



**Extend Learning**  
Academies Network

## Menopause Policy

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## 1. Why a Menopause Policy is important

Extend Learning Academies Network (ELAN) is committed to promoting the health and wellbeing of all staff members. We are aware that the menopause is a natural process of every female's life, and the school is in an important position to provide the right support to staff members experiencing the menopause.

The aims of this policy are to:

- Create an inclusive environment in which staff members can openly and comfortably discuss the menopause.
- Ensure every staff member understands what the menopause is and the common signs and symptoms.
- Ensure line managers are aware of the reasonable adjustments that could be put in place to support staff members.
- Reduce absenteeism due to menopausal symptoms.
- Increase access to flexible working systems for staff members experiencing the menopause.

## 2. Links to other policies

This policy will be implemented in accordance with the following school policies and procedures:

- Flexible Working Policy and Procedure
- Staff Code of Conduct
- Dignity at Work including Anti-Harassment Policy and Procedure
- Equality and Equal Opportunities Policy
- Leave of Absence Policy
- Staff Absence Management Policy and Procedure

## 3. Definitions

For the purpose of this policy, “**menopause**” is defined as a biological state in a female's life that occurs when she stops menstruating and reaches the end of her natural reproductive cycle. The average age that a female reaches menopause is 51; however, it can be earlier or later than this due to a number of reasons.

For the purpose of this policy “**perimenopause**” is defined as the time leading up to the menopause where a female begins to experience the signs and symptoms of menopause. This can be several years before the menopause actually occurs (typically between 4-5 years) For some women, the symptoms during this time can be worse than the actual menopause.

For the purpose of this policy “**postmenopause**” is the time after which the menopause has occurred, starting from the time when a female has not had a period for 12 consecutive months. The average time for women experiencing menopause symptoms is 5 years but can last up to 10 years.

#### **4. Signs and symptoms**

Common symptoms of the menopause include, but are not limited to, the following:

- Hot flushes
- Palpitations
- Headaches
- Night sweats
- Difficulty sleeping
- Skin irritation
- Vaginal dryness
- Low mood or anxiety
- Panic attacks
- Loss of concentration
- Depression
- Reduced sex drive
- Problems with memory and concentration

Menopausal symptoms can occur months or even years before a female's periods stop and can last for several years after they have stopped.

The menopause can have a significant impact on females at work and their relationships with colleagues, e.g. if they are experiencing severe anxiety, this may have negative side effects on their happiness at work.

Not every female will experience the signs and symptoms of the menopause; however, the list provided above is common for most females.

#### **5. Roles and Responsibilities**

Employees experiencing menopause are responsible for:

- Familiarising themselves with the procedures in this policy.
- Being aware of the common signs and symptoms of the menopause to help with their diagnosis or to support others experiencing the menopause.
- Taking a personal responsibility to look after their health.
- Engaging in open and honest conversations with relevant individuals, e.g. their line manager or if they are not comfortable doing so, with another manager or member of the HR team.
- Seeking help where necessary from relevant professionals, e.g. GPs and occupational wellbeing provider (who also offer menopause support and counselling).
- Contributing to a respectful and productive working environment.
- Having a willingness to help colleagues experiencing the menopause.
- Adopting any reasonable adjustments that the school implements to support them.
- Creating an action plan and reviewing this in conjunction with their line managers where relevant.
- Attending an Occupational Health Review if applicable
- Engaging in training to ensure they are able to support others.

All members of staff are responsible for:

- Creating a respectful, inclusive and productive working environment.
- Ensuring that unlawful conduct towards staff members experiencing menopause is avoided, and reported to the headteacher where incidents occur. The following are examples of unlawful conduct:
  - Discrimination of any kind, whether it be indirect, discreet, or direct
  - Harassment
  - Victimisation
  - Failure to make reasonable adjustments
- Ensuring they have a good understanding of the menopause and how this can affect the workplace.

Line managers are responsible for:

- Familiarising themselves with the procedures in this policy.
- Organising discussions with staff members experiencing the menopause.
- Acting sensitively and emphatically towards staff experiencing the menopause.
- Deciding on which reasonable adjustments need to be made to support staff members experiencing the menopause, and ensuring they are implemented.
- Implementing an action plan in conjunction with staff members experiencing the menopause if needed.
- Recording all reasonable adjustments and reviewing them as appropriate/agreed with the employee e.g. may be on a termly/three times a year basis.
- Making changes to action plans and reasonable adjustments, as necessary.
- Discussing referrals to Occupational Health, and referring staff to them, where necessary.
- Implementing any recommendations by Occupational Health, as required.
- Monitoring staff absence in line with the school's Staff Attendance Management Policy.

The Head of HR is responsible for:

- Offering guidance to line managers to enable them to effectively support staff experiencing the menopause.
- Monitoring staff absence in line with the school's Staff Attendance Management Policy.
- Creating training session content for line managers/staff.
- Maintaining effective communication with line managers and staff experiencing the menopause.

(External) Occupational Health is responsible for:

- Carrying out holistic assessments of individuals who believe they are experiencing the menopause.
- Providing advice to staff members experiencing the menopause.
- Providing information as to where staff members can seek further advice.
- Making reasonable adjustment recommendations to line managers and HR.
- Providing support to line managers and to HR, as required.

## 6. Notification

Where any staff member believes they are experiencing symptoms of menopause which may affect their work, or where they will require reasonable adjustments, they will notify their line manager.

The line manager will hold a one-to-one discussion with the employee to discuss the symptoms and which reasonable adjustments are required making notes on the Confidential Discussion Record form in the appendix.

The one-to-one discussion will be held in an appropriate location to maintain confidentiality, e.g. an office. The employee should be allowed to bring a colleague or trade union representative if they would like to do so.

If necessary, the line manager will discuss a referral to Occupational Health for further support.

The line manager will conduct a risk assessment for any staff member experiencing the menopause, and will review working conditions.

The line manager and employee will devise a written action plan which details the following:

- Their signs and symptoms
- The perceived or actual effects on their work
- Any necessary reasonable adjustments
- Time frames for reasonable adjustments to be in place
- Next steps
- Agreed review dates

Where a referral has been made to Occupational Health, the line manager will ensure any recommendations for reasonable adjustments are included in the action plan.

The line manager and employee will discuss whether any other staff members should be notified – if so, who and how the employee would like them to be notified.

The line manager will schedule a follow-up meeting one month after the initial discussion to review progress so far. Any changes will be made as necessary.

The line manager will schedule ongoing review meetings at agreed timings with their employees to review the action plan and make any changes as necessary.

## 7. Risk assessments

Menopausal females are identified as workers who may be particularly at risk and, therefore, schools have a duty to make suitable and sufficient risk assessments for such employees.

Where an employee has voiced concerns about their symptoms of the menopause, the line manager will conduct a risk assessment of their work practice to identify risks and implement appropriate control measures.

A separate risk assessment will be conducted for each member of staff experiencing the menopause.

The risk assessment will consider the specific needs of staff members experiencing the menopause. Specific information that will be considered includes, but is not limited to the following:

- Temperature and ventilation
- Current symptoms
- Access to toilet facilities
- Access to fresh drinking water
- Workplace stress

Appropriate reasonable adjustments will be implemented in light of the risk assessment.

The risk assessment will be reviewed and updated by the line manager when any circumstances change, e.g. symptoms.

## **8. Reasonable adjustments**

In order to support staff members' symptoms of the menopause, the school will implement a variety of reasonable adjustments, suitable to staff members' individual needs. While menopause is not classed as a disability, certain symptoms may class as a disability themselves, and therefore the school has a duty to ensure reasonable adjustments are made where necessary.

Each case will be treated individually, and the below adjustments are not exhaustive.

**Hot flushes** – the school will:

- Adjust the temperature control of the work area, such as putting a fan on their desk or moving their desk close to a window.
- Ensure there is easy access to drinking water.
- Make adaptations to dress code, where appropriate, providing that this is in accordance with the school's Staff Code of Conduct.
- Ensure there is adequate access to toilets.
- Provide a quiet area for the staff member if they experience a severe hot flush.
- For teaching staff, where/when possible ensure the staff member has support from another member of staff who is able to step in to temporarily lead the class should the staff member need to take a break.

**Heavy and light periods** – the school will:

- Ensure there is adequate access to toilets.
- Ensure that sanitary products are readily available.
- Ensure storage space is available for a change of clothing, should the staff member require it.
- Allow the staff member to bring extra clothing with them, providing it is in accordance with the school's Staff Code of Conduct.

**Headaches and lack of sleep** – the school will:

- Ensure there is access to fresh drinking water at all times.
- Offer a quiet space to work, if necessary.



- Ensure the employee brings in an adequate supply of headache medication, e.g. ibuprofen.
- Discuss the effects of a healthy balanced diet on improving symptoms.
- Allow staff members time to take a break if they experience a headache.
- For teaching staff, where/when possible ensure the staff member has support from another member of staff who is able to step in to temporarily lead the class should the staff member need to take a break.
- Allow staff members to be considered for flexible working, in line with the Flexible Working Policy.

**Low mood and loss of confidence** – the school will:

- Allow staff members time to take a break whenever required and the school is able to accommodate.
- Identify a ‘time out space’ where the staff member may go if they need to take a break, e.g. the staff room.
- For teaching staff, where/when possible ensure the staff member has support from another member of staff who is able to step in to temporarily lead the class should the staff member need to take a break.
- Ensure the staff member has a sufficient support mechanisms in place from their line manager, and another colleague should they require it.
- Establish, with the staff member’s line manager, an agreed time for the staff member to catch up on any missed work as a result of absence.

**Poor concentration** – the school will:

- Discuss with the staff member if there are times of the day where concentration is better or worse, and review how working can be managed around this.
- Review the staff member’s task allocation and workload, distributing tasks to others where possible.
- Provide materials to assist with concentration and memory, such as action boards.
- Offer quiet spaces to work wherever possible.
- Establish, with the staff member’s line manager, an agreed time for the staff member to catch up on any missed work as a result of absence.

**Anxiety and panic attacks** – the school will:

- Provide the staff member with contacts for external support and counselling and discuss referral to Occupational Health.
- Ensure the staff member has a sufficient support mechanism in place from their line manager, and another colleague should they require it.
- Encourage the staff member to seek help from their GP.
- Identify a time out space where the staff member may go if they need to take a break.
- For teaching staff, where/when possible ensure the staff member has support from another member of staff who is able to step in to temporarily lead the class should the staff member need to take a break.
- Discuss relaxation techniques, such as breathing exercises, and encourage the staff member to practise these when taking a break.

## **9. Senior leadership training**

The Head of HR is responsible for organising/delivering senior leadership training.

The Headteachers will ensure that all line managers have been trained to be aware of the signs and symptoms of the menopause, how it can affect work, and what adjustments should be made to support staff members.

The school will ensure that, as part of a wider awareness campaign, issues of the menopause are highlighted so all staff members understand how it affects staff, and to create a positive attitude towards managing the menopause whilst being employed at the school.

The school will ensure all female staff members are provided with sufficient information as to where they can access support for any issues that arise as a result of the menopause.

## **10. Attendance procedures**

Attendance of staff members experiencing the menopause will be managed in line with the Staff Absence Management Policy.

All menopause-related sickness absences will be recorded as ongoing issues, rather than individual absences.

The school will ensure staff members experiencing the menopause are able to request flexible working, in line with the Flexible Working Policy.

Any requests for breaks or flexible working will be outlined in the employee's action plan.

The school will ensure that any appraisal, capability and performance procedures are not applied in a way as to discriminate unlawfully against female staff members experiencing the menopause.

Seek HR advice as/when needed.

**Appendix 1.**

**Confidential Discussion Record – Menopause**

<b>Date:</b>	<b>Present:</b>
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<b>Name:</b>	<b>Job Title:</b>	<b>Department/Location</b>

**Summary of the discussion:**

- Their signs and symptoms
- The perceived or actual effects on their work

**Agreed Actions/Reasonable Adjustments:**

**Referred to Occupational Health – yes or no**

**Agreed date of next review meeting (typically one month after initial meeting):**

**Signed (Line Manager):**

**Signed (Employee):**