



Menopause Policy

Policy Name:	Menopause Policy
Adopted By:	Louise Farrow-Brookes
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1. Aim of the Policy

This policy aims to create a supportive, inclusive, and menopause-friendly workplace by:

- raising awareness and understanding of menopause and perimenopause;
- encouraging open, respectful conversations;
- providing appropriate workplace support and reasonable adjustments;
- ensuring compliance with legal obligations, including the Equality Act 2010 and health and safety legislation;
- supporting staff wellbeing, attendance, and performance in a demanding early years environment.

2. Responsibilities

2.1 Nursery (Organisation) Responsibilities

The nursery will:

- 2.1.1 Foster an open and supportive culture.
- 2.1.2 Treat all menopause-related matters sensitively and confidentially.
- 2.1.3 Consider and implement reasonable adjustments where appropriate.
- 2.1.4 Provide training and guidance for managers.
- 2.1.5 Ensure staff are not disadvantaged due to menopause symptoms.
- 2.1.6 Maintain a safe working environment, especially considering child safety.

2.2 Managers / Room Leaders Responsibilities

Managers and Room Leaders will:

- 2.2.1 Handle conversations with sensitivity, respect, and confidentiality.
- 2.2.2 Respond promptly to requests for support or adjustments.
- 2.2.3 Monitor staff wellbeing and workload.
- 2.2.4 Seek advice from HR or occupational health when needed.
- 2.2.5 Avoid assumptions about an employee's capability.
- 2.2.6 Ensure any health and safety risks are assessed and managed.
- 2.2.7 Ensure all senior staff, including room leaders, complete the online Menopause training via Noodle every two years.

2.3 Employee Responsibilities

Employees are encouraged to:

- 2.3.1 Prioritise their health and wellbeing.
- 2.3.2 Inform their manager if symptoms are affecting their work.
- 2.3.3 Engage in open discussions about support and adjustments.

2.3.4 Raise any concerns related to health and safety.

Disclosure is voluntary and only necessary information needs to be shared.

3. How Support is Provided

Support is tailored to individual needs and may include the following areas:

3.1 Workplace Adjustments

- 3.1.1** Flexible working hours or temporary adjustments.
- 3.1.2** Changes to duties or workload.
- 3.1.3** Temporary room changes, such as cooler environments.
- 3.1.4** Phased return after absence.

3.2 Physical & Environmental Support

- 3.2.1** Access to fans, ventilation, and drinking water.
- 3.2.2** Additional breaks where needed.
- 3.2.3** Adjustments to uniform, such as breathable fabrics or layering.
- 3.2.4** Access to rest areas and toilet facilities.

3.3 Health & Wellbeing Support

- 3.3.1** Access to Mental Health First Aiders.
- 3.3.2** Encouragement to use external support, such as Westfield Health.
- 3.3.3** Occupational health referrals where appropriate.

3.4 Health & Safety

- 3.4.1** Individual risk assessments where symptoms impact safety.
- 3.4.2** Adjustments to physical duties, such as lifting.
- 3.4.3** Ensuring safe staffing levels and child safeguarding at all times.

3.5 Sickness Absence

- 3.5.1** Sickness absence will be managed sensitively with flexibility.
- 3.5.2** Consideration will be given to menopause-related absence.
- 3.5.3** The focus will be on support rather than formal action where appropriate.

3.6 Confidentiality

- 3.6.1** All discussions will be handled confidentially and only shared where necessary, with the employee's knowledge.

4. Appendices

Appendix	Description
N/A	No appendices listed in source document.

5. Review History

Date Approved	Reviewed By
10/02/2026	Louise Farrow-Brookes