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Description automatically generatedEPM Model Menopause Policy

[School/Academy Name]

[Please note prior to adopting this policy you should:

* Ensure you have adapted it where necessary to fit the requirements of your School/Trust
* Follow your usual governance process to be approved by Governors/Trustees
* Follow your usual process to consult on new or amended HR policies with trade unions

If you are part of a multi-academy trust, please check with your Trust prior to consulting on and adopting any new or amended policies. If you are a Local Authority Maintained School, please check with your LA prior to consulting on and adopting any new or amended policies.]

Policy Version Control

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| Date | Version | Amendments/Comments | Reviewer/s |
| June 2022 | 1.0 |  | AVW |
| June 2024 | 1.1 |  | ACA |
| June 2025 | 1.2 | Add 1.2.4, 2.2, 4.6, 5.5 – 5.7, section 8 (optional) and 9.  Amend 3.3, 6.1, 7.2, 7.3, 7.5, | ACA |
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EPM Model Menopause Policy

1. About this policy
   1. We are committed to providing an inclusive and supportive working environment for everyone, and that includes supporting staff affected by menopause. We recognise that many members of staff will experience menopause and that, for some, menopause will have an adverse impact on their working lives.
   2. The purpose of this policy is to:
      1. raise awareness of menopause and its impact in the workplace.
      2. encourage open conversations between line managers and staff; and
      3. direct staff to relevant advice and assistance.
      4. clarify employer responsibilities under the Equality Act 2010 and the Health and Safety at Work Act 1974.
   3. This policy does not form part of any contract of employment or another contract to provide services, and we may amend it at any time.
   4. Any information you provide to us about your health will be processed in accordance with our [Data Protection Policy]. We recognise that this data is sensitive and will handle it in a confidential manner.
2. Who does this policy apply to?
   1. This policy applies to all employees, officers, consultants, self-employed contractors, casual workers, agency workers, volunteers, and interns.
   2. While some elements of support and adjustments may only apply to employees, the organisation will take reasonable steps to raise awareness and promote inclusivity for all individuals affected by menopause, regardless of employment status.
3. Who is responsible for this policy?
   1. [Name/role] has overall responsibility for the effective operation of this policy. The [role] has delegated responsibility for overseeing its implementation to the [role].
   2. You should refer any questions you may have about the day-to-day application of this policy to [Name/role] in the first instance.
   3. This policy is reviewed annually by the [role], in consultation with employee and trade union representatives, to ensure it reflects best practice and relevant legal developments.
4. What is menopause?
   1. Menopause is a natural stage of life when a woman’s oestrogen levels decline. All women will experience menopause at some point during their life. Menopause can also impact trans and non-binary people who may not identify as female.
   2. Most of those who experience menopause will do so between the ages of 45 and 55. However, some start experiencing symptoms much earlier. This is known as premature ovarian insufficiency or ‘premature menopause’. Often there is no clear cause for the early onset of menopause, but it can be a result of surgery (e.g., hysterectomy), illness or treatment (e.g. chemotherapy). Typically, symptoms last between four to eight years, but they can continue for longer.
   3. Symptoms can include but are not limited to sleeplessness, hot flushes, memory loss or poor concentration, loss of confidence, headaches, muscle and joint pains, depression and anxiety, recurrent urinary tract infections, heavy periods and skin changes. Each of these symptoms can affect comfort and performance at work.
   4. The majority of those going through menopause will experience some symptoms, although everyone is different, and symptoms vary significantly and can also fluctuate.
   5. Menopause is preceded by perimenopause, during which the body prepares itself for menopause. Perimenopause can also last several years and can involve similar symptoms to menopause itself. For this policy, any reference to menopause includes perimenopause.
   6. The menopause may be considered a disability under the Equality Act 2010 where symptoms have a substantial and long-term adverse effect on day-to-day activities. Where this is the case, the School/Trust has a legal duty to make reasonable adjustments.
5. Open conversations
   1. Menopause is not just an issue for women. All staff should be aware of menopause so that they can support those experiencing it or otherwise affected by it.
   2. We encourage an environment in which colleagues can have open conversations about menopause. We expect all staff to be supportive of colleagues who may be affected by menopause in the workplace.
   3. Anyone affected by menopause should feel confident to talk to [their line manager OR the HR Department] about their symptoms and the support they may need to reduce the difficulties menopause can cause them at work.
   4. Line managers and the HR Department should be ready to have open conversations with staff about menopause and what support is available. These conversations should be treated sensitively, and any information provided should be handled confidentially and in accordance with our [Data Protection Policy].
   5. We are committed to building a culture where menopause is not a taboo subject, and staff feel empowered to ask for help and seek reasonable adjustments without stigma.
   6. [Line managers will receive appropriate training to enable them to have supportive conversations and understand their responsibilities in relation to the menopause.]
   7. We encourage joint responsibility between staff and managers in raising concerns, considering reasonable adjustments, and reviewing the effectiveness of support.
6. Risk assessments
   1. We are committed to ensuring the health, safety and welfare of all staff and will proactively consider workplace factors that may worsen menopausal symptoms. Line managers will carry out or review individual risk assessments, involving the employee and a trade union representative if requested. Reasonable steps will be taken to implement and record outcomes of the assessment. These should be reviewed at appropriate intervals or when circumstances change.
7. Support and adjustments
   1. While many who experience menopause are able to carry on their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to mitigate the impact of menopause symptoms on their work.
   2. If you believe that you would benefit from adjustments or other support, you should speak to your line manager in the first instance. If you feel unable to do so, you should contact the HR Department or may find it helpful to have an initial discussion with a trusted colleague, another manager, or a trade union representative.
   3. Physical adjustments may include temperature control, access to electric fans, or use of rest areas. Where appropriate, and depending on business and operational needs, adjustments may include flexible start or finish times, temporary changes to classroom duties, reduced cover requirements, quieter workspace availability, or permission to step away briefly during lessons. These examples are illustrative, not exhaustive, and will be tailored to the individual.
   4. We may refer you to Occupational Health or seek medical advice from your GP to better understand any adjustments and other support that may help alleviate symptoms affecting you at work. Any request for a medical report or examination will be dealt with as set out in our Sickness Absence Policy.
   5. Support needs will be reviewed periodically to assess effectiveness. Any decisions, adjustments or referrals made will be documented and handled confidentially. We will also ensure that flexible arrangements are considered where possible in line with our Flexible Working and Equality Policies. If you need additional support, you can visit https://www.nhs.uk/conditions/menopause/ [You also have access to our confidential employee support helpline [DETAILS OF HELPLINE]]. For more information, you can also visit <https://www.acas.org.uk/menopause-at-work>
8. [Training and Awareness
   1. The [School/Trust] is committed to raising awareness of menopause in the workplace and ensuring that line managers are trained to provide appropriate support.
   2. Training and resources will be provided to leaders, and line managers on recognising symptoms, handling sensitive conversations, and complying with equality and health and safety duties.
   3. Employees will be signposted to guidance, networks, and sources of support both internally and externally.
   4. Ongoing awareness-raising and staff engagement will help foster a culture where menopause is understood and normalised, and where staff feel confident accessing support.]
9. Monitoring and Review
   1. The School/Trust will monitor the implementation and effectiveness of this policy, including the uptake of support measures and feedback from staff.
   2. Feedback from employee forums, wellbeing groups, and trade union representatives may inform updates.
   3. The policy will be reviewed annually and revised as necessary to ensure alignment with evolving best practice and statutory duties.