



## **Leicester Diocesan Board of Education: Menopause Policy**

### **Introduction**

Leicester Diocesan Board of Education (LDBE) are committed to ensuring the health, safety and well-being of its employees and treating everyone with dignity and respect. In order for LDBE's vision to be realised and to show God's love for every individual, employees and trustees should be provided with the highest standard of support and care.

The menopause refers to the time in life when periods stop and the natural reproductive cycle ends. It usually occurs between the ages of 45 to 55, though can begin much earlier (premature menopause).

### **Objectives**

This policy aims to:

- Support employees to remain at work, where they can able to flourish and thrive
- Raise awareness of menopause, and how this can affect employees
- To promote an environment which is safe for employees to discuss menopausal issues, ask for support and seek reasonable adjustments, if required.
- To inform management, the board and staff of the potential symptoms of menopause, how this can affect an employee and what support or adjustments can be offered.

### **Scope**

This policy applies to all trustees and employees of LDBE.

### **Range of symptoms**

Symptoms of the menopause commonly include, but are not limited to:

- Hot flushes
- Night sweats
- Sleep disruption
- Fatigue
- Difficulties with concentration and memory
- Loss of confidence
- Anxiety, depression and mood disturbances
- Headaches
- Irregular periods/heavy bleeding
- Bone and joint problems
- More frequent (and more urgent) urination



Symptoms, on average, last between two and four years but can be longer.

Symptoms can vary from mild to severe and can cause a significant impact on the quality of an individual's personal and work life.

### **Reasonable adjustments**

Reasonable adjustments which can be made to support employees to feel more comfortable in the work place include:

- Ensuring workplace temperature can be adjusted through ventilation, air conditioning, desk top fans or allowing an employee to move away from direct heat sources.
- Providing better access to drinking water if is required and permitting time for water to be refreshed regularly.
- Providing better access to toilet facilities and allowing permitting frequent breaks to access facilities if required.
- Ensuring staff have the chance to break from prolonged periods of sitting or standing
- Flexible working arrangements to support fatigue/sleep disturbances
- Regular supervision and support meetings with line manager or other appropriate person
- Individual risk assessments if required e.g. manual handling Risk Assessment for bone and joint problems
- Providing access to counselling and/or support services
- Signposting to additional support services

### **Signposting**

Resources or services which can support managers and/or employees include:

- Individual's GP
- Individual's trade union
- The Chartered Institute of Personnel and Development (CIPD) 'Let's talk menopause' <https://www.cipd.co.uk/knowledge/culture/well-being/menopause#gref>
- The British Menopause Society <https://thebms.org.uk/>
- National Institute for Health and Care Excellence (NICE) Guidance <https://www.nice.org.uk/guidance/ng23/ifp/chapter/Seeking-help>
- NHS/Royal College of Obstetricians and Gynaecologists <https://www.rcog.org.uk/en/patients/menopause/>



### **Approving and reviewing**

This policy was approved by the board on 27<sup>th</sup> October 2021 and will be reviewed in October 2022.