

Menopause Policy

Kidz Enterprise is committed to providing an inclusive and supportive working environment for everyone who works here. **Kidz Enterprise** recognises that women experiencing the menopause, whether before, during or after this time of hormonal change and associated symptoms, may need additional consideration, support and adjustments. **Kidz Enterprise** recognises that menopausal symptoms can also affect transgender people including non-binary people.

Kidz Enterprise is committed to developing a workplace culture that supports workers experiencing the menopause in order for them to feel confident to raise issues about their symptoms and ask for reasonable adjustments at work.

The aim of the policy is to:

- make managers aware of their responsibility to understand how the menopause can affect staff, and how they can support those experiencing the menopause at work
- foster an environment in which colleagues can openly and comfortably instigate conversations, or engage in discussions about the menopause in a respectful and supportive manner
- raise wider awareness and understanding among all employees about the menopause
- enable workers experiencing the menopause to continue to be effective in their jobs
- outline support and reasonable adjustments available
- help us recruit and retain employees experiencing the menopause.

This policy is part of **Kidz Enterprise** commitment to ensuring the health and safety and wellbeing of all the workforce and will ensure the workplace does not make the menopausal symptoms of employees worse. This policy is also part of **Kidz Enterprise's** commitment to equality and diversity. We are committed to creating a workplace that respects and values each other's differences, which promotes dignity and combats prejudice, discrimination and harassment. This policy seeks to benefit the welfare of individual members of staff; retain valued employees; improve morale and performance and enhance the reputation of **Kidz Enterprise** as an employer of choice.

Kidz Enterprise recognises that many of the changes to workplace culture and adjustments offered here may not only be of benefit to workers experiencing the menopause, but to all staff. This policy applies to all staff who are employed at **Kidz Enterprise**

Definition of the Menopause: The menopause is a natural transition stage in most women's lives. For some it will be medically induced. It is marked by changes in the hormones and the woman stops having periods. Women may have a wide range of physical and psychological symptoms whilst experiencing the menopause and perimenopause and may often encounter difficulties at work because of their symptoms. Each woman will be affected in different ways and to different degrees over different periods of time, and menopausal symptoms can often indirectly affect their partners, families and colleague as well. Some studies suggest that Black women may have more prevalent and severe symptoms. Disabled women and those with pre-existing health conditions, may find that the menopause can aggravate their existing impairments and health conditions or even trigger new ones. Menopausal symptoms can in turn also be made worse by the disabled woman's impairment or health condition. Some trans men may experience natural menopausal symptoms. Some trans women may experience pseudo-menopausal symptoms related to their hormone therapy treatment. Some non-binary people may experience menopausal symptoms.

Kidz Enterprise recognises that for many reasons, peoples' individual experiences of the menopause may differ greatly. Menopausal symptoms may include:

- Hot flushes - a very common symptom that can start in the face, neck or chest, before spreading upwards and downward, may include sweating, the skin becoming red and patchy, and a quicker or stronger heart rate.
- Heavy and painful periods and clots, leaving those affected exhausted, as well as practically needing to change sanitary wear more frequently. Some affected may become anaemic.
- Night sweats, restless leg syndrome and sleep disturbance.
- Low mood, irritability, increased anxiety, panic attacks, fatigue, poor concentration, loss of confidence and memory problems.
- Urinary problems - more frequent urinary incontinence and urinary tract infections such as cystitis. It is common to have an urgent need to pass urine or a need to pass it more often than normal.
- Irritated skin - including dry and itchy skin or formication, and dry eyes. Also, vaginal symptoms of dryness, itching and discomfort.
- Joint and muscle aches and stiffness.
- Weight gain.
- Headaches and migraines.
- Menopausal hair loss.
- Osteoporosis - the strength and density of bones are affected by the loss of oestrogen, increasing the risk of the bone-thinning disease osteoporosis.
- Side effects from hormone replacement therapy (HRT), a form of treatment for menopausal symptoms for some people (although not suitable or appropriate for all). Menopausal symptoms may also exacerbate existing impairments and conditions that those affected may already be struggling to cope with.

Support for Employees Experiencing the Menopause

Kidz Enterprise recognises that some employees experiencing the menopause may find that related symptoms may impact on their health and wellbeing, and we aim to provide as much support as is reasonably practicable for individuals.

Kidz Enterprise recognises that the menopause is a very personal experience and therefore different levels, and types of support and adjustments may be needed. Employees experiencing the menopause are encouraged to let their Manager know if they are struggling with symptoms that may impact their work, so that appropriate support is provided. Such information will be treated confidentially and in accordance our GDPR policy.

An alternative contact is available to employees experiencing the menopause should they not feel comfortable discussing their problems with their Manager. This person is **Rachel Sands (Wellbeing Officer)**. Employees may also prefer to discuss their problems with an alternative member of staff, such as Deputy Manager.

Managers should make allowances should there be an additional need for sickness absence by employees experiencing the menopause in order to manage their menopausal symptoms. Absence will be recorded as related to menopausal symptoms and Managers will consider such absence as an ongoing condition requiring the consideration of reasonable adjustments and flexibility in absence procedure triggers. **Kidz Enterprise** recognises the potential impact of menopausal symptoms on performance by employees experiencing the menopause. Managers will seek to support staff sympathetically rather than moving directly to capability, grievance or disciplinary procedures.

Kidz Enterprise will ensure that gender sensitive risk assessments are undertaken to consider the specific needs of employees experiencing the menopause and to ensure that the working environment will not make their symptoms worse.

The risk assessment will assist with the identification of any potential adjustments that may be required. Common areas in particular to consider are:

- workplace temperature and ventilation
- access to adequate toilet and washing facilities
- access to drinking water
- uniforms and personal protective equipment (PPE)
- working times and break times
- workplace stress and workload
- bullying and harassment.

Employees who are experiencing the menopause can apply for the following adjustments to support them at work:

- Control over environmental factors where possible, including air fans.
- Flexibility over uniform and dress codes should they exacerbate symptoms such as hot flushes and sweating, and provision of additional spare uniforms.
- Changing/washing facilities for staff to change clothes during the working day.
- Flexible working arrangements including options for flexitime (to work around symptoms or adjusting start and finish times for example), shift-swapping etc, subject to adult:child ratios and does not impact safeguarding of those in our care.
- Flexibility around the taking of breaks, or increased breaks during the working day, and if required providing cover as necessary for these breaks.
- Flexibility around attending relevant medical appointments.
- Provision of private spaces for rest temporarily, to talk with a colleague or to phone for personal or professional support.

This is not a definitive list of adjustments and the Manager and member of staff will discuss adjustments together and consider additional suggestions put forward by members of staff.

Responsibilities of Managers

Managers should ensure that all employees are aware of this policy and understand their own and the employer's responsibilities.

Managers should encourage employees to discuss the impact of their menopausal symptoms on their work-life and encourage them to access the support and adjustments offered. They should promote a positive attitude to discussions around women's health issues.

Managers should be ready and willing to have open discussions about the menopause, appreciating the personal nature of the conversation, and treat the discussion sensitively, confidentially and professionally.

Managers will consider all requests for support and adjustments sympathetically and will not discriminate against those employees who are experiencing the menopause and put in place the required support or adjustments in a timely manner. All employees must be treated fairly and consistently. Employees need to be confident that they will not be treated less favourably if they take up any support available to employees experiencing the menopause.

Kidz Enterprise will take seriously and investigate any complaints of discrimination, harassment or victimisation, using the agreed procedures and respecting confidentiality.

All requests for support or adjustments must be dealt with confidentially and in accordance with the GDPR policy. Managers will support employees in informing their colleagues about the situation if appropriate.

Responsibilities of Employees:

All staff should take a personal responsibility to look after their health.

Employees are encouraged to inform their Manager (or the alternative contact, should they not feel comfortable speaking to their Manager) if they are struggling with menopausal symptoms and need any support, so that they can continue to be effective in their jobs.

Employees experiencing the menopause are encouraged to seek support through their GP, the employee assistance programme, and other external organisations (see sections below headed 'Self-management for staff experiencing the menopause' and 'Further Information') as well as participating in the work place menopause support group if that is what employees would like or NHS support groups.

All staff have a responsibility to contribute to a respectful and productive working environment, be willing to help and support their colleagues, and understand any necessary adjustments their colleagues are receiving as a result of their menopausal symptoms.

Employees should report any instances of harassment, victimisation or discrimination experienced because of issues related to the menopause.

If an employee is found to have harassed, victimised or discriminated against another employee in relation to the menopause, then they will be seen as having committed a disciplinary offence.

Glossary:

Disabled person - under the Equality Act, a disabled person has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. In some cases, menopausal symptoms may meet the definition of 'impairment'.

Medical or surgical menopause - there are some medical circumstances that will create an immediate menopause, whatever the woman's age, such as a medically induced menopause to shrink fibroids or when the ovaries are damaged by specific interventions such as treatment for cancer, or when a woman's ovaries are removed as part of a hysterectomy.

Menopause - a natural transition stage in most women's lives lasting from four to eight years, although for some women it can be much longer. Most women experience the menopause between the ages of 45 and 55. It is marked by changes in the hormones and the woman stops having periods. Women may also experience a wide range of physical and psychological symptoms because of the menopause.

Non-binary - people who do not think of themselves as simply male or female. They may define themselves as both, neither or something entirely different. Their gender identity is more complicated.

Perimenopause - a term used to refer to the time during which a woman's body makes the natural transition to menopause, marking the end of the reproductive years. Perimenopause is also called the menopausal transition. There can be significant changes for women, including irregular and heavy menstrual bleeding and many of the classic symptoms associated with menopause.

Post-menopause - a term used when a woman's periods have stopped for twelve consecutive months. However other menopausal symptoms may not have ended so soon. Problematic symptoms may continue for years.

Premature menopause - for some women, it can be experienced at a much younger age, in their 30's or even younger. This is sometimes called premature ovarian insufficiency. The NHS estimates that 1 in every 100 women will experience premature menopause.

Further Information :

NHS information www.nhs.uk/conditions/menopause or www.nhs.uk/conditions/early-menopause

NICE guidelines on 'Menopause: diagnosis and treatment'

www.nice.org.uk/guidance/ng23/ifp/chapter/About-this-information

Menopause Matters www.menopausematters.co.uk

Women's Health Concern www.womens-health-concern.org

Daisy Network <https://www.daisynetwork.org>

The Menopause Exchange www.menopause-exchange.co.uk

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Safeguarding and Welfare Requirements: Supervision of staff [3.35-3.36].

