

SAFFRON WALDEN NURSERY SCHOOL
STAFF CAPABILITY POLICY

All practitioners who are employed by Saffron Walden Nursery School are expected to be able to carry out the duties required of them, which are contained within their job description. Any practitioner who appears to be under the influence of alcohol or illegal drugs are immediately sent off the premises.

Practitioners who are experiencing difficulties in these areas are offered advice and support before being allowed to return to work. Practitioners must take this as unpaid leave. Prior to returning to work staff are requested to take a test. This will inform us as to whether they are still under the influence of any drugs or alcohol. The cost of these tests would be met by the Nursery School.

Any Practitioner who may be having problems within their personal life and we feel are unable to carry out their duties will also be requested to leave the premises. Again they will be offered support and advice. They will return to work when we feel that they are able to fulfil their duties again.

Practitioners must also be aware that even prescribed medication can affect their ability to care for children. If this is the case then staff are requested to remain at home until the course of medication is complete. If unsure then staff must seek medical advice.

Practitioners who inform us that they are pregnant have a maternity risk assessment carried out.

Both management and the pregnant practitioner are fully involved in carrying out the risk assessment. The assessment is repeated when the practitioner is six months pregnant enabling us to be aware of any changes within the setting which may need to be made.

This policy was adopted at a meeting of Saffron Walden Nursery School on
Signed on behalf of the Management Committee by

Reviewed on
Signed on behalf of the Management Committee by