St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Menopause Policy**
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Description:	Provision of inclusive and supportive working environment for staff
Status:	Approved by Governing Board
Category:	Non-statutory
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Contact:	governors@stjohnandstnicolasschools.org.uk
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Other relevant policies:	Mental Health, Grievance
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Change Record				
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1.2				
1.3				
1.4				

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St John and St Nicolas Schools Federation
Menopause Policy

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community.

The federation vision is particularly important when it comes to considering mental health and wellbeing; of which the menopause plays a significant part for the staff.

Introduction The federation has a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time, ensuring that the workplace promotes an open and honest culture in which menopause can be discussed. The federation is committed to providing an inclusive and supportive working environment for the whole staff and to the health and wellbeing of its workforce. Therefore, the federation recognises that staff may need additional consideration, support and adjustments during this transitional time before, during and after the menopause. This is to ensure that individuals feel confident in discussing menopausal symptoms, and in asking for support and adjustments in order to continue with their role within the organisation.

Aims

- To create an environment where employees who are affected by the menopause feel confident enough to raise issues about their symptoms, and to ask for support and adjustments at work
- To ensure that conditions in the workplace do not make menopausal symptoms worse and that appropriate adjustments and support are put in place, as well as recognising that the menopause and perimenopause is an individual experience and therefore there is no 'one size fits all' solution
- To support and retain valued employees in the workplace
- To ensure that all individuals are treated fairly and with dignity and respect within their working environment

The Legislation The Health and Safety at Work Act (1974) requires employers to ensure the health, safety and welfare of all workers. Under the Act, employers are required to do risk assessments under the Management Regulations which should include specific risks to menopausal women.

The Equality Act (2010) prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability. Note that conditions linked to the menopause may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments.

Support provided The Federation, will take steps to:

- Ensure that all staff are trained to recognise how the symptoms of the peri-menopause and menopause can affect people within school
- Create a menopause risk assessment to review actions that can be put into place by the Federation to support employees
- Ensure that staff feel able to talk to a member of the team about the menopause and the support that can be put into place
- Provide a menopause liaison within school to seek out training opportunities, guidance and advice
- Make reasonable adjustments within school where necessary such as providing ventilation, reasonable requests for changes in hours to be considered and temperature control within classrooms
- Actively lesson listen to staff members and consider all suggestions that are put forward to support all members of staff

Roles and Responsibilities Employees are responsible for:

- Taking responsibility to look after their own health
- Supporting colleagues within school
- Accepting and supporting any necessary adjustments
- Asking for support where they feel able to do so
- Taking time to read the menopause policy and attend training

The Federation senior leadership team (SLT) are responsible for:

- Seeking opportunities to train staff in the menopause and providing guidance
- Providing time and safe places for staff to talk if they request it
- Ensuring awareness of the potential impact of the menopause on the school
- Being ready and willing to listen and support
- Seeking reasonable adjustments where necessary
- Adjusting risk assessment where it is required
- Providing referrals to other professionals where it is deemed appropriate
- Providing follow up and support to those affected employees

Further information and support Further information can be sought from a member of SLT (Senior Leadership Team) across the federation or from information held within staff areas.