



## Special Consideration for Employees Policy

At Ribbons Preschool we recognise that certain employees may require special consideration during their employment.

### Legal requirements

The preschool 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. The following procedure is followed.

### Procedure

The preschool manager:

- Assesses any employee requiring special consideration in conjunction with the individual on induction to the preschool or when their condition or disablement comes to light
- Carries out necessary risk 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.
- Further assessments and reviews will be carried out at least annually, or if and when any changes to the special circumstances or environment occur.

### Disabilities

If you are disabled or become disabled, we encourage you to tell us about your 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.

This policy was adopted on: 23.08.19

This policy was amended on: 09.01.2020

Signed on behalf of the preschool: K.Watkins-Freeman

Date for review: 09.01.2021

Policy reviewed:09.01.2021

Date for review: 09.01.2022

Date for review: 09.01.2022

Policy reviewed:09.01.2022

Date for review: 09.01.2023

Policy reviewed:14.09.2022

Date for review: 14.09.2023

