



Worstead Pre-school

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Charity Number: 1041749

MENOPAUSE POLICY

Worstead Pre-school is committed to providing an inclusive and supportive working environment for everyone who works here. This policy sets out the rights of employees experiencing menopausal symptoms and explains the support available to them.

Menopause is a natural part of every woman's life, during which they stop having periods and experience hormonal changes such as a decrease in oestrogen levels. Menopause isn't always an easy transition and can be a significant issue in the workplace for those affected but, with the right support, it can be much better. Not every woman will suffer with symptoms related to menopause, but supporting those who do will improve their experience at work.

Definition

Menopause is the time during a woman's life when menstruation periods permanently stop. It is defined as occurring when the individual has experienced no periods for 12 consecutive months and no other biological or psychological cause can be identified. Menopause usually occurs between the ages of 45 and 55 and typically lasts between four and eight years. However, each employee's experience will differ, and menopausal symptoms can sometimes begin before the age of 40. Perimenopause, or menopause transition, begins several years before menopause. An individual may start to experience menopausal symptoms during the final two years of perimenopause.

While symptoms related to menopause vary greatly, they commonly include:

- hot flushes
- night sweats
- anxiety
- dizziness
- fatigue
- memory loss
- depression
- mood swings
- panic attacks
- insomnia
- skin irritation
- headaches
- recurrent urinary tract infections
- joint stiffness, aches and pains
- reduced concentration
- heavy periods

Each of these symptoms has the potential to affect an employee's comfort and performance at work.

Employee support

Employees are encouraged to speak to the pre-school manager if they experience menopausal symptoms to ensure that symptoms are treated as an ongoing health issue rather than as individual instances of ill health. The pre-school manager will maintain an open-door policy so that employees feel comfortable in approaching them. Employees who do not wish to discuss the matter with the pre-school manager may find it helpful to have an initial discussion with a trusted colleague/friend or another professional instead. Confidentiality will be maintained at all times.

Support and help for individuals can be found at:

- Menopause Matters (www.menopausematters.co.uk) which provides information about the menopause, menopausal symptoms and treatment options;
- The NHS (www.nhs.uk), which provides information and treatment options; and
- The Daisy Network (www.daisynetwork.org), a charity which provides support for people experiencing premature menopause or premature ovarian insufficiency.

Reasonable adjustments

Worstead Pre-school has a duty to provide a safe working environment for all employees and commits to ensuring that suitable adjustments and additional support are available to individuals experiencing menopausal symptoms. The pre-school acknowledges that the menopause affects individuals in different ways and so no adjustment will be made without fully discussing it first.

Examples of adjustments include:

- conducting a risk assessment to identify any areas that are a detriment to individuals going through the menopause;
- changing the location of the employee so they are away from hot and cold spots around the office
- implementing temperature control, such as access to a fan
- allowing flexibility within the pre-school's dress code where reasonable
- assessing how work is allocated
- considering flexible working patterns e.g. changes to the pattern of hours worked, working from home or a reduction in working hours if feasible.

Once the adjustments are agreed, they will be regularly reviewed.

Data Protection

The Company will process personal data in accordance with its Data Protection Policy.

Data is held securely and accessed by, and disclosed to, individuals only for the purposes of providing the necessary support to employees.

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| Name: | Clare Gwilliam |
| Position: | Pre-school Manager |
| Name: | Hayley Pilkington |
| Position: | Committee Chair |
| Date: | 1 st September 2022 |
| Date for Review: | 31 st August 2023 |