

Menopause Policy

Roselyn House School

2026 – 2027



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1. Policy Statement

Roselyn House School is committed to creating an inclusive, supportive and respectful working environment for all employees experiencing menopause, perimenopause or post-menopause.

The school recognises that menopausal symptoms can have a significant impact on physical health, emotional wellbeing, confidence, attendance and work performance. The school is committed to ensuring that employees experiencing menopause are treated with dignity, compassion and understanding.

As an Independent SEMH School, we acknowledge that the demands of working with pupils with social, emotional and mental health needs may increase the impact of menopausal symptoms. The school will therefore take reasonable steps to support affected employees and promote workplace wellbeing.

2. Purpose

This policy aims to:

- Raise awareness of menopause.
- Promote a supportive working environment.
- Reduce stigma associated with menopause.
- Ensure fair and consistent treatment.
- Support employee wellbeing and retention.
- Clarify roles and responsibilities.
- Ensure compliance with legal obligations.

3. Scope

This policy applies to:

- All employees.
- Agency staff.
- Volunteers where appropriate.
- Contractors working regularly within the school.

The policy applies to employees experiencing:

- Perimenopause.
- Menopause.
- Post-menopause.
- Premature menopause.
- Medically induced menopause.

4. Legal Framework

This policy has regard to:

- Equality Act 2010.

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Employment Rights Act 1996.
- Workplace (Health, Safety and Welfare) Regulations 1992.
- Data Protection Act 2018.
- Human Rights Act 1998.

The school recognises that menopause symptoms may, in certain circumstances, amount to a disability under the Equality Act 2010 and will consider reasonable adjustments accordingly.

5. Definition of Menopause

Menopause occurs when menstrual periods stop permanently due to reduced hormone levels.

The stages include:

Perimenopause

The transition period before menopause when symptoms may begin.

Menopause

Usually confirmed after 12 consecutive months without menstruation.

Post-Menopause

The period after menopause has occurred.

Symptoms and experiences vary significantly between individuals.

6. Common Symptoms

Symptoms may include:

Physical Symptoms

- Hot flushes.
- Night sweats.
- Fatigue.
- Sleep disturbances.
- Headaches.

- Joint pain.
- Heart palpitations.
- Dizziness.
- Migraines.

Cognitive Symptoms

- Brain fog.
- Memory difficulties.
- Reduced concentration.
- Difficulty processing information.

Psychological Symptoms

- Anxiety.
- Low mood.
- Irritability.
- Reduced confidence.
- Stress.

Symptoms may fluctuate and vary in severity.

7. Principles

The school will:

- Foster a culture of openness and respect.
- Encourage supportive conversations.
- Prevent discrimination and harassment.
- Maintain confidentiality.
- Provide reasonable support and adjustments.
- Promote awareness among managers and staff.
- Ensure employees are not disadvantaged because of menopause symptoms.

8. Roles and Responsibilities

Proprietors

The Proprietors will:

- Monitor implementation of this policy.
- Promote staff wellbeing.
- Ensure adequate resources are available.

Headteacher

The Headteacher will:

- Promote a positive culture.
- Ensure managers understand their responsibilities.
- Support reasonable workplace adjustments.
- Monitor policy effectiveness.

Senior Business Manager

Senior Business Manager will:

- Treat concerns sensitively.
- Maintain confidentiality.
- Facilitate supportive discussions.
- Consider workplace adjustments.
- Undertake risk assessments where appropriate.
- Avoid discriminatory practices.

Employees

Employees are encouraged to:

- Discuss support needs when comfortable doing so.
- Engage in wellbeing discussions.
- Seek medical advice where required.
- Inform managers of workplace difficulties affecting their role.

9. Supportive Workplace Conversations

Employees may request a confidential meeting with their manager to discuss:

- Symptoms affecting work.
- Workplace adjustments.
- Wellbeing support.
- Occupational Health referrals.
- Attendance concerns.

Employees may be accompanied by:

- A trade union representative.
- A workplace colleague.

No employee will be required to disclose medical information they do not wish to share.

10. Workplace Adjustments

Support will be considered on a case-by-case basis.

Possible adjustments may include:

Working Environment

- Access to drinking water.
- Desk fans or cooling equipment.
- Improved ventilation.
- Access to rest areas.
- Flexible uniform arrangements where applicable.

Working Arrangements

- Flexible working requests.
- Adjusted start and finish times.
- Temporary changes to duties.
- Additional breaks.
- Adjusted timetables.

SEMH-Specific Adjustments

In recognition of the demands of working within an SEMH setting, adjustments may include:

- Reduced exposure to high-arousal environments.
- Temporary changes to behaviour support duties.
- Reduced involvement in physical interventions.
- Additional supervision and support.
- Adjusted workload allocation.

All adjustments will be considered reasonably and proportionately.

11. Health and Safety Considerations

The school recognises that menopause symptoms may affect health and safety.

Risk assessments may consider:

- Temperature control.
- Ventilation.
- Access to toilets.
- Access to drinking water.
- Fatigue-related risks.
- Stress levels.
- Physical demands of duties.
- Lone working arrangements.

Additional controls may be introduced where required.

12. Attendance Management

The school recognises that menopause symptoms can affect attendance.

Where symptoms contribute to absences:

- Managers will consider individual circumstances.
- Supportive discussions will take place.
- Occupational Health advice may be sought.
- Reasonable adjustments will be considered.

The school will seek to avoid inappropriate treatment of menopause-related absence.

13. Occupational Health

The school may refer employees to Occupational Health where:

- Symptoms are significantly affecting work.
- Advice on adjustments is required.
- Health and safety concerns arise.
- Long-term support may be beneficial.

Occupational Health recommendations will be considered reasonably.

14. Confidentiality

Information relating to menopause will be treated sensitively and confidentially.

Records will be:

- Kept securely.
- Shared only on a need-to-know basis.
- Processed in accordance with data protection requirements.

15. Training and Awareness

The school will seek to provide appropriate awareness training covering:

- Understanding menopause.
- Equality considerations.
- Supportive conversations.
- Workplace adjustments.
- Managing menopause sensitively.

Training may be provided to:

- Governors.
- Senior leaders.
- Line managers.
- Staff teams.

16. Harassment and Discrimination

The school will not tolerate:

- Menopause-related bullying.
- Harassment.
- Victimisation.
- Derogatory comments.
- Inappropriate jokes.
- Unfair treatment linked to menopause symptoms.

Concerns will be addressed through the school's:

- Grievance Procedure.
- Dignity at Work Policy.
- Disciplinary Procedure where appropriate.

17. Wellbeing Support

Employees may access support through:

- Occupational Health.
- GP services.
- Wellbeing initiatives.
- Peer support arrangements.
- Staff wellbeing meetings.

The school will actively promote staff wellbeing and mental health.

18. Equality and Inclusion

The school is committed to ensuring that menopausal employees:

- Are treated fairly.
- Are not disadvantaged.
- Have equal access to opportunities.
- Receive appropriate support.

Where symptoms substantially affect day-to-day activities, the school will consider whether obligations relating to disability discrimination and reasonable adjustments apply.

19. Monitoring

The school will monitor:

- Staff wellbeing trends.
- Menopause-related support requests.
- Sickness absence data.
- Staff retention patterns.
- Feedback from employees.

Personal information will be anonymised where appropriate.

20. Related Policies

This policy should be read alongside:

- Equality Policy
- Staff Wellbeing Policy
- Health and Safety Policy
- Attendance Management Policy
- Grievance Policy
- Occupational Health Procedures

Appendix A – Menopause Support Discussion Record

Employee Name: _____

Date: _____

Topics discussed:

- Symptoms affecting work.
- Support currently in place.
- Workplace adjustment requests.
- Occupational Health referral required?
- Review date.

Agreed actions:

Review Date: _____

Appendix B – Example Workplace Adjustments

- Flexible start and finish times.
- Additional rest breaks.
- Temporary reduction in non-essential duties.
- Fan or temperature control equipment.
- Access to quiet working areas.
- Reduced physical intervention responsibilities.
- Temporary timetable modifications.
- Increased wellbeing supervision.
- Flexible working arrangements.

Policy Review:

This policy will be reviewed annually, following changes in legislation, employment guidance, or identified best practice, and following any significant workplace issues relating to menopause support.