

**Disclaimer: Activities with children must always be risk assessed, including for allergies or choking. Children must always have adequate supervision. Resources and materials must always be appropriate for children's age and stage of development.**

## Meeting employee faith and belief requirements

**As part of your equality, diversity and inclusion policies, you should regularly review how you can offer support for any staff faith or belief requirements in your setting.**

- Discuss specific faith celebrations at induction and staff supervisions, finding out what requirements individual staff may have. Learn what you can about your employees' faiths and beliefs to help you understand what their specific needs are and how you can support them
- Be respectful of employees' religious practices. Challenge any discriminatory comments or actions immediately
- Add the faith and belief based holidays which your staff celebrate to your annual calendar so you are aware of when they happen
- Offer flexibility with work shifts to accommodate religious celebrations
- Review your policies, e.g. dress code to ensure they can be flexible to support specific faiths and beliefs
- Review your own work based celebration events, for example, where your Christmas party is held and whether there is a range of non-alcoholic drink options available. Consider how you can be fully inclusive for your whole staff team
- Be mindful of when you hold work based events and meetings, e.g. lunch meetings during Ramadan
- Ensure you give equal consideration to all staff requests for faith based support and provide clear reasons if you have to refuse a request
- Consider how you to accommodate appropriate space and time for prayer
- Include meeting employee needs into the role of the Equality named coordinator (ENCO).



### NDNA products to support you

- Factsheet: [The role of the equality named coordinator \(ENCO\)](#)

**Find more resources at [www.ndna.org.uk/hub/myndna](http://www.ndna.org.uk/hub/myndna)**