



Menopause Support Policy at Little Hearts Preschool Cranleigh

At Little Hearts Preschool Cranleigh, we are committed to fostering a supportive and inclusive working environment for all staff.

We recognize that the menopause is a significant life transition that can impact the well-being and work performance of employees. This policy outlines the support available to menopausal workers, ensuring that they feel valued, respected, and adequately supported during this time.

Purpose:

The purpose of this policy is to:

- Raise awareness and understanding of the menopause and its effects in the workplace.
- Provide guidance and support to employees experiencing menopause-related symptoms.
- Ensure that all staff are treated with dignity and respect during the menopause.
- Create an open and inclusive workplace where menopause is understood and supported.

Scope:

This policy applies to all employees at Little Hearts Preschool Cranleigh, including full-time, part-time, and temporary staff. It is relevant to those experiencing menopause directly, as well as to managers and colleagues who may be supporting them.

Understanding Menopause:

Menopause is a natural biological process that typically occurs in women between the ages of 45 and 55 but can occur earlier or later. The symptoms and effects of menopause vary from person to person and can include:

- Hot flushes and night sweats.
- Fatigue and disrupted sleep.
- Mood changes, including anxiety and depression.
- Difficulty concentrating and memory problems (often referred to as "brain fog").
- Physical symptoms such as headaches, joint pain, and weight gain.

Support Measures:

1. Open Communication:

- **Encouraging Conversations:** We promote a culture where staff feel comfortable discussing menopause and its impact on their work. Employees are encouraged to talk openly with their line managers or HR about any symptoms they are experiencing and the support they may need.
- **Confidentiality:** All discussions regarding menopause will be treated with the utmost confidentiality. Any information shared will only be disclosed to relevant parties with the employee's consent.

2. Workplace Adjustments:

- **Flexible Working Arrangements:** Where possible, flexible working hours or arrangements (such as remote work or adjusted start/finish times) may be offered to accommodate symptoms like fatigue or disrupted sleep.
- **Temperature Control:** Employees experiencing hot flashes may request adjustments to their working environment, such as access to fans, cooler workspaces, or permission to wear more comfortable clothing.
- **Rest Breaks:** Additional rest breaks may be provided to help manage symptoms such as fatigue or dizziness.
- **Private Space:** A private, quiet space will be available for employees who need to rest, manage symptoms, or take medication during the workday.

3. Health and Well-being Support:

- **Access to Occupational Health:** Employees experiencing severe symptoms may be referred to occupational health services for further support and advice on managing their symptoms in the workplace.
- **Mental Health Support:** We provide access to mental health resources, including counseling services, to support employees experiencing mood changes, anxiety, or depression related to menopause.
- **Wellness Resources:** Information on menopause, including self-care tips and advice on managing symptoms, will be made available to all staff.

4. Training and Awareness:

- **Manager Training:** Managers will receive training on how to support menopausal employees, including recognizing symptoms and understanding the potential impact on work performance.
- **Staff Awareness:** We will raise awareness among all staff about menopause and its effects, promoting empathy and understanding within the workplace.

5. Absence Management:

- **Supportive Approach:** Absence due to menopause-related symptoms will be managed in a supportive and understanding manner. Employees will not be

penalized for time off related to menopause, and any absences will be treated with sensitivity.

- Return to Work: A return-to-work plan may be developed in collaboration with the employee to facilitate a smooth transition back to work after any menopause-related absence.

Responsibilities:

Employees:

- Employees are encouraged to communicate openly with their managers or HR about any difficulties they are experiencing related to menopause.
- Employees should make use of the support and resources available to them.

Managers:

- Managers are responsible for responding to menopause-related concerns with sensitivity and understanding.
- Managers should ensure that appropriate workplace adjustments are made to support employees experiencing menopause.
- Managers are responsible for providing guidance and support to both employees and managers in relation to menopause.
- Managers will ensure that the menopause support policy is implemented fairly and consistently across the organization.

Review and Monitoring:

This policy will be reviewed regularly to ensure it remains relevant and effective in supporting menopausal workers. Feedback from employees will be encouraged to continually improve the support offered.

By implementing this Menopause Support Policy, Little Hearts Preschool Cranleigh demonstrates its commitment to creating an inclusive and supportive workplace where all employees can thrive, regardless of the challenges they may face.

Updated 10 Aug 2024

