



Golden Apples Day Nursery – Neurodivergent-Staff Support Policy (Full Version)

1. Policy Statement

Golden Apples Day Nursery is committed to creating an inclusive, supportive, and psychologically safe working environment for all staff. We recognise that neurodivergence is a natural part of human diversity and includes conditions such as autism, ADHD, dyslexia, dyspraxia, Tourette's syndrome, and other neurological differences.

We value the strengths, perspectives, and contributions that neurodivergent staff bring to our nursery community. This policy sets out how we support neurodivergent colleagues, ensure equitable treatment, and meet our legal duties under the Equality Act 2010 and wider employment law.

2. Purpose of This Policy

This policy aims to:

- Promote a culture where neurodivergent staff feel safe, respected, and able to thrive.
- Ensure reasonable adjustments are identified, reviewed and implemented.
- Provide clear processes for disclosure, support, and communication.
- Prevent discrimination, harassment, and disadvantage.
- Equip managers with the guidance needed to support neurodivergent staff effectively.
- Ensure compliance with statutory duties, including the 2026 proactive harassment-prevention duty.

3. Definition of Neurodivergence

Neurodivergence refers to natural variations in the way people think, learn, communicate, and process information. This may include, but is not limited to:

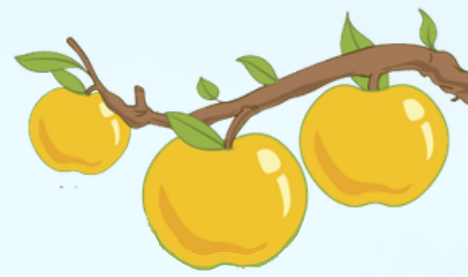
- Autism
- ADHD
- Dyslexia
- Dyspraxia (DCD)
- Dyscalculia
- Tourette's syndrome
- Sensory processing differences
- Other neurological or cognitive differences

Neurodivergence may or may not be formally diagnosed. Support is available regardless of diagnosis status.

4. Legal Framework

This policy is underpinned by:

- **Equality Act 2010** – neurodivergence may be a disability; employers must make reasonable adjustments.
- **Health and Safety at Work Act 1974** – duty to protect staff wellbeing.
- **Employment Rights Act 1996** – fair treatment and protection from detriment.
- **2026 Harassment-Prevention Duty** – proactive steps to prevent harassment, including from parents and third parties.
- **Data Protection Act 2018** – confidentiality of personal information.



5. Principles of Support

Golden Apples are committed to:

- **Respect** – valuing each person's individuality.
- **Confidentiality** – information shared only on a need-to-know basis.
- **Collaboration** – working with staff to identify helpful adjustments.
- **Strength-based practice** – recognising and building on individual strengths.
- **Fairness** – ensuring neurodivergent staff are not disadvantaged.
- **Psychological safety** – creating an environment where staff feel safe to disclose and seek support.
- **Understanding** – working towards gaining knowledge of neurodiversity
- **Acceptance** – accepting difference that each person's differences is just that

6. Disclosure and Requesting Support

6.1 Voluntary Disclosure

Staff may choose to disclose neurodivergence at any time. Disclosure can be made to:

- The Nursery Manager
- The Deputy Manager
- HR/Owner
- The Designated Safeguarding Lead (if relevant to wellbeing)

Disclosure is voluntary. Staff are not required to provide medical evidence unless they wish to.

6.2 How to Request Support or Adjustments

Staff can request support verbally or in writing. Managers will:

- Arrange a confidential meeting to discuss and explore all alternative arrangements, including needs and preferences to agree reasonable adjustments
- Record the agreed plan
- Review regularly

7. Reasonable Adjustments

Adjustments will be tailored to the individual and may include:

7.1 Communication Adjustments

- Clear, written instructions
- Advance notice of changes where possible
- Avoiding ambiguous language
- Providing visual schedules or checklists
- Allowing processing time before expecting a response

7.2 Sensory Adjustments

- Access to quieter spaces for planning or breaks
- Adjusted lighting where possible
- Minimising sensory overload during meetings
- Permission to use noise-reducing aids
- Allowing sensory regulation tools (fidgets) to help regulate
- Avoid overwhelming amounts of information.

7.3 Workload and Task Adjustments

- Predictable routines
- Structured handovers
- Breaking tasks into manageable steps
- Adjusted expectations during periods of overwhelm

7.4 Environmental Adjustments

- Seating preferences
- Reduced interruptions
- Clear desk or organised workspace options

7.5 Working Pattern Adjustments

- Adjusted shift patterns
- Avoiding last-minute rota changes where possible
- Flexibility around start/finish times

7.6 Support During Parent Interactions

- Senior staff present during challenging conversations
- Written communication instead of verbal where appropriate
- Clear boundaries for parent behaviour

8. Manager Responsibilities

Managers must:

- Create an environment where staff feel safe to disclose.
- Respond sensitively and without judgement.
- Document and implement reasonable adjustments.
- Review adjustments regularly.
- Protect staff from discrimination or harassment.
- Intervene promptly if parents or third parties behave inappropriately.
- Avoid disciplinary action where behaviour is linked to unmet support needs.
- Seek HR guidance for complex cases.

9. Preventing Harassment and Third-Party Harassment

Golden Apples has a **proactive** duty to prevent harassment of neurodivergent staff. This includes:

- Zero tolerance of derogatory comments or behaviour.
- Clear boundaries for parent conduct.
- Immediate intervention if a parent behaves inappropriately.
- Restricting parent access where necessary.
- Recording and monitoring incidents.
- Supporting staff after any incident.

Harassment includes unwanted comments about communication style, tone, behaviour, or differences linked to neurodivergence.

10. Training and Awareness

Golden Apples will provide:

- Annual neurodiversity awareness training for all staff.
- Specialist training for managers on reasonable adjustments.
- Scenario-based training for handling parent interactions.
- Induction training for new staff on inclusive practice.

11. Confidentiality and Data Protection

Information about neurodivergence is sensitive personal data.

The nursery will:

- Store information securely
- Share only on a need-to-know basis
- Seek consent before sharing wherever possible
- Respect the employee's preferences regarding disclosure

12. Monitoring and Review

The nursery will:

- Review adjustments at least annually or sooner if needed
- Seek feedback from staff
- Monitor incidents of harassment or discrimination
- Review this policy annually to ensure compliance and best practice

13. Related Policies

This policy should be read alongside:

- Equality, Diversity & Inclusion Policy
- Anti-Harassment and Third-Party Harassment Policy
- Sickness and SSP Policy
- Flexible Working Policy
- Whistleblowing Policy
- Staff Wellbeing Policy
- Parent Conduct Policy

