Special Consideration for Employees Policy

At Muddy Puddles 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 - general policy, which has regard to any employees requiring special consideration at the commencement of employment and during the course of 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 if and when any changes to the special circumstances or environment occur.

Special educational needs and/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 and we treat absence for transitioning in line with our general absence procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for Review
01/03/2026	Heather Black	01/03/2027