

## LITTLE FIRS DAY NURSERY



### 68. Special Consideration for Employees Policy.



At Little Firs we recognise that employees may require special consideration during their employment.

#### **Legal Requirements.**

The nursery follows the legal requirements set out in The Management of Health and Safety at Work Regulations (1992) and the Equality Act (2010).

This policy should be read in conjunction with our Health and Safety Policy, which has regard to any employees requiring special consideration at the commencement of employment and during it. (See also the Menopause policy).

#### **Procedure.**

The nursery manager:

- Assesses any employee requiring special consideration in conjunction with the individual on induction to the nursery or when their condition or special educational needs and/or disability is obtained.
- Carries out necessary risks assessments to support the employee.
- Agrees with the staff member any necessary special measures such as training and supervision, arrangements, modifications and medical surveillance.
- Carries out further assessments and reviews at least annually, or when any changes to the special circumstances or environment occur.

#### **Special Educational Needs or Disabilities.**

If a member of staff has a special educational need and/or disability, we encourage them to tell us about their condition so that we can consider what reasonable adjustments or support may be appropriate.

#### **Part-Time and Fixed-Term Work.**

Part-time and fixed-term employees are treated the same as comparable full-time or permanent employees and enjoy no less favourable terms and conditions (on a pro-rata basis where appropriate) unless different treatment is objectively justified.

#### **Transgender (Transexual) Employees**

If an employee proposes to change their gender, has started to do so or has already done so, they are protected by the Equality Act (changing gender does not have to include medical processes or intervention).

When reviewing special considerations for transgender employees, we will seek specialist advice and liaise directly with the employee regarding their requirements. For example, we enable employees to inform us of their preferred gender and pronouns, we enable trans employees to select the toilet facilities appropriate to the gender in which they present, and we treat absence for transitioning in line with our general absence procedures.

| <b>Date of Review:</b> | <b>This Policy was adopted on:</b>   | <b>Signed on behalf of the Nursery Committee:</b> | <b>Date of Next Review:</b> |
|------------------------|--------------------------------------|---------------------------------------------------|-----------------------------|
| <b>August 2025</b>     | <b>1<sup>st</sup> September 2025</b> |                                                   | <b>August 2026.</b>         |