

Bow Lane Pre-school

The Safeguarding and Welfare Requirements: Staff qualifications, training, support and skills

Providers must ensure that adults looking after children, or having unsupervised access to them, are suitable to do so.

Staff qualifications, training, support and skills

3.6 Menopause Policy

Policy statement

At Bow Lane Pre-School we recognise that the menopause can be a challenging time for those experiencing it. We are committed to providing appropriate support for all members of staff who are affected by the menopause and seek to ensure that all individuals are treated with empathy, dignity and respect.

The support and guidance in this policy is aimed at all employees. It is inclusive of all gender identities.

Procedures

The purpose of this policy is to:

- raise awareness about the menopause and its potential symptoms;
- offer support and guidance to those affected by the menopause;
- provide guidance to leaders and employees about how they can support those experiencing the menopause;
- ensure that the workplace or working practices do not make the symptoms of menopause worse;
- foster a workplace where staff feel able to discuss their symptoms, any issues they are facing and, if needed, ask for additional support;
- ensure that issues related to the menopause are treated consistently, fairly and respectfully.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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1.3 Keeping Safe

2.4 Key Persons

3.2 Supporting
Every child

The Signs and Symptoms of Menopause

Menopause experiences will vary from person to person. [According to the NHS](#), common symptoms of menopause include:

hot flushes;
night sweats;
vaginal dryness and discomfort during sex;
difficulty sleeping;
low mood or anxiety;
reduced sex drive (libido);
problems with memory or concentration.

These symptoms can also be caused by other issues. If in doubt, you should see a doctor for advice.

Roles and Responsibilities

All staff are responsible for:

their own health;
reading (and ensuring that they understand) the contents of this policy;
creating a culture of trust and support;
being open and honest about any problems they are experiencing and asking for help when needed;
encouraging others to seek help when they need it;
having respect for others and supporting colleagues where needed;
being supportive of any reasonable adjustments made for colleagues.

Managers are responsible for:

developing positive relationships with the staff that they manage;
being aware when staff might be experiencing problems and proactively offering support;
being aware that issues related to the menopause can impact on performance;
being prepared to discuss issues related to the menopause, listening and responding with empathy and sensitivity;
signposting to further support when needed.

Owners are responsible for:

ensuring that this policy is implemented consistently;

working with occupational health, when needed, to ensure that staff are supported appropriately.

Reasonable Adjustments

Where an employee is experiencing issues related to the menopause, we will consider making reasonable adjustments to support them. Adjustments can include, but are not restricted to, the following:

Ensuring that fresh air can circulate the room by leaving doors open and ensuring that windows can be opened

Ensuring that staff can take measures to control the temperature of the room, such as turning down radiators and using fans

Putting arrangements in place so that staff can have their areas supervised, in order to use the toilet/washing facilities

Considering requests to change working arrangements

Ensuring that when absence is requested for issues related to the menopause that these requests are taken seriously and handled with sensitivity

Allowing staff to take time off for medical appointments related to the menopause

As everyone's experience of the menopause differs, adjustments will be considered on a case-by-case basis.

Self-Help

Self-help measures, such as getting plenty of rest, taking regular exercise and doing relaxing activities like yoga and meditation, may help to alleviate some of the common symptoms of menopause.

Complementary and alternative treatments, such as herbal remedies and 'natural' hormones, are not recommended for symptoms of the menopause as it is often unclear how safe and effective they are. Some complementary and alternative therapies can also interact with other medicines and cause harmful side effects. With this in mind, you should always ask your GP or pharmacist before using such therapies.

Where the symptoms of menopause persist, you should always seek medical advice.

If you feel that the menopause is affecting your work or wellbeing, you should request a confidential chat with your manager

Action to Be Taken by managers

When contacted by a member of staff regarding issues related to the menopause, managers should:

arrange a suitable time, date and location for a confidential discussion to take place;

ensure that the member of staff concerned knows that they can be accompanied if they wish;

schedule enough time for the meeting so that the member of staff can discuss their situation without feeling rushed;
act with sensitivity and empathy, encouraging the member of staff to be honest and open;
keep a record of the meeting, using the settings agreed systems for record keeping;
agree any follow-up actions that need to be considered;
agree a time, date and location for a follow-up meeting if relevant.

If reasonable adjustments need to be considered, the line manager should discuss these with Zoe Pearson-Owner before making any promises or agreements.

Definitions

The menopause is a natural part of the ageing process that usually occurs between 45 and 55 years of age. It happens in response to a change in the balance of hormones. The majority of people affected by the menopause will be women, although those who are transgender, non-binary and others that were born with a womb and ovaries may also experience the menopause or menopause-type symptoms.

Perimenopause is a time of hormonal change, leading up to the menopause, when an individual may experience symptoms. This stage begins with the first menopausal symptoms. It can last approximately five years prior to the menopause.

Postmenopause is the stage of life that happens after the menopause and after the last menstrual period.

Early menopause is when menopause happens before the age of 45. This can be a natural process or it can happen following certain surgical or medical treatments. For simplicity, when using the term 'menopause' in this policy, we also include perimenopause and postmenopause.

Legal framework

This policy has been drafted with reference to the following legislation:

Health and Safety at Work etc. Act 1974

The Workplace (Health, Safety and Welfare) Regulations 1992

The Management of Health and Safety at Work Regulations 1999, GB Regulations 4

Public Sector Equality Duty (PSED) introduced by the Equality Act 2010 (England, Scotland and Wales)

The Equality Act 2010

The Health and Safety at Work etc. Act 1974 requires employers to ensure the health, safety and welfare of all workers.

As part of The Management of Health and Safety at Work Regulations 1999, employers are required to complete risk assessments, including specific risks to those experiencing the menopause.

The Equality Act 2010 prohibits discrimination on the grounds of certain 'protected characteristics'. Issues associated with the menopause may meet the definition of an 'impairment' under the Equality Act.

Employers have a statutory duty to consider whether any 'reasonable adjustments' are required to mitigate against any disadvantages that staff encounter based on these characteristics.

Further guidance

The following organisations have provided useful resources and information to support those experiencing the menopause:

[British Menopause Society](#)

[Menopause and work: why it's so important](#)

[Menopause Matters](#)

[Menopause - NHS](#)

This policy was adopted at a meeting of

Bow Lane Pre-school

Held on

6th September 2025 (date)

Date to be reviewed

6th September 2026 (date)

Signed on behalf of Bow Lane

Pre-school

Name of signatory

Zoe Pearson

Role of signatory

Owner