

## Busy Bees Playgroup

### **Special Consideration for Employees Policy**

Busy Bees Playgroup recognise that certain employees such as young persons, new and expectant mothers and persons with a Special educational needs and or/ a disability require special consideration under The Management of Health and Safety at Work Regulations 1999 and the Equality Act 2010.

The Health and Safety Policy should have regard to such persons both at the commencement of employment and during it.

The following procedure is therefore set down to achieve this aim.

#### Legal requirements:-

Busy Bees Playgroup 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

Busy Bees Playgroup manager will:-

- 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/Disabilities

If a member of staff has a special educational needs 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. Together an individual healthcare plan and individual risk assessment will be completed and reviewed regularly. If an employee is returning to work after a period of absence or change in needs/medication, then a return to work interview will take place and recorded and if necessary confirmation that you are now fit for work.