# All Saints' CEVCP School

## Menopause Policy

*Inspire Challenge Succeed*

"At our Church of England School our vision is that all children leave All Saints' as confident, resilient and reflective individuals, with a lifelong love of learning and a curiosity and respect for the world around them."

*"In everything, treat others the same way that you want them to treat you" – Matthew 7:12*

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| Signed: | | Print Name: | Anne East<br>Chair of Governors |

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## 1. Aims

This policy aims to:

- Make sure that our school can support staff affected by the menopause and help them to feel comfortable at work, both when experiencing symptoms and when asking for support and adjustments
- Set out how our school will make reasonable adjustments to minimise the risk of the working environment making menopausal symptoms worse for those experiencing them
- Minimise menopause-related stigma in our school by educating staff on what it is and the symptoms that staff affected by it might suffer
- Provide further resources to help staff, particularly line managers and HR teams, to support others through difficulties the menopause may cause them.

## 2. Definitions

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The **menopause** is a stage of life when a woman* stops having periods. It typically affects those aged between 45 and 55, when oestrogen (female sex hormones) levels begin to fall. In the UK, the average age to reach the menopause is 51.

**Perimenopause** is the time of hormonal change leading up to this, when a woman may experience symptoms. **Post-menopause** is the time beyond menopause.

**Early menopause** is when a woman's periods stop before the age of 45. It can happen naturally, or as a side effect of some treatments.

For the purpose of this policy, any reference to the menopause shall include perimenopause and early menopause.

*We acknowledge that while the majority of people affected by the menopause will be women, those who are trans or non-binary may also experience the menopause or menopause-type symptoms. The support outlined in this policy is designed to meet the above aims for all affected colleagues.

### 2.1 Symptoms

Individuals suffering from the menopause may experience symptoms that cause changes to their emotions and other aspects of their health, some of which may impact them at work.

Menopausal symptoms might include:

- Hot flushes, night sweats and palpitations
- Difficulty sleeping, insomnia and fatigue
- Low mood, anxiety and depression
- Headaches and joint and muscle pain
- Weakened bladder function and urinary tract infections
- Vaginal dryness and reduced sex drive
- Problems with memory, confidence and concentration

For some individuals, being at work may make their symptoms worse. For example, if the temperature is too high, this may cause symptoms such as hot flushes, dizziness, discomfort, sweating and heart palpitations.

Symptoms affecting sleep can make it difficult for staff experiencing them to concentrate and stay focused, while low confidence, low mood and anxiety may impact on decision-making and relationships with colleagues.

We acknowledge that the menopause will affect everybody differently – some individuals may experience no symptoms at all, and some may experience a variety. We will adapt our response to staff affected by the menopause on a case-by-case basis.

## 3. Legislation and guidance

Under the Health and Safety at Work Act 1974, employers have a legal duty to ensure the health, safety and welfare of all staff, so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 require that employers make an assessment of the risks to the health and safety of their employees. This requires undertaking general risk assessments, which should include specific risks to the health of staff affected by the menopause.

The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include age, sex and disability. Employers are under a statutory duty to consider whether any 'reasonable adjustments' are required to alleviate any disadvantages staff encounter based on these characteristics.

Section 6 of the Equality Act 2010 states that a person has a disability if:

- They have a physical or mental impairment, **and**

- The impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities

Relating specifically to menopause symptoms:

- Many of the aforementioned symptoms would be likely to be classified as a physical and/or mental impairment
- ‘Substantial’ means more than minor or trivial
- ‘Long-term’ means an impairment if it has lasted for at least 12 months, is likely to last for at least 12 months, or is likely to last for the rest of the life of the person affected
- ‘Day to day activities’ are those carried out by most people on a regular basis, and includes but is not limited to: walking, driving, carrying or moving things, being able to concentrate, writing, reading, typing, speaking

Ongoing symptoms linked to the menopause may meet the definition of a disability and where they do, employers will be required to consider whether any reasonable adjustments are required to alleviate any disadvantage.

Any such adjustments will be made on a case-by-case basis and, where appropriate, staff affected by the menopause will be offered a variety of approaches to support them.

# 4. Roles and responsibilities

## 4.1 The local authority and governing board

Suffolk County Council has ultimate responsibility for health and safety matters in the school, but delegates responsibility for the strategic management of such matters to the school’s governing board.

The governing board delegates operational matters and day-to-day tasks to the headteacher and staff members.

## 4.2 Role of senior staff

Clare Lamb is the designated Wellbeing Lead and Claire Hood acts as Wellbeing Liaison for support staff.

Senior staff will make reasonable adjustments to the workplace to support staff experiencing the menopause, and to make sure the workplace doesn’t make their symptoms worse, by:

- Carrying out individual risk assessments to assess working conditions in line with the specific needs of staff affected by the menopause
- Monitoring the wellbeing of staff through regular surveys and structured conversations
- Providing resources and training opportunities to make sure that all line managers and HR staff are aware of the menopause, its potential impact on work, and what adjustments may be necessary
- Promoting information about and access to external support services
- Ensuring good ventilation and air quality throughout the school, leaving doors open where appropriate and ensuring windows can be safely opened
- Ensuring regular access to cold drinking water for all staff
- Regulating and monitoring the temperature of the school and collecting feedback from staff, as well as ensuring the temperature can be regulated per room by turning down radiators for example
- Ensuring toilet, washing and sanitary facilities are accessible for staff, and establishing a system that allows for cover for staff to access these facilities where necessary while they are teaching
- Providing small desk fans to help staff cool down
- Fitting blinds to windows

Senior staff will work to create a culture in the school where staff can talk openly about the menopause by:

- Providing information on the menopause in the staff room, e.g. posters and leaflets
- Creating a support group so that those who want to can seek support from each other
- Providing training for staff and managers to achieve consistent practice
- Referring to the menopause in the school's staff wellbeing policy

## 4.3 Role of line managers

Line managers who work with staff who may be affected by the menopause will:

- Provide a non-judgemental, empathetic and confidential support system to staff
- Appreciate the personal nature of any conversations about the menopause and treat them confidentially and sensitively
- Monitor sickness absence, and have support meetings with staff if any patterns emerge
- Have regular, informal conversations with staff that they line manage who are affected by the menopause to discuss what support they need, and record any reasonable adjustments that are agreed
- Consider flexible working requests in order to accommodate acute symptoms
- Allow staff affected by the menopause to take regular breaks from their work if necessary to help manage symptoms
- Give swift permission for absence to attend medical appointments
- Promote information about and access to external support services
- Record menopause-related absences as an 'ongoing health issue' instead of as an individual short-term absence to avoid triggering sickness absence procedures
- Be sensitive to health issues such as the menopause during the performance management/appraisal process – make sure this is reflected in your staff appraisal policy
- If necessary, discuss with your manager a referral to occupational health for further support with your manager for further support

## 4.4 Role of staff members affected by the menopause

We encourage staff who are experiencing menopausal symptoms that are impacting their health and wellbeing at work to:

- Share their practical needs to reduce the difficulties the menopause can cause and their preferred coping strategies with their line manager, or with our designated Wellbeing Lead.
- Report honestly about their wellbeing and let their line manager or another trusted member of staff, such as the Wellbeing Lead know if the menopause is having an impact on this
- Make time in their schedule to visit their GP and other support services

## 4.5 Role of all staff

All staff are expected to:

- Promote health and wellbeing for themselves and others at all times
- Treat each other with empathy and respect
- Support other members of staff, such as by providing practical assistance or emotional reassurance
- Accept and support any adjustments that staff affected by the menopause may be receiving as a result of their symptoms
- Report honestly about their wellbeing to their line manager or to another trusted member of staff, such as the Wellbeing Lead

## 5. Further resources

- Menopause (NHS)
- Menopause Matters
- Menopause: diagnosis and management (National Institute for Health and Care Excellence)
- The Daisy Network charity
- Menopause in the Workplace
- Menopause resources from the CIPD, particularly for:
    - Line managers
    - HR staff

## 6. Monitoring arrangements

This policy will be reviewed every three years. At every review, it will be approved by the full governing board.