask them "Do you have any concerns ahead of your return to work that you would like to share?". This will help the individual and you as their manager to pre-empt any problems that might arise.

N.B. This checklist is based on Barnardo's requirements for re-introduction. If your returner is working in a 'regulated service' (e.g. Ofsted; Care Quality Commission etc), the regulator may have additional requirements. Please discuss these with your service manager.

| Re-introduction Pack | |
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| <p>It will help to collate key information throughout the individual's absence. It may be worth setting up an electronic or paper folder in which you collect key documents or links to documents, so that when your team member returns you have a re-introduction pack already set up and you are less likely to overlook key developments.</p> <p>Documents to consider:</p> <ul style="list-style-type: none"> ▪ Updated policies and procedures ▪ Team meeting notes ▪ Region/Nation/service Newsletters ▪ Key updates from B-Hive ▪ Key updates from any online workgroups they belong to ▪ Key service or case issues ▪ Slides or handouts from training events ▪ Organisational/ structure charts where there have been changes ▪ Links to Barnardo's EAP support briefings ▪ Any new Staff Benefits introduced during their absence (listed on b-hive) | ■ |
| Information Services and Information Technology | |
| <p>Before your member of staff returns, ensure they have access to IT systems. For long-term absence IT accounts may have been locked, IS will need notice to unlock accounts before the team member returns.</p> | ■ |
| Local – preparing your team | |
| <ul style="list-style-type: none"> ▪ Brief your team on the return of their colleague. ▪ Brief Reception staff that they are back at work (calls to them can now be put through and automatic call-forwarding removed). ▪ Brief your team on any reasonable adjustments that have been made (as appropriate and respecting confidentiality). ▪ Brief your team on any flexible working requests that have been agreed. | ■ |
| Reasonable adjustments | |
| <p>If your returner has a newly disclosed disability (this may be as a result of recent sickness absence for example), discuss with them any reasonable adjustments that may need to be made. Barnardo's may be able to claim up to 100% of the cost via the Access to Work scheme in England, Scotland and Wales (a separate scheme applies in Northern Ireland).</p> <p>You can read Barnardo's manager's guidance on disability by clicking here.</p> | ■ |

Your returner's first day

| All Staff | |
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| <p>Check that your returner is up-to-date and confident with Barnardo's key policies including policies and procedures relating to safeguarding children and adults at risk and, for Children's Services' staff, policies and procedures relating to Information Sharing and recording.</p> <p>Be aware that if your returner is working different or flexible working patterns to other members of their team, there is a possibility that this may raise questions from colleagues. Within the boundaries of confidentiality for the situation, alert colleagues to what is happening.</p> <p>On their first day back at work, make sure you check-in informally with your returner in the latter part of their day. Give encouraging feedback about how well they have done, if appropriate, and acknowledge their return (glad to see you back etc).</p> | ■ |
| Local | |
| <p>Provide your returner with details of anything that may have changed in the working environment, such as new joiners or leavers, access codes, passwords.</p> | ■ |
| <p>Ensure your returner is confident and familiar with local work arrangements e.g:</p> <ul style="list-style-type: none"> ▪ Hours of work ▪ Time Off in Lieu (provide them with details of their current leave accrual) ▪ Flexi time systems in use (provide them with details of their current leave accrual) ▪ Annual leave entitlement (provide them with details of their entitlement - particularly if leave has been carried over or work hours have changed) ▪ Signing in ▪ Absence procedure ▪ Leave arrangements ▪ Sick pay ▪ Travel and subsistence expenses procedures. | ■ |
| <p>Arrange introductions to any new team members.</p> | ■ |

Your Returner's first week

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| Provide your returner with the re-introduction pack that you have collated (as mentioned above), and provide time for them to work through and catch up on key issues and news. | ■ |
| Arrange meetings with key staff or contacts, particularly if these have changed during the period of absence. | ■ |
| Schedule regular 1:1 or supervision meetings for the months ahead. | ■ |
| Re-introduction Learning and Development Plan | |
| <p>Review your returner's learning plan.</p> <p>Consider whether they are due to undertake an update of any Barnardo's e-learning, If your returner has had a break in service and is considered to be a 'new starter' on payroll, they are required to undertake the mandatory e-learning courses unless they have been completed within the previous three years of the return date.</p> <ul style="list-style-type: none"> ▪ Data Protection (includes the new GDPR legislation) ▪ Equality, Diversity and Inclusion ▪ Health and Safety (Foundation or Retail-specific course) ▪ IT Induction ('Introduction to IT in Barnardo's') ▪ Information Sharing (for Children's Services) ▪ Safeguarding | ■ |
| Meet with your returner to discuss their previous Performance Development Review (PDR) – even if their return falls outside of the annual PDR timeframes. | ■ |
| Discuss, agree and document new objectives and a development plan for the review period ahead. Ask your returner if there is anything else they need at this stage to support their effective return to work. | ■ |
| As part of this discussion, consider learning that has taken place during the period of absence and include in the discussion the individual's development aspirations. | ■ |
| Local | |
| Outline the business priorities for your service, department, section or area to your returner. | ■ |
| Check that your returner is aware of any immediate work that they are required to take on from colleagues who may have been covering in their absence. | ■ |