



MENOPAUSE POLICY

This policy applies to all academies within Bonitas Multi-Academy Trust

Date	Summer 2025
Review period	Every 3 years
Date of next review	Summer 2028
Owner	CEO / HR
Approved by	Board of Trustees
Date approved	June 2025
Associated documents/information	

Menopause Policy

1. Policy Statement

The Bonitas Trust is committed to supporting all staff throughout every stage of life, including the menopause. We recognise that menopause can have a significant impact on wellbeing and work performance. This policy demonstrates our commitment to fostering a flexible, respectful, and inclusive working environment. In line with the Equality Act 2010—which protects against discrimination based on age, sex, and disability—we will make reasonable adjustments where appropriate to support staff experiencing menopause, as well as those supporting colleagues through it.

This policy applies to all employees and forms part of our wider commitment to staff wellbeing and a fair, inclusive workplace whether someone is directly experiencing menopause or supporting a colleague who is.

2. Purpose

This policy aims to:

- Raise awareness of the menopause and its potential impact on staff wellbeing and performance.
- Encourage open, respectful conversations to reduce stigma and foster a supportive culture.
- Ensure that the Trust and its schools provide appropriate support and make reasonable adjustments to help staff manage menopausal symptoms at work.
- Minimise the risk of workplace conditions worsening symptoms through thoughtful adjustments and practical solutions.
- Equip line managers and HR teams with the knowledge and resources needed to support colleagues affected by the menopause.

3. Definition of Menopause

Menopause is a natural biological stage of life, typically occurring between the ages of 45 and 55. However, it can happen earlier or later due to medical conditions or treatments. Symptoms vary from person to person but might include:

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

The menopause affects individuals in different ways. Some may experience no symptoms, while others may face a range of physical and emotional challenges.

For some, the working environment may make symptoms more difficult to manage—for example, high temperatures can worsen hot flushes. Symptoms such as sleep disturbances may lead to fatigue, making it harder to concentrate or stay focused. Others may experience low mood, anxiety, or a loss of confidence, which can impact decision-making and working relationships.

The Trust recognises the need for understanding and flexibility to support all colleagues who are affected—whether by physical symptoms, emotional wellbeing, or both.

Stages of Menopause:

- Perimenopause – This is the phase leading up to menopause, when hormonal changes begin and symptoms may start to appear.
- Menopause – This is when periods have stopped for 12 consecutive months.
- Post-menopause – This refers to the time after menopause has occurred.
- Early menopause – This is when menopause happens before the age of 45, either naturally or due to medical reasons.

For the purposes of this policy, the term menopause includes perimenopause and early menopause.

While the majority of those affected by the menopause will be women, the Trust recognises that trans men, non-binary, and intersex colleagues may also experience menopause or menopause-related symptoms. The support outlined in this policy is intended to be inclusive and accessible to all affected colleagues.

4. Legal and Safety Context

Employers have a responsibility to protect the health, safety, and wellbeing of their staff.

Under the Health and Safety at Work etc. Act 1974, and the Management of Health and Safety at Work Regulations 1999, employers must take steps to ensure a safe working environment. This includes carrying out risk assessments that consider the needs of staff going through the menopause—such as issues related to temperature, ventilation, or access to toilets and breaks.

The Equality Act 2010 protects people from discrimination based on protected characteristics, including age, sex, and disability. Some menopause-related symptoms may meet the legal definition of a disability if they have a substantial, long-term impact on someone's ability to carry out normal day-to-day tasks—such as concentrating, sleeping, or managing mood. If this is the case, the Trust may need to consider reasonable adjustments to help staff manage their symptoms at work. These could include changes to the working environment, working patterns, or access to support. What is appropriate will vary depending on the individual.

5. Roles and Responsibilities

The Trust / School have a responsibility for staff wellbeing, including those affected by the menopause, and will assess health and safety risks including those related to menopause.

Staff Affected by Menopause are encouraged to:

- Take responsibility for their own health and wellbeing.
- Be open and honest with their manager, HR or the Wellbeing lead and let them know if symptoms are affecting them at work or they have concerns about their needs and think an adjustment might help.
- Suggest any changes that could help with comfort or managing symptoms.
- Access support services such as the Employee Assistance Programme (EAP) or speak to a GP if needed.

SLT and Line Managers are encouraged to:

- Be approachable and open to conversations about menopause.
- Treat any discussions sensitively and confidentially.
- Be understanding and supportive of the potential impact menopause can have on work and performance.
- Discuss and review reasonable adjustments to working arrangements when necessary and record in any action plans.

- Provide ongoing support, including referral to occupational health if needed.

Staff are encouraged to:

- Support health and wellbeing for themselves and others.
- Treat colleagues with empathy and respect.
- Be respectful and understanding when colleagues raise health-related issues and support any reasonable adjustments
- Talk to their manager or a trusted colleague (such as the Wellbeing Lead) if they have wellbeing concerns.

5. Support and Adjustments

The Trust understands that everyone's needs are different, and will offer a flexible approach to support for individuals. This may include:

- Considering options for adjusting working hours, routines, or locations.
- Making physical adjustments to workspaces—such as offering access to a fan, ventilation, or cold water.
- Modification to work processes – such as allowing for breaks, easier access to toilets, and temperature controls.
- Permission for absence for medical appointments related to menopause.
- Offering support through EAPs or wellbeing services, where available. Add link
- Providing resources or signposting to further information.

6. Additional Resources

Staff are encouraged to explore further information and support through reputable external websites, which provide guidance on symptoms, self-care, medical advice, and access to support communities. Helpful sources include:

- [Menopause Support UK](#)
- [NHS Menopause Information](#)
- [British Menopause Society](#)
- <https://www.menopausematters.co.uk/>
- <https://menopauseintheworkplace.co.uk/>

Staff are also welcome to seek advice or support from colleagues who may assist in conversations around adjustments, workplace concerns, or help ensure any actions align with policy and employment rights.

7. Confidentiality

All discussions regarding menopause will be handled confidentially. Information disclosed by an employee will only be shared with necessary parties involved in providing adjustments or support and only with the employee's consent.

8. Monitoring and Review

This policy will be reviewed every 3 years or sooner if there are changes to legislative requirements.