



## MENOPAUSE POLICY

Responsible: Governing Body

Agreed: July 2023

To be reviewed: Every two years (or earlier if legislation changes)

Reviewed: September 2025

### 1. Aims

At St. Peter and St. Paul CE Primary School, we are committed to supporting staff affected by the menopause in a way that aligns with our vision and values of courage, respect, and compassion. This policy aims to ensure that staff feel comfortable at work while experiencing symptoms and when seeking support or adjustments. It sets out how the school will make reasonable adjustments to minimise the impact of the working environment on menopausal symptoms, reduce stigma through education and awareness, and provide resources to help line managers, HR teams, and staff access support.

### 2. Definitions

The menopause is a stage of life when a woman or individual stops having periods, typically occurring between the ages of 45 and 55, when oestrogen levels begin to fall. Perimenopause refers to the period leading up to menopause, when symptoms may start to appear, while post-menopause is the stage beyond menopause. Early menopause occurs when periods stop before the age of 45, either naturally or due to medical treatment. For the purposes of this policy, any reference to the menopause includes perimenopause and early menopause.

While the majority of people affected by the menopause will be women, trans and non-binary staff may also experience menopause or menopause-type symptoms. The support outlined in this policy is designed to meet the needs of all affected colleagues.

#### 2.1 Symptoms

Staff experiencing the menopause may have symptoms that affect emotions, physical health, and work performance. Common symptoms can include challenges with memory, confidence, and concentration; low mood, anxiety, or depression; hot flushes, night sweats, and palpitations; difficulty sleeping, insomnia, and fatigue; headaches, joint and muscle pain; weakened bladder function; vaginal dryness; and reduced sex drive. Being at work can exacerbate some symptoms, such as hot flushes caused by high temperatures. Sleep disruption may affect focus and concentration, while low mood or anxiety may influence relationships and decision-making.

The menopause affects each individual differently, and some staff may experience few or no symptoms, while others may experience a range. The school will respond on a case-by-case basis to ensure appropriate support.

### 3. Legislation and Guidance

Under the Health and Safety at Work Act 1974, employers have a duty to ensure the health, safety, and welfare of staff. The Management of Health and Safety at Work Regulations 1999 requires risk assessments that include specific consideration of health risks associated with the menopause. The Equality Act 2010 prohibits discrimination based on protected characteristics including age, sex, and disability, and requires reasonable adjustments to alleviate disadvantages associated with menopause symptoms. Some menopausal symptoms may meet the definition of a disability under the Act, requiring case-by-case adjustments to support staff.

### 4. Roles and Responsibilities

#### 4.1 Governing Board and Local Authority

The local authority holds ultimate responsibility for health and safety, while the governing board oversees the strategic management of such matters. The board is responsible for assessing risks, informing staff, ensuring training is provided, and delegating operational management to the headteacher and senior staff.

#### 4.2 Senior Staff

Senior staff will make reasonable adjustments to the workplace, including conducting individual risk assessments, monitoring wellbeing through surveys and structured conversations, providing resources and training, promoting access to external support, maintaining good ventilation and air quality, regulating school temperatures, providing fans, ensuring access to sanitary facilities, and offering breakout spaces such as the mobile classroom with air conditioning. Senior staff will foster an open culture by sharing information, establishing support groups, and considering occupational health involvement.

#### 4.3 Line Managers

Line managers will provide confidential, empathetic support to staff affected by the menopause, monitor sickness absence patterns, hold informal wellbeing discussions, agree and record reasonable adjustments, consider flexible working requests, allow breaks, authorise medical appointments, and promote access to external support. Menopause-related absences will be recorded as an ongoing health issue rather than individual short-term absences, in line with local authority policy. Line managers will also consider menopause symptoms sensitively in appraisal processes and seek HR or occupational health advice if required.

#### 4.4 Staff Affected by the Menopause

Staff are encouraged to share their needs and coping strategies, report impacts on wellbeing, and make time for medical appointments or support services.

#### 4.5 All Staff

All staff are expected to promote health and wellbeing for themselves and others, treat colleagues with empathy and respect, support staff affected by the menopause, and accept any reasonable adjustments provided.

## 5. Further Resources

- Menopause (NHS)
- Menopause Matters
- Menopause: Diagnosis and Management (NICE)
- The Daisy Network Charity
- Menopause in the Workplace
- CIPD Menopause Resources for Line Managers and HR Staff

## 6. Monitoring Arrangements

Senior leaders will review this policy every two years and report to governors. Monitoring will include feedback from staff surveys, review of adjustments implemented, and assessment of staff wellbeing and attendance patterns.

## 7. Links to Other Policies

This policy should be read alongside:

- Staff Wellbeing Policy
- Equality and Diversity Policy
- Local Authority Employment Policies ([Lincolnshire Schools Employment Manual](#))