

Promoting health and hygiene

2.6.1 Menopause Policy

Policy statement for St Joseph's Nympsfield Out of School Club

At St Joseph's Nympsfield Out of School Club (OOSC), we recognise that the menopause can be a challenging time for those experiencing it. We are committed to providing appropriate support for all members of staff who are affected by the menopause and seek to ensure that all individuals are treated with empathy, dignity and respect.

The support and guidance in this policy is aimed at all employees. St Joseph's Nympsfield Out of School Club recognises that everyone has a role to play in ensuring a comfortable working environment for all staff. This policy is inclusive of all gender identities.

Policy Aims

The objectives of this policy are to:

- raise awareness about the menopause and its potential symptoms;
- offer support and guidance to those affected by the menopause;
- provide guidance to line managers, Committee members and employees about how they can support those experiencing the menopause;
- ensure that the workplace or working practices do not make the symptoms of menopause worse;
- foster a workplace where staff feel able to discuss their symptoms, any issues they are facing and, if needed, as for additional support;
- ensure that issues related to the menopause are treated consistently, fairly and respectfully.

Definitions

- *The menopause* is a natural part of the ageing process that usually occurs between 45 and 55 years of age. It happens in response to hormonal changes that can result in a range of physical, psychological and emotional symptoms. The majority of people affected by the menopause will be women.
- *Perimenopause* is a time of hormonal change, leading up to the menopause, when an individual may experience symptoms. This stage begins with the first menopausal symptoms. It can last approximately five years prior to the menopause.
- *Postmenopause* is the stage of life that happens after the menopause and after the last menstrual period.
- *Early menopause* is when menopause happens before the age of 45. This can be a natural process or it can happen following certain surgical or medical treatments.

For simplicity, when using the term 'menopause' in this policy, we also include perimenopause and post menopause.

Signs and Symptoms of Menopause

Menopause experiences will vary from person to person. The NHS have a [list of common symptoms](#) on their website. However, it is noted that these symptoms can also be caused by other issues. If in doubt, the OOSC recommends that staff see a doctor for advice.

Roles and Responsibilities

All staff are responsible for:

- their own health;
- creating a culture of trust and support;
- being open and honest about any problems they are experiencing and asking for help when needed;
- encouraging others to seek help when they need it;
- having respect for others and supporting colleagues where needed;
- being supportive of any reasonable adjustments made for colleagues.

Line managers are responsible for:

- developing positive relationships with the staff that they manage;
- being aware when staff might be experiencing problems and proactively offering support;
- being aware that issues related to the menopause can impact on performance;
- being prepared to discuss issues related to the menopause, listening and responding with empathy and sensitivity.

Commmitee members are responsible for:

- monitoring the implementation of this policy, ensuring that it is enacted on consistently;
- ensuring that the policy is updated and reviewed when needed.

Reasonable adjustments

Where an employee is experiencing issues related to the menopause, the OOSC will consider making reasonable adjustments to support them. Adjustments can include, but are not restricted to, the following:

- ensuring that fresh air can circulate the room by leaving doors open (but not Fire Doors) and ensuring that windows can be opened;
- ensuring that staff can take measures to control the temperature of the Pre-school area of the Leigh Building, such as turning down radiators and using fans;
- putting arrangements in place which allows cover for staff who need to access toilet/washing facilities whilst working (to deal with heavy and recurring bleeding);
- considering requests to change working arrangements;
- ensuring that when absence is requested for issues related to the menopause, that these requests are taken seriously and handled with sensitivity;
- allowing staff to take time off for medical appointments related to the menopause.

Self-Help

Self-help measures, such as getting plenty of rest, taking regular exercise and doing relaxing activities like yoga and meditation, may help to alleviate some of the common symptoms of menopause.

Complementary and alternative treatments, such as herbal remedies or 'natural' hormones, are not recommended for symptoms of the menopause. St Joseph's Nympsfield Out of School Club recommends that a GP or pharmacist should be consulted before using such therapies.

Where the symptoms of menopause persist, staff should always seek medical advice.

Who to Contact

If a member of staff feels that the menopause is affecting their work or wellbeing, they should request a confidential chat with their line manager. If they do not feel that they can talk to their line manager for any reason, the OOSC will ensure that an alternative contact is made available. Confidentiality will always be respected.

Action to be taken by Line Managers/Alternative Contact

When contacted by a member of staff regarding issues related to the menopause, line managers/alternative contact will:

- arrange a suitable date, time and location for a confidential discussion to take place;
- ensure that the member of staff concerned knows that they can be accompanied if they wish;
- schedule enough time for the meeting so that the member of staff can discuss their situation without feeling rushed;
- keep a written record of the meeting and, where applicable, agree any follow-up actions that need to be considered;
- if relevant, agree a date, time and location for a follow-up meeting;

If reasonable adjustments need to be considered, the line manager/alternative contact will discuss these with the Committee Chair and Treasurer before making any promises or agreements.

Legislation

- Health and Safety at Work etc Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999, GB Regulations 4
- The Equality Act 2010

Further information

- [Menopause Matters](#)
- [Daisy Network](#) for premature menopause
- [Women's Health Concern](#)

There are several menopause specific websites that can be accessed, together with the "[Balance App](#)" which is a useful tool that has been designed to support those experiencing the menopause.

Associated policies and procedures

- No 2.6 Staff Wellbeing

Version Number	Author	Purpose of Change	Date
1.0	KC	New Policy in response to updating 2.6 Staff Wellbeing	21.04.2024 Committee Member (L Benton)