



Menopause Policy

The Diamond Learning Partnership Trust

Approved by:	Chief Executive Officer	Date: July 2026
---------------------	-------------------------	------------------------

Last reviewed on:	July 2026
--------------------------	-----------

Next review due by:	September 2027
----------------------------	----------------

Contents

1. Aims	3
2. Definitions.....	3
3. Legislation and guidance	4
4. Roles and responsibilities	5
6. Monitoring arrangements	7
7. Links to other policies.....	7
Appendix 1: Action Plan	8

1. Aims

At the Diamond Learning Partnership Trust (DLPT) we are committed to supporting with the health and well-being of all staff members.

This policy aims to:

- Make sure that our schools can support staff affected by the menopause and help them to feel comfortable at work, both when experiencing symptoms and when asking for support and adjustments
- Set out how our schools can make reasonable adjustments to minimise the risk of the working environment making menopausal symptoms worse for those experiencing them
- Minimise menopause-related stigma in our schools by educating staff on what it is and the symptoms that staff affected by it might suffer
- Provide further resources to help staff, particularly line managers, to support others through difficulties the menopause may cause them
- Work alongside our Trust's menopause action plan, and its implementation (See Appendix 1)

2. Definitions

The **menopause** is a stage of life when a woman* stops having periods. It typically affects those aged between age 45 and 55, when oestrogen (female sex hormones) levels begin to fall. In the UK, the average age to reach the menopause is 51.

Perimenopause is the time of hormonal change leading up to this, when a woman may experience symptoms. **Post-menopause** is the time beyond menopause.

Early menopause is when a woman's periods stop before the age of 45. It can happen naturally, or as a side effect of some treatments.

For the purpose of this policy, any reference to the menopause shall include perimenopause and early menopause.

*We acknowledge that while the majority of people affected by the menopause will be women, those who are trans or non-binary may also experience the menopause or menopause-type symptoms. The support outlined in this policy is designed to meet the above aims for all affected colleagues.

2.1 Symptoms

Individuals suffering from the menopause may experience symptoms that cause changes to their emotions and other aspects of their health, some of which may impact them at work.

Menopausal symptoms might include:

- Challenges with memory, confidence and concentration
- Low mood, anxiety and depression
- Hot flushes, night sweats and palpitations
- Difficulty sleeping, insomnia and fatigue
- Headaches and joint and muscle pain
- Weakened bladder function and urinary tract infections
- Vaginal dryness and reduced sex drive

For some individuals, being at work may make their symptoms worse. For example, if the temperature is too high, this may cause symptoms such as hot flushes, dizziness, discomfort, sweating and heart palpitations.

Symptoms affecting sleep can make it difficult for staff experiencing them to concentrate and stay focused, while low confidence, low mood and anxiety may impact on decision-making and relationships with colleagues.

We acknowledge that the menopause will affect everybody differently – some individuals may experience no symptoms at all, and some may experience a variety. We will adapt our response to staff affected by the menopause on a case-by-case basis.

3. Legislation and guidance

Under the Health and Safety at Work Act 1974, employers have a legal duty to ensure the health, safety and welfare of all staff, so far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 require that employers make an assessment of the risks to the health and safety of their employees. This requires undertaking general risk assessments, which should include specific risks to the health of staff affected by the menopause.

The Equality Act 2010 prohibits discrimination against an individual based on the protected characteristics, which include age, sex and disability. Employers are under a statutory duty to consider whether any 'reasonable adjustments' are required to alleviate any disadvantages staff encounter based on these characteristics.

Section 6 of the Equality Act 2010 states that a person has a disability if:

- They have 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
- Relating specifically to menopause symptoms:
- Many of the aforementioned symptoms would be likely to be classified as a physical and/or mental impairment
- 'Substantial' means more than minor or trivial
- 'Long-term' means an impairment if it has lasted for at least 12 months, is likely to last for at least 12 months, or is likely to last for the rest of the life of the person affected
- 'Day to day activities' are those carried out by most people on a regular basis, and includes but is not limited to: walking, driving, carrying or moving things, being able to concentrate, writing, reading, typing, speaking

Ongoing symptoms linked to the menopause may meet the definition of a disability and where they do, employers will be required to consider whether any reasonable adjustments are required to alleviate any disadvantage.

Any such adjustments will be made on a case-by-case basis and, where appropriate, staff affected by the menopause will be offered a variety of approaches to support them.

This policy complies with our funding agreement and articles of association.

4. Roles and responsibilities

4.1 The Trust Board

The Trust Board has ultimate responsibility for health and safety matters in the school but will delegate day-to-day responsibility to the CEO and the Headteachers.

The Trust Board has a duty to take reasonable steps to ensure that staff are not exposed to risks to their health and safety on the school premises.

The DLPT, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage those risks
- Inform employees about risks and the measures in place to manage them
- Make sure that adequate health and safety training is provided

4.2 Role of senior staff

Senior staff will make reasonable adjustments to the workplace to support staff experiencing the menopause, and to make sure the workplace doesn't make their symptoms worse, by:

- Carrying out individual risk assessments to assess working conditions in line with the specific needs of staff affected by the menopause
- Monitoring the wellbeing of staff through regular surveys and structured conversations
- Providing resources and training opportunities to make sure that all line managers and HR staff are aware of the menopause, its potential impact on work, and what adjustments may be necessary
- Promoting information about and access to external support services
- Ensuring good ventilation and air quality throughout the school, leaving doors open where appropriate and ensuring windows can be safely opened
- Ensuring regular access to fresh drinking water for all staff
- Regulating (where possible) and monitoring the temperature of the school and collecting feedback from all staff, as well as ensuring the temperature can be regulated per room by turning down radiators, for example
- Ensuring toilet, washing and sanitary facilities are accessible for all staff, and establishing a system that allows for cover for staff to access these facilities where necessary while they are teaching
- Providing small desk fans to help staff cool down when needed
- Fitting blinds to windows
- Where possible, designating a member of staff such as a well-being champion that staff affected by the menopause can speak to about their symptoms in confidence, if they do not feel comfortable doing so with their line manager. Staff may be able to contact a wellbeing champion from another school if their own does not have one.
- Using our menopause action plan to make sure we have appropriate support in place

The Trust will work with senior staff to create a culture in the school where staff can talk openly about the menopause by:

- Providing information on the menopause on the intranet and in the staff room, e.g. posters and leaflets
- Encouraging the creation of a support group so that those who want to can seek support from each other

- Providing training for staff and managers to achieve consistent practice (currently optional)
- Referring to the menopause in the school's staff wellbeing policy and handbook

4.3 Role of line managers

Line managers who work with staff who may be affected by the menopause will:

- Provide a non-judgmental, empathetic and confidential support system to staff
- Appreciate the personal nature of any conversations about the menopause and treat them confidentially and sensitively
- Monitor sickness absence, and have support meetings with staff if any patterns emerge
- Have regular, informal conversations with staff that they line manage who are affected by the menopause to discuss what support they need, and record any reasonable adjustments that are agreed
- Consider flexible working requests in order to accommodate acute symptoms
- Allow staff affected by the menopause to take breaks from their work if necessary to help manage symptoms
- Give swift permission for absence to attend medical appointments, although such appointments should be made outside of school hours where possible
- Promote information about and access to external support services
- Record menopause-related absences as an 'ongoing health issue' instead of as an individual short-term absence to avoid triggering sickness absence procedures
- Be sensitive to health issues such as the menopause during the performance management/appraisal process
- If necessary, seek advice from the HR (People) Department or discuss a referral with the staff member to occupational health for further support

4.4 Role of staff members affected by the menopause

We encourage staff who are experiencing menopausal symptoms that are impacting their health and wellbeing at work to:

- Share their practical needs to reduce the difficulties the menopause can cause and their preferred coping strategies with their line manager or HR (People Department) contact
- Report honestly about their wellbeing and let their line manager or another trusted member of staff, such as a well-being champion, know if the menopause is having an impact on this
- Make time in their schedule to visit their GP and other support services, ideally outside of school hours where possible
- Access our Employee Assistance Programme (EAP) for further support: Education Support on 08000 856148 or at [educationsupport.org.uk](https://www.educationsupport.org.uk)

4.5 Role of all staff

All staff are expected to:

- Promote health and wellbeing for themselves and others at all times
- Treat each other with empathy and respect
- Support other members of staff, such as by providing practical assistance or emotional reassurance
- Accept and support any adjustments that staff affected by the menopause may be receiving as a result of their symptoms

- Report honestly about their well-being to their line manager or to another trusted member of staff, such as a well-being champion.

5. Further resources

Some useful resources have been included below relating to the menopause. Please also see the well-being section of the intranet which has more information about the subject.

- [Menopause](#) NHS information and support
- [Menopause Matters](#) website
- [Menopause: identification and management](#) National Institute for Health and Care Excellence website
- The [Daisy Network](#) charity website
- [Menopause and work](#) articles
- [Menopause resources](#) from the CIPD, particularly helpful for: [line managers](#) and [HR staff](#)
- National College offer training: [Certificate in Menopause Awareness in Primary Schools and Academies](#)

6. Monitoring arrangements

This policy will be reviewed annually. At every review, it will be approved by the CEO.

7. Links to other policies

This policy should be read in conjunction with the following policies:

- Staff wellbeing policy
- Health and safety policy and procedures
- Sickness absence policy
- Performance management policy
- Flexible working policy
- Equality/inclusion policies
- Dignity at work (anti-harassment) policy

Appendix 1:



The DLPT Menopause Action Plan

A menopause action plan sets out how the DLPT will support employees through the menopause and through this, create a menopause-friendly culture at our trust.

This action plan is in support of the DLPT Menopause Policy and in line with legislative changes from Spring 2027, as set out in the [Employment Rights Act 2025](#).

The government intends to produce guidance on developing and implementing menopause action plans. This action plan is the DLPT's first draft and subject to the release of that guidance. It will be amended once full guidance has been issued.

OBJECTIVE	ACTIONS	RESPONSIBILITY	TIMEFRAME	SUCCESS CRITERIA	REVIEW PROCESS
1. Menopause policy and guidance					
Our policies around perimenopause and menopause are clearly defined	Create our menopause policy and share with staff	HR professional / SBM	By spring 2027	New policy circulated to all staff	Yearly review based on staff/manager feedback
	Review our existing policies and update with menopause-specific items where appropriate	HR professional / SBM	By spring 2027	Policy updates circulated to all staff All staff know exactly where to find policy and support documents without having to ask	
	Update our staff handbook to include information on our menopause policy	HR professional / SBM	By spring 2027	New staff handbook with menopause information available	
Everyone is aware of adjustments we have made to the workplace to support menopause	Identify adjustments we could make to the workplace to help staff: - Control their temperature and cool down - Manage sanitary needs	HR professional / SBM	By spring 2027	List of adjustments is finalised All spaces have been audited for cooling needs Sanitary packs are stocked in staff toilets	Termly check that measures are still in place Yearly staff survey Yearly review based on staff/manager feedback
	Create and share guidance on workplace adjustments	HR professional / SBM	By spring 2027	Workplace adjustments are documented and available on the staff intranet Staff can name at least 3 adjustments that have been made	

OBJECTIVE	ACTIONS	RESPONSIBILITY	TIMEFRAME	SUCCESS CRITERIA	REVIEW PROCESS
Everyone is aware of the possible adjustments that can be made to their ways of working to support menopause	Identify adjustments we could make to their ways of working to help staff: - Control their temperature and cool down - Manage sanitary needs - Manage medical appointments - Manage fluctuating energy levels, 'brain fog', and changes to sleep patterns	HR professional / SBM	By spring 2027	List of adjustments is finalised Workplace adjustments are documented and available on the staff intranet Risk assessments are completed for any staff who have identified themselves as needing adjustments	Yearly review of current practice Yearly staff survey Yearly review based on staff/manager feedback
	Create and share guidance on adjustments to ways of working	HR professional / SBM	By spring 2027	Staff are self-referring to occupational health for support when they feel it will be helpful Staff can name at least 3 adjustments they can request	
	Carry out individual risk assessments for staff affected by menopause, when requested	HR professional / senior staff	Ongoing	100% of line managers have been briefed on how to implement these measures fairly	

OBJECTIVE	ACTIONS	RESPONSIBILITY	TIMEFRAME	SUCCESS CRITERIA	REVIEW PROCESS
2. Staff training					
All staff are aware of the symptoms and impacts of perimenopause and menopause	Identify suitable training on perimenopause and menopause in the workplace	HR professional / SBM	By spring 2027	A training provider is selected that offers school-specific scenarios	National College offer good DPD certified course
	Hold a CPD session led by an occupational health expert / menopause organisation	HR professional / SBM	Yearly, ongoing	100% attendance (or catch-up) for all staff, including SLT and support staff	Post-training feedback Yearly staff survey
	Put menopause information sheets on the staff intranet	SBM / IT staff	By summer 2027	All staff know exactly where to find policy and support documents without having to ask	Yearly content review to take in staff feedback Review intranet content and engagement
All staff see perimenopause and menopause as an occupational health and equality issue	Identify suitable training on perimenopause and menopause in the workplace for managers	HR professional / SBM	By spring 2027	A training provider is selected that offers school-specific scenarios	National College offer good DPD certified course
	Hold training for SLT and middle leaders by an occupational health expert / menopause organisation	HR professional / SBM	Yearly, ongoing	100% attendance (or catch-up) for all managers	Post-training feedback Yearly staff survey Yearly content review to take in staff feedback

OBJECTIVE	ACTIONS	RESPONSIBILITY	TIMEFRAME	SUCCESS CRITERIA	REVIEW PROCESS
3. Promote open conversations					
Staff feel safe having conversations about menopause	Appoint menopause advocates who staff can speak to	SLT / middle leaders	By summer 2027	Advocates are trained, are visible, and have been contacted by at least 1 staff member	Yearly review of numbers of staff supported by advocates
	Create a menopause discussion group	SLT / middle leaders	By summer 2027	Menopause awareness is discussed in staff briefings at least once per term	Yearly staff survey on awareness and confidence in having conversations
	Include menopause awareness in staff briefings	SLT / middle leaders	Termly, ongoing		
	Create guidance for line managers to use when having conversations with staff about perimenopause and menopause	HR professional / SBM	By summer 2027	Line managers' report feeling competent and confident to hold meetings about menopause Guidance is used consistently across all departments	

OBJECTIVE	ACTIONS	RESPONSIBILITY	TIMEFRAME	SUCCESS CRITERIA	REVIEW PROCESS
4. Health and wellbeing support					
People know what help is available to them to support them during menopause and perimenopause	Highlight specific menopause-relevant services within existing benefits	HR professional / SBM	By spring 2027	A full list of benefits and services is available for staff	Yearly check to confirm what support is available and to check contact details
	Identify external free or low-cost resources	HR professional / SBM	By spring 2027	At least 5 high-quality external resources are identified	
	Create and share a menopause support document	HR professional / SBM	By spring 2027	All staff know exactly where to find the support documents without having to ask	