



Menopause policy

Introduction

This policy sets out the rights of employees experiencing menopausal symptoms and explains the support available to them.

The menopause is a natural event in most women's lives during which they stop having periods and experience hormonal changes such as a decrease in oestrogen levels. It usually occurs between the ages of 45 and 55 and typically lasts between four and eight years. However, each woman's experience will differ, and menopausal symptoms can occasionally begin before the age of 40. Perimenopause, or menopause transition, begins several years before menopause. Women may start to experience menopausal symptoms during the final two years of perimenopause.

While 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.

Each of these symptoms can affect an employee's comfort and performance at work. *Ysgol y Foel Out of School Club* has a duty to provide a safe working environment for all employees and therefore commits to ensuring that adjustments and additional support are available to those experiencing menopausal symptoms.

Available support:

Ysgol Y Foel Out of School Club aims to facilitate an open and understanding working environment.

Employees are encouraged to inform a member of the committee that they are experiencing menopausal symptoms at an early stage to ensure that symptoms are treated as an ongoing health issue rather than as individual instances of ill health.

Early notification will also help line managers to determine the most appropriate course of action to support an employee's individual needs.

Employees who do not wish to discuss the issue with the committee may find it helpful to have an initial discussion with a trusted colleague or another manager instead. They can then support you in raising the issue.

Ysgol Y Foel Out of School Club signposts external sources of help and support for employees and managers, including information from:

- Menopause Matters (<https://www.menopausematters.co.uk>), which provides information about the menopause, menopausal symptoms and treatment options;
- the Daisy Network Charity (<https://www.daisynetwork.org>), which provides support for women experiencing premature menopause or premature ovarian insufficiency; and
- the Menopause Café (<https://www.menopausecafe.net>), which provides information about events where strangers gather to eat cake, drink tea and discuss the menopause.

Reasonable adjustments

Temperature control

The Setting strives to achieve a comfortable working temperature for employees. The Setting will allow flexibility within its dress code where reasonable.

Flexible working

Ysgol Y Foel Out of School Club recognises that difficulty sleeping is a common symptom of the menopause.

To reflect this, as well as the impact of other common symptoms, we aim to facilitate flexible working wherever possible.

Requests for flexible working could include asking for:

- a change to the pattern of hours worked;
- a reduction in working hours; or
- more frequent breaks.

Employees should discuss such requests with the committee. Depending on the circumstances, requests may be approved on a permanent or temporary basis.

Confidentiality

We will meet with you on an ongoing basis to check that your symptoms are being managed effectively.

You may find that your symptoms change over time. You should tell us if that happens so that we can look at making further or alternative adjustments. Once your symptoms pass, we would expect you to tell us, and we may discuss with you removing the adjustments that had been put in place if those adjustments were intended to be temporary in nature. You can request that permanent adjustment(s) be removed by approaching the committee.

We recommend that all employees are asked to read and sign this policy.

This menopause policy has been read and understood by	
On:	
By:	Position:
Date of planned review:	



This Menopause policy has been written and provided by Redwing Solutions – specialists in HR for Early Years. For help and support visit: <https://redwing-solutions.co.uk>