



Menopause Policy

Version: 3

Date: 01/02/2025

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The Sovereign Trust is a Multi Academy Trust registered in England No. 09666511. Registered Office: Manor Academy, Sale M33 5JX



Document Control

Title	Menopause Policy
Supersedes	2.0
Owner	Lisa-Marie Flynn
Circulation/Distribution	All Staff
Review Period	Annually

Version History

Next Review Date		01/02/2026		
Version	Date	Amendments	Author	Status
0.1 to 0.4	Oct 2021 to Oct 2022	Initial Draft – Reviewed by the HR Team & the Trust Board. Consultation Process – Draft shared with the working group consisting of Senior Leaders, HR, and the Trade Unions.	Lisa-Marie McGrath	Consulted & Reviewed, and implemented agreed points
1.0	01/12/2022	Final Draft – Approved by the CEO and The Trust Board	Lisa-Marie McGrath	Approved
2.0	01/02/2024	N/A	Lisa-Marie Flynn	Approved
3.0	01/02/2025	N/A	Lisa-Marie Flynn	Approved

Menopause Policy

1. ABOUT THIS POLICY

- 1.1 We are committed to fostering an inclusive and supportive working environment for all our staff.
- 1.2 We recognise that many members of staff will experience menopause and that for some, menopause will have an adverse impact on their working lives.
- 1.3 The purpose of this policy is to raise awareness of menopause and the impact of menopause in the workplace and to encourage open conversations between managers and staff. We are committed to supporting staff who are affected by menopause and to signpost relevant advice and assistance to anyone who needs it.
- 1.4 This policy covers all employees.

2. WHAT IS THE MENOPAUSE

- 2.1 All women will experience menopause at some point during their life. Menopause can also impact trans and non-binary people who may not identify as female.
- 2.2 Most of those who experience menopause will do so between the ages of 45 and 55. However, some start experiencing symptoms much earlier. Often, symptoms last between four to eight years, but they can continue for longer.
- 2.3 Symptoms can include but are not limited to sleeplessness, hot flushes, memory loss or poor concentration, headaches, muscle, and joint pains, depression, and anxiety.
- 2.4 The majority of those going through menopause will experience some symptoms, although everyone is different, and symptoms can fluctuate.
- 2.5 Menopause is preceded by perimenopause, during which the body prepares itself for menopause. Perimenopause can also last several years and involve similar symptoms to menopause itself. Therefore, for the purpose of this policy, any reference to menopause includes perimenopause.

3. OPEN CONVERSATIONS

- 3.1 Menopause is not just an issue for women. All staff should be aware of menopause to support those going through it or otherwise affected by it.
- 3.2 We encourage an environment where colleagues can have open conversations about menopause. We expect all staff to be supportive of colleagues who may be affected by menopause in the workplace.

- 3.3 Anyone affected by menopause should feel confident to talk to their Line Manager/SLT or the HR Department about their symptoms and the support they may need to reduce the difficulties menopause can cause them at work.
- 3.4 Line Managers and HR should be ready to have open conversations with staff about menopause and what support is available. Such conversations should be treated sensitively, and any information provided should be handled confidentially and in accordance with our Data Protection Policy.

4. RISK ASSESSMENTS

- 4.1 We are committed to ensuring the health and safety of all our staff and will consider any aspects of the working environment that may worsen menopausal symptoms. This may include identifying and addressing

5. SUPPORT AND ADJUSTMENTS

- 5.1 While many who go through menopause will be able to carry on their working lives as normal, we recognise that others may benefit from adjustments to their working conditions to mitigate the impact of menopause symptoms on their work.
- 5.2 If you believe that you would benefit from adjustments or other support, you should speak to your Line Manager/SLT in the first instance. If you feel unable to do so, you should contact the HR department.
- 5.3 Physical adjustments could include temperature control, provisions of electric fans or access to rest facilities. Adjustments such as flexible working, more frequent rest breaks or changes to work allocation may also be considered depending on individual and business needs. These are examples only and not an exhaustive list.
- 5.4 We may refer you to our Occupational Health provider or seek medical advice from your GP to better understand any adjustments and other support that may help alleviate symptoms affecting you at work. Any medical report or examination request will be dealt with as set out in our Sickness Absence policy.
- 5.5 You also have access to our confidential employee support helpline if you need additional support.



Employee Assistance Programme (EAP)

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