



Menopause Policy

This policy is applicable to the Wonder Learning Partnership (WLP)

Important: This document can only be considered valid when viewed on the Wonder Learning Partnership website. If this document has been printed or saved to another location, you must check that the version date on your copy matches that of the document online.

The Wonder Learning Partnership welcomes the support of the recognised trade unions in seeking to implement this policy in a fair and consistent manner and actively encourages employees who are members of a trade union to seek the support of their trade union representative at the earliest opportunity.

Version Approved: June 2026

Chief Executive Officer (CEO) Approved:	Summer Term 2026
Name of Responsible Committee/Individual:	People and Culture Committee
Implementation Date:	Summer Term 2026
Review Date:	Summer Term 2029

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Introduction

Menopause is a normal part of every woman's life. This policy recognises that the menopause is an equality and occupational health and safety issue and that women may need appropriate flexibility, support and adjustments during the time of change before, during and after the menopause.

Wonder Learning Partnership has a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time and ensure that the workplace does not make symptoms worse. Our schools are committed to ensuring that women feel confident in discussing menopausal symptoms openly, without embarrassment and are able to ask for support and adjustments in order to continue to work safely in the organisation. For this reason, the menopause at work is an issue for men as well as women.

The Legislative Setting

Wonder Learning Partnership undertakes to comply with its legal obligations as set out below:

- The Health and Safety at Work etc. Act (1974) requires employers to ensure the health, safety and welfare of all workers. Under the Management of Health and Safety at Work Regulations 1999, employers are required to undertake general risk assessments which should include specific risks to menopausal women.
- The Equality Act (2010) prohibits discrimination against people on the grounds of certain 'protected characteristics' including sex, age and disability. Conditions linked to the menopause may meet the definition of an 'impairment' under the Equality Act and require reasonable adjustments.

Status

This policy sets out procedures for members of staff and managers to follow in providing the right support to manage menopausal symptoms at work. If Wonder Learning Partnership wishes to amend the Menopause Policy, consultation and negotiation on proposed changes will take place with staff via the recognised trade unions.

Aims

- To create an environment where women staff members feel confident enough to raise issues about their symptoms and ask for support and adjustments at work.
- To ensure that conditions in the workplace do not make menopausal symptoms worse and that appropriate adjustments and support are put in place, recognising that the menopause and perimenopause is an individual experience and therefore there is no 'one size fits all' solution.
- To reduce sickness absence due to menopausal symptoms and retain valued staff in the workplace.

What steps will we take as an employer?

- Wonder Learning Partnership will educate and inform managers and staff to be aware of how the menopause can affect working women, taking account of the particular circumstances in schools, and about the potential symptoms of menopause, and how they can support women experiencing them.
- Where women members of staff feel uncomfortable going to their line manager, because he is a man, or someone much younger, or both, we will ensure that an alternative contact is available. Confidentiality will always be respected.
- The risk assessments which we undertake will consider the specific needs of menopausal women, and, in doing so, we will consult with union representatives and women staff members and share with all managers and new managers, requesting signatures to confirm that measures are understood and will be acted upon. Risk assessments will include consideration of temperature and ventilation issues and will also address welfare issues; such as access to toilet facilities and cold water, both during and outside break and lunch times.
- Wonder Learning Partnership will make reasonable adjustments where necessary to support individuals experiencing the menopause, and to ensure the workplace does not make their symptoms worse.

It is recognised that many practical and easy-to-institute changes to the workplace, that will make working life more bearable for menopausal women, will benefit all staff.

Roles and Responsibilities

It is recognised that everyone who works at Wonder Learning Partnership has a role to play in ensuring a comfortable working environment for all staff, including women experiencing the menopause.

All staff are responsible for:

- taking personal responsibility to look after their health
- being open and honest in conversations with HR and Occupational Health
- contributing to a respectful and healthy working environment
- being willing to help and support their colleagues
- accepting and supporting any necessary adjustments their colleagues request or are receiving as a result of their menopausal symptoms.

Line Managers:

- The most important and valuable thing a manager can do is listen and, wherever possible, respond sympathetically to any requests for adjustments at work.

All line managers will:

- familiarise themselves with this Menopause policy
- be aware of the potential impact of menopause on performance. (If someone's performance suddenly dips, consideration will be given as to whether the menopause may be playing a part in this)
- encourage the member of staff to speak openly and honestly
- be ready and willing to listen and have open discussions about menopause, appreciating the personal nature of the conversation, and treating the discussion sensitively and confidentially and allowing adequate time for the discussion
- record adjustments agreed, and actions to be implemented, via an action plan
- ensure ongoing dialogue via a follow-up meeting
- ensure that all agreed adjustments are adhered to and reviewed as regularly as necessary.

Where adjustments are unsuccessful, or if symptoms are proving particularly severe, the line manager may:

- discuss with the employee a referral to Occupational Health for further advice
- review Occupational Health advice, and implement any additional recommendations
- update the action plan and continue the review process.

Occupational Health

The role of Occupational Health is to:

- carry out a holistic assessment of the employee to ascertain whether or not the working environment may be exacerbating menopause symptoms
- discuss with the employee what adjustments would help
- signpost to other appropriate sources of help and advice