Menopause Policy and Procedure

Ysgol Y Foel Out of School Club is committed to a safe, supportive and inclusive working environment. This policy explains the support available to employees and workers experiencing perimenopause, menopause or post-menopausal symptoms. It applies regardless of age or gender identity and includes early, premature, surgical and medically induced menopause.

Introduction

Menopause is a natural life transition, usually occurring between the ages of 45 and 55, although it can occur earlier. Perimenopause is the transition leading up to menopause. Symptoms and their duration vary considerably between individuals and may affect comfort, wellbeing and performance at work.

Symptoms may include hot flushes, night sweats, disrupted sleep, fatigue, anxiety, low mood, dizziness, headaches, memory or concentration difficulties, joint pain, urinary symptoms and changes to menstrual bleeding. Employees are encouraged to seek advice from a healthcare professional where appropriate.

Legal framework and responsibilities

The Club will have regard to the Equality Act 2010, Health and Safety at Work etc. Act 1974, Management of Health and Safety at Work Regulations 1999, Employment Rights Act 1996 (as amended), UK GDPR and Data Protection Act 2018 (as amended). Menopause is not a separate protected characteristic, but unfair treatment may constitute discrimination related to sex, age or disability. Where symptoms meet the legal definition of disability, reasonable adjustments must be made as required by law.

- The Out of School Club Committee, acting for the registered provider and employer, oversees implementation, resources and fair treatment. It will nominate an appropriate confidential contact and cover arrangements.
- The Person in Charge (Mrs Napper) supports staff, identifies workplace risks, implements agreed adjustments and maintains safe childcare arrangements. The school and Club will coordinate matters affecting shared premises without unnecessary disclosure of personal information.
- All staff must treat colleagues respectfully. Bullying, harassment, discriminatory remarks and victimisation will not be tolerated. Managers and trustees will be supported to understand menopause and respond sensitively.

Available support

Employees may approach the Person in Charge or an authorised committee member for a confidential discussion. Disclosure is voluntary. If the usual contact is unavailable or the employee feels uncomfortable approaching them, another authorised committee member may be approached. A trusted colleague may support the employee at a meeting by agreement.

The discussion will focus on the employee's needs and the impact of symptoms at work, not assumptions about their age or ability. With appropriate agreement, occupational health or other

professional advice may be sought where available. No employee is expected to disclose unnecessary medical details.

Workplace risk assessments and adjustments

The Person in Charge and authorised committee representative will discuss individual needs and review relevant workplace risks with the employee. Consider temperature, ventilation, access to toilets and drinking water, physical demands, stress, fatigue and opportunities for breaks. Review the assessment when circumstances change.

- Temperature control: consider ventilation, access to a cooler area, safe use of fans and reasonable flexibility in clothing or uniform, consistent with hygiene and safety requirements.
- Rest and personal needs: facilitate access to drinking water, toilets, sanitary facilities and additional short breaks where appropriate.
- Work organisation: consider changes to shift patterns, start and finish times, temporary changes to duties, workload, reduced hours or written reminders and checklists where helpful.
- Agree appropriate cover before changes to duties or breaks so required staff-to-child ratios, supervision and safeguarding are maintained throughout all sessions. Staffing arrangements must not be used to avoid the legal duty to make reasonable adjustments; alternatives should be explored.

Adjustments may be temporary or permanent. Record agreed measures, responsibilities and review dates in a confidential support record. Discuss changes to contractual terms, including any impact on pay, before implementation. Review arrangements with the employee and do not withdraw them automatically.

Flexible working

Employees may request flexible working informally or under the statutory procedure from their first day of employment. Eligible employees may make two statutory requests in any 12-month period, with one live request at a time. The employer will handle requests reasonably, consult before refusing, and reach a decision within two months unless an extension is agreed. Any refusal must be based on a statutory business reason. Requests for disability-related reasonable adjustments must also be considered under the Equality Act, separately from the statutory flexible working process.

Sickness absence and performance

Menopause-related absence will be managed sensitively under the Club’s sickness absence arrangements. Where appropriate, consider recording such absence separately and adjusting absence review thresholds, particularly where disability-related absence is involved. Discuss support before taking formal performance or attendance action and seek HR advice where necessary. Existing contractual and statutory sick pay and leave rights remain applicable.

Confidentiality and ongoing review

Health information is special category personal data. The Club will identify an appropriate lawful basis and special category condition before processing it. Records will be stored securely, retained only as necessary and shared only with authorised people on a need-to-know basis. Discuss with the employee what information needs to be shared, subject to legal or safety obligations. Staff may raise concerns through the grievance procedure without fear of retaliation.

Further support and guidance

Acas – Menopause at work: https://www.acas.org.uk/menopause-at-work

Equality and Human Rights Commission – Menopause in the workplace: https://www.equalityhumanrights.com/guidance/menopause-workplace-guidance-employers

GOV.UK – Flexible working: https://www.gov.uk/flexible-working

Menopause Matters: https://www.menopausematters.co.uk

Daisy Network (premature ovarian insufficiency): https://www.daisynetwork.org

Menopause Café: https://www.menopausecafe.net

Read alongside the Club's Equality and Inclusion, Privacy and Confidentiality, staff employment, health and safety, sickness absence and grievance arrangements. The Committee will review this policy annually and sooner if legislation, guidance or operational arrangements change.

Policy approval record

Previous approval / version	October 2024 template; approval not recorded
Date revised	24 November 2026
Name / position	Mrs Napper – Person in Charge
Approval authority	Out of School Club Committee (delegated authority)
Date approved	_____
Signature on behalf of provider	_____
Next scheduled review	July 2027

Staff acknowledgement

I confirm that I have read and understood this policy and know how to seek support. Signing does not require disclosure of any health condition or waive any employment rights.

Employee name	
Position	
Signature	
Date	

Source: adapted from the October 2024 menopause policy supplied by Early Years Wales and Redwing Solutions, with updated employment guidance.