



Cherry Tree Trust

Menopause Policy for School Staff

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1. Purpose

- To ensure that staff going through menopause (or perimenopause) are supported, treated with dignity, and not at a disadvantage at work due to menopausal symptoms.
- To raise awareness among all staff about menopause, how symptoms vary, and what adjustments and support are available.
- To ensure compliance with legal obligations under the Equality Act 2010, Health & Safety legislation, and other relevant laws.

2. Scope

- Applies to all school staff: teaching, administrative, support, leadership.
- Includes anyone who may be affected directly or indirectly (e.g. persons who menstruate, perimenopausal, menopausal, non-binary or trans staff experiencing symptoms).

3. Definitions

- **Menopause:** typically when a person has not had a menstrual period for 12 consecutive months.
- **Perimenopause:** period leading up to menopause, when hormonal changes begin and symptoms may start.
- **Menopausal symptoms:** can include hot flushes, night sweats, sleep disturbance, mood changes, difficulty concentrating, fatigue, joint pains, etc.
- **Reasonable adjustments:** changes to working conditions or arrangements to reduce or remove disadvantage caused by menopausal symptoms.

4. Legal Framework

- Employers must not discriminate on the basis of sex, age, disability, or other protected characteristics. Under certain circumstances, severe menopausal symptoms may amount to a disability, triggering duties under the Equality Act 2010. [British Safety Council+2Local Government Association+2](#)

- Health & Safety at Work (etc.) Act 1974 requires employers to look after the health, safety, and welfare of all staff, including considering workplace factors that might worsen symptoms. [Local Government Association](#)

5. Responsibilities

- **Governing Body / Trustees / School Leadership Team:**
 - Ensure this policy is adopted, resourced, and implemented.
 - Provide leadership in fostering a culture where staff can speak openly about menopause.
 - Review and monitor the policy's effectiveness.
- **Headteacher / Line Managers:**
 - Be aware of symptoms and how they may affect work.
 - Hold sensitive conversations with staff, ensuring confidentiality.
 - Identify where reasonable adjustments can be made.
 - Be aware of support available (occupational health, employee assistance programmes etc.).
- **Employees / Staff:**
 - Feel able to raise concerns or needs.
 - Work cooperatively with managers to identify adjustments.
- **HR / Wellbeing / Occupational Health:**
 - Help with risk assessments where needed.
 - Maintain confidentiality.
 - Provide guidance on legal and medical aspects.

6. Support and Reasonable Adjustments

Possible adjustments may include, but are not limited to:

Adjustment Type Examples / Ideas

Working patterns / scheduling	adjusting start or finish times; ability to vary breaks.
Workload & duties	Temporarily reducing workload or adjusting responsibilities; avoiding assignments to very hot rooms or rooms with poor ventilation; minimising back-to-back speaking/teaching commitments.
Environment	Improving ventilation, temperature control; access to fans; cold drinking water; quiet / rest areas; easy access to toilets.
Uniform / dress code adjustments	Allow more comfortable clothing; option to modify uniform to reduce discomfort.
Support / wellbeing	Access to information / peer support groups; counselling or employee assistance programmes; training for managers and staff on menopause awareness.

7. Procedure for Raising a Concern / Requesting Support

- How staff can talk to their line manager, or designated menopause / wellbeing champion about their symptoms and request adjustments.
- Maintain confidentiality in conversations; allow staff to nominate due to whom they wish to talk (e.g. line manager / HR / wellbeing lead).
- Document any agreed adjustments; set a review time.

8. Sickness Absence & Performance Management

- Recognise that symptoms may lead to increased absences. Such absences should be treated sensitively.
- Consider recording menopause-related sickness separately, so that staff are not penalised under general absence rules when symptoms are the cause. [Acas+1](#)
- Performance issues should be addressed fairly; ensure that any decline in performance might be related to menopausal symptoms where relevant, and that reasonable adjustments have been explored.
- Allow time for medical appointments relevant to menopause.

9. Training and Awareness

- Provide training for managers (including senior leadership) about menopause, symptoms, how they affect work, and legal obligations. [Acas+1](#)
- Promote general awareness across all staff to reduce stigma and encourage supportive culture.
- Identify one or more menopause / wellbeing champions who can be points of contact.

10. Monitoring and Review

- Regularly review how the policy is working (annually, or sooner if necessary): number of requests, types of adjustments, feedback from staff.
- Survey staff for feedback.
- Keep policy up to date with any legal changes or best-practice developments.

11. Confidentiality

- Staff have the right to confidentiality; information shared should be on a “need to know” basis.
- Records held should be secure.

12. Links to Other Policies

- Equalities / Diversity & Inclusion
- Health & Safety
- Sickness Absence / Attendance
- Flexible Working
- Wellbeing / Mental Health