



SPECIAL CONSIDERATION FOR EMPLOYEES, NEW AND EXPECTANT MOTHERS, AND STAFF WORKING WITH THEIR OWN CHILDREN

Special Consideration for Employees

Purpose

We recognise that certain employees such as young persons, new and expectant mothers and persons with a disability require special consideration under The Management of Health and Safety at Work Regulations 1992. The [Health and Safety Policy](#) should have regard for such persons both at the commencement of employment and during it. The following procedure is therefore set down to achieve this aim.

Policy

Any employee requiring special consideration will be assessed by the Nursery Manager on induction to the nursery or when their condition or disablement comes to light. The Risk Assessments relating to the occupation of such workers will be considered at these times and special measures such as training and supervision, arrangements, modifications, and medical surveillance, if necessary, will be agreed upon with the worker.

Further assessments and reviews will be carried out at appropriate intervals.

New and Expectant Mothers

Purpose

The health and well-being of all staff are of paramount importance. However, health and safety precautions will be looked at on an individual basis in the event of our employees becoming pregnant or returning to work as new mothers.

Policy

Once an employee has notified their Manager of the pregnancy in writing, the Manager must arrange a Risk Assessment meeting to carry out a full Risk Assessment WITH the employee. This must be done within 5 days. The needs, requirements and general health of the individual employee must be considered when completing the Risk Assessment.

The Risk Assessment must take into account the following hazards: workload, working hours, manual handling, stress, availability of rest periods, temperature etc. The Risk Assessment must be reviewed WITH the employee for each trimester of the pregnancy.

Consideration will be given to new mothers. Space and time will be given to express and store breast milk. Flexible working will be considered and where possible offered.

Review meetings with new or expectant mothers will be carried out on a regular basis with the management team.



Staff Working with Own Children

Purpose

We believe our staff should remain neutral and treat all children with the same concern. Therefore, we feel it is inappropriate for staff to care for their own children whilst working in the nursery.

Policy

- Staff will, where possible, not be positioned in the same room as their own child, or a close relation
- It will be the staff member that moves rooms, not the child. This will enable the child to be in the appropriate age/stage group and forge consistent relationships with other children in this group
- If there are staff shortages resulting in the movement of staff, where possible the staff members will be placed in a different room to that of their child or close relation
- Staff caring for another staff member's child will treat them as they would any other parent/child. No special treatment will be offered to any child or parent who has connections with the nursery.

Associated documents:

- [Health & Safety Policy](#)
- [Blank Risk Assessment](#)