



# FOUNDATIONS

## DAY NURSERY

Est. 2010

### Special Consideration for Employees

At Fun Foundations we recognise that certain 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 the course of it.

#### 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 disablement comes to light
- Carries out necessary risks assessments relating to the occupation of such workers
- Agrees with the worker any necessary special measures such as training and supervision, arrangements, modifications and medical surveillance
- Carries out further assessments and reviews at least annually, or if and when any changes to the special circumstances or environment occur.
- Further assessments and reviews will be carried out at least annually, or if and when any changes to the special circumstances or environment occur.

#### Additional learning needs/disabilities

If a member of staff has an additional learning 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.



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Signature	Date for review
A. Ferguson.	June 2026