



The  
**MAST**  
 Academy Trust

<b>Policy</b>	Menopause Policy	
<b>Owner</b>	Executive Lead: Governance, People and Communications	
<b>Date approved</b>	12 <sup>th</sup> July 2023	
<b>Approver</b>	Staffing and Standards & Effectiveness Committee	

<b>Current version</b>	V1.0
------------------------	------

<b>Next review due</b>	Summer 2026
------------------------	-------------

<b>Objective of Policy</b>	
This policy aims to:	
<ul style="list-style-type: none"> <li>• Make sure that the Mast Academy Trust can support colleagues affected by the menopause and help them to feel comfortable at work, both when experiencing symptoms and when asking for support and adjustments</li> <li>• Set out how the Mast Academy Trust will make reasonable adjustments to minimise the risk of the working environment making menopausal symptoms worse for those experiencing them</li> <li>• Minimise menopause-related stigma in the Mast Academy Trust by educating colleagues on what it is and the symptoms that colleagues affected by it might suffer</li> <li>• Provide further resources to help colleagues, particularly line managers and HR teams, to support others through difficulties the menopause may cause them</li> </ul>	

Version Control	
Version Number	Summary of amends from previous version
1.0	Development of policy

Sign off requirements			
Approvers		Position	
Education and People Committee		Trust Board	
Reviewers		Position	
Natasha Greenough		CEO The MAST	
Tim Wade		Trustee	
Unions consulted			
ASCL	GMB	NEU, (ATL)	NAHT
NASUWT	UNISON	UNITE	

Section	Content	Page
1.0	Definitions	3
2.0	Roles and responsibilities	3
3.0	Further resources	4
4.0	Links to other policies	5
Appendices	Content	Page
A	Equality Impact Assessment	6

## 1.0 Definitions

The **menopause** is a stage of life when a woman\* stops having periods. It typically affects those aged between 45 and 55, when oestrogen (female sex hormones) levels begin to fall. In the UK, the average age to reach the menopause is 51.

**Perimenopause** is the time of hormonal change leading up to this, when a woman may experience symptoms. **Post-menopause** is the time beyond menopause.

**Early menopause** is when a woman's periods stop before the age of 45. It can happen naturally, or as a side effect of some treatments.

For the purpose of this policy, any reference to the menopause shall include perimenopause and early menopause in addition to the menopause period itself.

*\*We acknowledge that while the majority of people affected by the menopause will be women, those who are trans or non-binary may also experience the menopause or menopause-type symptoms. The support outlined in this policy is designed to meet the above aims for all affected colleagues.*

### 1.1. Symptoms

Individuals suffering from the menopause may experience symptoms that cause changes to their emotions and other aspects of their health, some of which may impact them at work.

Menopausal symptoms which might affect colleagues at work include:

- Challenges with memory, confidence and concentration
- Low mood, anxiety and depression
- Hot flushes, night sweats and palpitations
- Difficulty sleeping, insomnia and fatigue
- Headaches and joint and muscle pain
- Weakened bladder function and urinary tract infections

*This is not an exhaustive list, other symptoms may be experienced and colleagues should refer to a medical provider for more information.*

For some individuals, being at work may make their symptoms worse. For example, if the temperature is too high, this may cause symptoms such as hot flushes, dizziness, discomfort, sweating and heart palpitations.

Symptoms affecting sleep can make it difficult for colleagues experiencing them to concentrate and stay focused, while low confidence, low mood and anxiety may impact on decision-making and relationships with colleagues.

We acknowledge that the menopause will affect everybody differently – some individuals may experience no symptoms at all, and some may experience a variety. We will adapt our response to colleagues affected by the menopause on a case-by-case basis.

## 2.0 Roles and responsibilities

### 2.1. Role of senior colleagues

Senior colleagues will make reasonable adjustments to the workplace to support colleagues experiencing the menopause, and to make sure the workplace doesn't make their symptoms worse, by:

- Carrying out individual risk assessments to assess working conditions in line with the specific needs of colleagues affected by the menopause
- Monitoring the wellbeing of colleagues through regular surveys and structured conversations

- Providing resources and training opportunities to make sure that all line managers and HR colleagues are aware of the menopause, its potential impact on work, and what adjustments may be necessary
- Promoting information about and access to external support services
- Designating a colleague, such as a wellbeing champion, that colleagues affected by the menopause can speak to about their symptoms in confidence, if they do not feel comfortable doing so with their line manager

Senior colleagues will work to create a culture in the organisation where colleagues can talk openly about the menopause by:

- Providing information on the menopause in the colleagues' room, e.g. posters and leaflets
- Providing training for colleagues and managers to achieve consistent practice
- Providing support through the school's advisory service

## **2.2. Role of head teacher and senior leaders**

Line managers who work with colleagues who may be affected by the menopause will:

- Provide a non-judgmental, empathetic and confidential support system to colleagues
- Appreciate the personal nature of any conversations about the menopause and treat them confidentially and sensitively
- Monitor sickness absence, and have support meetings with colleagues if any patterns emerge
- Have regular, informal conversations with colleagues that they line manage who are affected by the menopause to discuss what support they need, and record any reasonable adjustments that are agreed
- Consider flexible working requests in order to accommodate acute symptoms
- Promote information about and access to external support services
- If necessary, seek advice from HR

## **2.3. Role of colleagues affected by the menopause**

We encourage colleagues who are experiencing menopausal symptoms that are impacting their health and wellbeing at work to:

- Share their practical needs to reduce the difficulties the menopause can cause and their preferred management strategies with their headteacher or senior leader, or with our HR Officer
- Report honestly about their wellbeing and let their line manager, headteacher or senior leader know if the menopause is having an impact on this
- Access appropriate medical advice and support to enable the management of symptoms. Access the schools advisory service (SAS) for further support

## **3.0 Further resources**

- [Menopause](#) (NHS)
- [Menopause Matters](#)
- [Menopause: diagnosis and management](#) (National Institute for Health and Care Excellence)
- The [Daisy Network](#) charity
- [Menopause in the Workplace](#)

- [Menopause resources](#) from the CIPD, particularly for:
  - [Line managers](#)
  - [HR colleagues](#)

#### **4.0 Links to other policies**

This policy is linked to our:

- Colleagues wellbeing policy
- Health and safety policy
- Sickness and absence policy
- Appraisal policy
- Flexible working policy
- Equality policy
- Dignity at work policy

[Policies | The Mast Multi Academy Trust](#)

## Appendix A: Equality Impact Assessment

Name of policy being assessed	Menopause policy
Summary of aims and objectives of the policy	Refer to page 1
What involvement and consultation has been done in relation to this policy? (e.g. with relevant groups and stakeholders)	This will be discussed at the TU meeting and Education and People committee.
Who is affected by the policy?	All colleagues.
What are the arrangements for monitoring and reviewing the actual impact of the policy?	On an annual basis.

Protected Characteristic Group	Is there a potential for positive or negative impact?	Please explain and give examples of any evidence/data used	Action to address negative impact (e.g. adjustment to the policy)
Disability	Neutral impact	The policy is inclusive for all colleagues.	
Gender reassignment	Neutral impact	The policy is inclusive for all colleagues.	
Marriage or civil partnership	Neutral impact	The policy is inclusive for all colleagues.	
Pregnancy and maternity	Neutral impact	The policy is inclusive for all colleagues.	
Race	Neutral impact	The policy is inclusive for all colleagues.	

Religion or belief	Neutral impact	The policy is inclusive for all colleagues.	
Sexual orientation	Neutral impact	The policy is inclusive for all colleagues.	
Sex (gender)	Neutral impact	The policy is inclusive for all colleagues.	
Age	Neutral impact	The policy is inclusive for all colleagues.	

### Evaluation

Question	Explanation / justification
Is it possible the proposed policy or change in policy could discriminate or unfairly disadvantage people?	No; the changes made during this policy update encourage an inclusive culture across all colleagues working at The Mast Trust.

### Final decision

Please indicate the final decision using the options below	1
What is the explanation for this?	

There are four options open to you:

1. No barriers or impact identified, therefore policy will **proceed**.
2. You can decide to **stop** the policy or practice at some point because the evidence shows bias towards one or more groups
3. You can **adapt or change** the policy in a way which you think will eliminate the bias, or
4. Barriers and impact identified, however having considered all available options carefully, there appear to be no other proportionate ways to achieve the aim of the policy or practice (e.g. in **extreme cases** or where **positive action** is taken). Therefore

you are going to **proceed with caution** with this policy or practice knowing that it may favour some people less than others, providing justification for this decision.

Will this EIA be published* Yes/Not required	Yes
Date completed:	2 <sup>nd</sup> May 2023
Review date (if applicable):	In line with policy review