



Every Child Every Day Academy Trust

Menopause Policy

Template last updated: December 2024
Date Reviewed by Trust/ School: November 2024
Date due for Review: September 2025
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Stored: Trust website

1. Introduction and purpose of policy

This policy is intended to outline the ways in which the Every Child Every Day Academy Trust, its schools, senior leaders and employees can work together to enhance staff health and wellbeing, ensuring that the school is a safe, caring and positive place to work. This policy sets out the rights of employees experiencing menopausal symptoms and explains the support available to them.

This policy does not form part of your contract of employment and we reserve the right to amend or withdraw it at any time.

These policies, and others which relate to staff, can be accessed via [line managers / the staff room / staff intranet etc. – *amend as appropriate*].

2. Policy Statement

The Trust is committed to creating an open and supportive culture. We want you to feel comfortable speaking about how menopause-related symptoms may be affecting you at work and able to ask for the support that you need to help you manage your symptoms. In this policy, where we refer to the menopause we also mean the perimenopause.

3. Roles and Responsibilities

- The Governing boards are responsible for overseeing the general health and wellbeing strategy and monitoring the effectiveness of this menopause policy, ensuring that appropriate procedures are in place to upkeep the general health and wellbeing of staff at work.
- The Headteacher in each school is responsible for the implementation of the menopause policy as well as for ensuring that those with line management responsibilities are suitably skilled to support those they manage in an empathetic and constructive way, with due regard to mental, physical and emotional wellbeing issues.
- Line managers are responsible for supporting the Headteachers in implementing the menopause policy, using procedures fairly and consistently, working with their staff to understand and address daily pressures, monitoring workload and supporting staff appropriately to their needs.

4. Symptoms of menopause

The menopause is a natural event during which a person stops having periods and experiences hormonal changes such as a decrease in oestrogen levels.

The menopause usually occurs between the ages of 45 and 55 and typically lasts between four and eight years. Perimenopause, or menopause transition, begins several years before menopause. An individual may start to experience menopausal symptoms during the final two years of perimenopause.

While menopausal symptoms vary greatly, they commonly include:

- hot flushes;

- night sweats;
- anxiety;
- dizziness;
- fatigue;
- memory loss;
- depression;
- headaches;
- recurrent urinary tract infections;
- joint stiffness, aches and pains;
- reduced concentration; and
- heavy periods.

5. Requesting support

If you are finding it difficult to cope at work because of menopausal symptoms, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, you can speak to the HR Lead in your school

We urge you to be as open as possible about any particular issues that you are experiencing or adjustments that you need to ensure that you are provided with the right level of support. Your school has a Menopause Support Plan that you and your line manager can, if you wish, use to record any adjustments agreed to support you at work when you are experiencing menopausal symptoms.

Any health-related information disclosed by you during discussions with your line manager or the Headteacher will be treated sensitively and in confidence.

6. Working flexibly on a *temporary* basis

- For employees eligible to request flexible working, who require a **permanent** change to working arrangements, we have a policy on requesting flexible working.
- However, we recognise that for individuals affected by menopausal symptoms, the option to work flexibly on a **temporary** (rather than permanent) basis may be appropriate. For example, this could include working from home, changing your start and finish times, changes to your work allocation or taking more frequent breaks. This is not a definitive list. If you feel that you would benefit from a **temporary** change to your working arrangement on an ad hoc basis because of sleep deprivation or other symptoms that may be impacting on your performance, you should discuss and agree these with your Headteacher. We will try to facilitate **temporary** flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet your needs.

7. Working environment

- If you feel that your working environment is exacerbating your menopausal symptoms, you should raise this with your line manager. There may be some practical adjustments that we can consider to make your working life easier.

- If you need time out to relax, a short break to manage any symptoms or take medication, or a quiet space to work, you should speak to your Headteacher who will try their best to accommodate this.

8. What to do if you are unwell because of menopausal symptoms

- There is no expectation on you to work if you are unwell because of menopausal symptoms Unless otherwise set out in your contract, if you are sick and unable to work, you should follow the procedure set out in the Staff Absence Management Procedure
- You do not have to disclose that your absence is related to the menopause if you wish to keep this private. However, we want you to feel that you can be open about the reason for your leave.

9. Support Mechanisms

Various support mechanisms are available to employees and these are periodically reviewed. The following are currently available:

- **Employee Assistance Programme (EAP)** - access to an EAP which offers practical support, information and resources on stress management, work-life balance, relationship and family issues, financial worries, bereavement and other life changes. More information on the EAP is available to all employees from your HR Lead
- **Occupational Health (OH)** - access to occupational health support through our provider, offering independent, impartial advice on the effects of work on an employee's health and vice versa. In some cases, we may refer you to occupational health so that they can advise on how your symptoms are impacted at work and make recommendations on the types of adjustments that may be appropriate. Occupational health may also signpost to external sources of help and advice.
- **Sanitary products** - sanitary products should be available in toilet facilities.
- The School's HR Leads are responsible for
 - The promotion of wellbeing, including distribution of information;
 - Signposting relevant health and wellbeing services to line managers and employees;
 - Reporting to [e.g., Headteacher / Governing Body] on wellbeing issues and initiatives;
 - Providing Mental Health First Aid to someone experiencing a mental health issue or crisis [only include where there are trained mental health first aiders in post].

10. External Sources of Support

There are various external organisations that provide help and support on the menopause, including:

<u>Menopause matters</u>	<u>Menopause matters</u> , provides information about the menopause, menopausal symptoms and treatment options.
<u>https://www.daisynetwork.org/</u>	The <u>Daisy Network</u> charity which provides support for people experiencing premature menopause or premature ovarian insufficiency.
<u>Menopause Café</u>	The <u>Menopause Café</u> , provides information about events where strangers gather to eat cake, drink tea and discuss the menopause.
<u>Menopause - NHS (www.nhs.uk)</u>	NHS provides guidance, help and support to every individual experiencing menopause symptoms.
<u>The menopause - Women's Health Concern (womens-health-concern.org)</u>	This is the patient arm of the British Menopause Society. The guidance and support are available in various languages.
<u>Advice on the menopause (fom.ac.uk)</u>	The FOM provides guidance on menopause at work.
<u>Menopause Exchange for unbiased, independent information and advice (menopause-exchange.co.uk)</u>	Provides webinars, talks and workshops on menopause.
<u>Talking Menopause</u>	Work with organisations to provide professional training and solutions to create a workplace culture of menopause openness and understanding for all, to increase productivity and employee satisfaction by better supporting those employees affected by menopause, their colleagues, and managers.
<u>About this information Information for the public Menopause: diagnosis and management Guidance NICE</u>	NICE guidelines provide advice on the care and support that should be offered to people who use health and care services.