



The Robert Carre Trust

**Staff Wellbeing Policy
(Managing Stress and Promoting Positive Mental Health & Wellbeing)**

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1 Policy statement

- 1.1 The Trust has developed a managing stress and wellbeing policy to manage its obligations to promote positive mental health and wellbeing of all staff. It covers our commitment to protect the health, safety and wellbeing of our staff; the responsibilities of managers and others for maintaining psychological health; health promotion initiatives; communicating and training on health issues; the range of support available for the maintenance of mental health and organisational commitment to handling individual issues.
- 1.2 The aim of this policy is to describe the Trust's commitment to promoting positive mental health and wellbeing of staff in its broadest, holistic sense, setting out how the Trust fulfils its legal obligations, the responsibilities of different functions and specialists and the range of services available to help staff maintain health and wellbeing. The Trust recognises that wellbeing and performance are linked. Improving staff's ability to handle pressure and to balance work and home life will ultimately lead to improved performance.
- 1.3 The Trust recognises the importance of identifying and tackling the causes of work-related stress. We also recognise that personal stress, while unrelated to the workplace, can adversely affect the wellbeing of staff at work.
- 1.4 As part of its ongoing commitment to the wellbeing of its staff, the Trust is engaging with the Department of Education Staff Wellbeing Charter. The charter is a declaration of support for, and set of commitments to, the wellbeing and mental health of everyone working in education. A copy of the Education Staff Wellbeing Charter can be found at [The Education Staff Wellbeing Charter - November 2021 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/97122/education_staff_wellbeing_charter_november_2021.pdf)
- 1.5 Mental wellbeing is relevant for all staff, which means every member of staff can play a part in improving wellbeing in the workplace. By addressing mental health issues, the Trust can improve the general wellbeing of staff, reduce absenteeism, lower staff turnover and increase productivity.
- 1.6 This procedure does not form part of any employee's contract of employment and it may be amended at any time. We may vary any of the provision detailed within this policy without consultation. It has been formally adopted by the Trust.

2 Who is covered by the policy?

- 2.1 The procedure applies to all employees regardless of length of service. It also applies to any agency workers, casual staff, self-employed contractors/consultants and volunteers.

3 Legal Obligations

- 3.1 The Trust has a legal duty to take reasonable care to ensure that your health is not put at risk by excessive pressures or demands arising from the way work is organised.
- 3.2 This policy takes account of our obligations under the Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999, Employment Rights Act 1996, Protection from Harassment Act 1997, Working Time Regulations 1998 and Equality Act 2010.

4 Understanding stress and mental health

- 4.1 Stress is the adverse reaction people have to excessive pressures or demands placed on them. Sustained over a period of time, stress can lead to mental and/or physical illness.
- 4.2 Mental health is a term used to describe our emotional, psychological and social wellbeing; it affects how we think, feel and act and how we cope with the normal pressures of everyday life. Positive mental health is rarely an absolute state since factors inside and outside work affect mental health, meaning that we move on a spectrum that ranges from being in good to poor mental health.
- 4.3 There is an important distinction between working under pressure and experiencing stress. Certain levels of pressure are acceptable and normal in every job. They can improve performance, enable individuals to meet their full potential and provide a sense of achievement and job satisfaction. However, when pressure becomes excessive it produces stress and undermines mental health.
- 4.4 Pressures outside the workplace, whether the result of unexpected or traumatic events such as accidents, illness, bereavement, family breakdown or financial worries, can result in stress and poor mental health. They can also compound normal workplace pressures.
- 4.5 We recognise that individuals react to similar situations in different ways and that what triggers stress and poor mental health varies from person to person.

5 Our approach to mental wellbeing

- 5.1 We will:
 - 5.1.1 Promote a culture of open communication by providing both formal and informal channels through which staff can raise concerns.
 - 5.1.2 Take account of stress and mental wellbeing when planning and allocating workloads. We will provide opportunities to discuss these through our appraisal and one-to-one supervision processes.
 - 5.1.3 Where appropriate, monitor working hours and overtime to ensure that staff are not overworking and monitor holidays to ensure that staff are using their entitlement appropriately.
 - 5.1.4 Facilitate requests for flexible working where reasonably practicable in accordance with our Flexible Working Policy.
 - 5.1.5 Consider reasonable adjustments on a temporary or permanent basis, and in conjunction with relevant medical advice, where employees have advised us of concerns regarding their mental health.
 - 5.1.6 Ensure that in any workplace reorganisation our change management processes are designed to minimise uncertainty and stress.
 - 5.1.7 Implement policies and procedures to address factors that can cause or worsen stress in particular so that we can provide a workplace free from harassment, bullying and victimisation and address inappropriate behaviour through disciplinary action.

- 5.1.8 Provide training to help all staff understand and recognise the causes of work-related stress and mental ill health, the impact of stress from factors in everyday life and the steps they can take to protect and enhance their own mental wellbeing and that of their colleagues.
- 5.1.9 Provide support services such as occupational health, an employee assistance programme, mental health champions, mental health first aiders for staff affected by, or absent by reason of, stress. In addition, we will support referral to an external counsellor up to initially 6 sessions, further sessions are at the Executive Head/Headteacher's discretion and approval should be gained in advance.¹.

6 Responsibilities

6.1 Employees

All staff should ensure that they are familiar with this policy and act in accordance with its aims and objectives. Staff should plan and organise their work to meet personal and organisational objectives and co-operate with support, advice and guidance that may be offered by line managers or the senior leaders. Anyone who experiences or is aware of a situation that may result in work-related stress or undermine mental wellbeing at work should speak to a manager or a mental health champion/first aider.

6.2 Line managers

All line managers have a responsibility to recognise potential issues of work-related stress or mental ill health in the staff they manage. They have access to training to support them in this and should seek advice from the senior leaders in the event that they have concerns. All managers should provide support to staff by working with the senior leaders. In particular, they need to:

- Promote a culture of open communication.
- Effectively plan and provide feedback on performance.
- Ensure that staff receive necessary training and support.
- Monitor workloads and reallocate work where necessary.
- Ensure that staff understand the standards of behaviour expected of them and others, and act on behaviour that falls below those standards.

6.3 Human resources support

The Trust will engage with their HR support to develop trust-wide policies and procedures, to protect the wellbeing of employees, assist line managers in supporting individuals, and liaise as appropriate with occupational health and other medical professionals, with the object of helping employees to maintain good psychological health.

¹ Additional wording to clarify extent of Counselling offer added April 2023.

The Trust operates practices and policies that ensure staff are able to achieve a satisfactory balance between their work and other commitments and adhere to the working limits set out in the Working Time Regulations 1998.

6.4 Occupational health

The Trust has engaged occupational health professionals who will provide a comprehensive service designed to help staff stay in work, or to return to work, after experiencing mental health problems. This will include preparing medical assessments of individuals' fitness for work following referrals from the Trust, liaising with GPs and working with individuals to help them to retain employment/engagement.

Occupational health professionals will play a critical part in developing rehabilitation plans for staff returning to work after absences related to mental ill health, and work with GPs and line managers on designing/amending jobs and working environments to ensure that rehabilitation is successful. Advice will also be taken from our occupational health professionals regarding design and implementation of any suitable health promotion and lifestyle behaviour management programmes, including initiatives on managing pressure and ongoing health conditions at work.

6.5 Employee assistance programme provider

Education Support Partnership's confidential services are open to all teachers and education staff, 24 hours a day 0800 562 561.

6.6 Mental Health First Aiders (MHFA)

We have appointed a number of mental health champions and mental health first aiders who can be contacted by any member of staff experiencing a mental health issue or emotional distress. Mental health champions and mental health first-aiders can discuss your concerns and provide details of available support. Details of mental health champions and mental health first aiders are available on the intranet OR from your line manager.

7 Health promotion initiatives

7.1 The Trust will develop and run a range of health promotion initiatives designed to raise awareness of health and lifestyle issues affecting mental health and wellbeing. The Executive Headteacher/ Headteacher will have primary responsibility for leading these programmes, but line managers and staff will be expected to participate. These programmes will be evaluated to determine their effectiveness.

7.2 The programmes will cover:

- stress management;
- disability awareness;
- bullying and harassment;
- handling violence and traumatic incidents at work;
- lifestyle behaviours, with voluntary screening (for example in relation to alcohol, drugs and smoking);

- physical activity and fitness; and
- developing an action plan to change attitudes towards mental ill health.

7.3 Staff will also be encouraged to establish clubs and groups designed to foster wellbeing, for example lunchtime walking or dancing clubs. Prior approval from the Executive Headteacher/ Headteacher is required before any club/group is set up.

8 Training and communications

8.1 Line managers and staff should regularly discuss individual training needs to ensure that staff have the necessary skills to adapt to ever-changing job demands. An examination of training needs will be particularly important prior to, and during, periods of organisational change.

8.2 Line Managers will receive training so they are able to recognise the symptoms and causes of mental ill health.

8.3 Staff will receive training in mental health awareness so they are able to recognise the symptoms of mental ill health in themselves and others in addition to recognising causes.

8.4 Managers and staff are encouraged to participate in communication/feedback exercises, including stress audits and staff surveys. All staff are expected to be aware of the importance of effective communication and to use the media most appropriate to the message, for example team meetings, one-to-one meetings, electronic communications and Trust-wide methods. The Trust will ensure that structures exist to give staff regular feedback on their performance, and for them to raise concerns.

8.5 [Managers and staff are encouraged to utilise Wellness Action Plans where appropriate. A Wellness Action Plan is an informal plan that can be considered for staff who already have a mental health disorder or concern but they are also useful for staff who are currently well, but want to take a more pro-active approach to staying mentally fit at work. A plan can be tailored to the individual's needs and seeks to identify any possible triggers to stress, how the individual wishes to be communicated with and steps/actions that can be taken by the Trust to assist when they are not coping.

8.6 The Trust will consider special communication media during periods of change.

9 Occupational health support

9.1 Line managers can contact the organisation's occupational health service via the Executive Headteacher's PA. Staff can also speak to their line managers if they would like to be considered for support from occupational health. A comprehensive occupational health service is available, from individual health screening to the design of return-to-work plans for those rehabilitating after a period of long-term sickness absence.

9.2 Workplace wellbeing services provided by the occupational health team include:

- pre-employment screening;
- fitness-for-work assessments;

- post-incident support (under Fitness for Work assessment); and
- health and safety training (through SafeSmart).

9.3 If staff believe that their work, or some aspect of it, is putting their wellbeing at risk they should, in the first instance, speak to their line manager. The discussion should cover workload and other aspects of job demands and raise issues such as identified training needs.

9.4 A referral to the occupational health team will be made if this is considered appropriate after an individual's initial discussion with their manager. Discussions between staff and the occupational health professionals are confidential, although the occupational health team will provide a report on the individual's fitness to work, and any recommended adaptations to the working environment, to the Trust.

10 Other services

10.1 Other measures available to support staff in maintaining health and wellbeing include:

- an employee assistance programme through the Education Support Partnership: www.educationsupportpartnership.org.uk/helping-you/telephone-supportcounselling
- procedures for reporting and handling inappropriate behaviour (for example bullying and harassment);
- special leave arrangements;
- opportunities for flexible working;
- support for workers with disabilities; and
- the Trust's grievance policy.
- Help and information can also be obtained from Mind, the mental health charity, www.mind.org.uk or the Samaritans, www.samaritans.org.

10.2 If any member of staff is considered by their line manager or colleagues to be at serious risk of self-harm, or of harming others, action must be taken straight away. The matter should be referred to their line manager who will seek advice via the Executive Headteacher's PA, if that is reasonably practicable. Every effort will be made to contact any person nominated by the member of staff as an emergency contact. Where necessary the emergency services will be called. The wellbeing of the member of staff and those around them will always be our first concern.

11 Addressing work-related stress

11.1 If you believe you are suffering from work-related stress you should discuss this with your line manager in the first instance. If you feel unable to do so you should contact a mental health first aider. You should also access the support services referred to in clause 7.

11.2 Once an issue affecting your health comes to the attention of your line manager or supervisor, we will discuss with you what steps can be taken to address that issue. Those steps may include any of the following:

- A review of your current job role, responsibilities, workload and working hours. Adjustments may be agreed to these, on a temporary basis and subject to further review, where appropriate.
- Where it appears that stress has been caused by bullying or harassment, investigation under our Disciplinary and/or Grievance Procedures.
- Referral for medical advice, treatment and/or a medical report to be provided by the Occupational Health consultant, our medical advisers or any specialist or GP who has been treating you.
- If you are on sickness absence, discussion of an appropriate return to work programme. Our Sickness Absence Policy may be applied.

12 Absence due to stress or mental ill health

- 12.1 If you are absent due to work-related stress or mental ill health, you should follow the sickness absence reporting procedure contained in your contract and our Sickness Absence Policy.
- 12.2 In cases of prolonged or repeated absence it may be necessary to apply the procedure set out in our Sickness Absence Policy.

13 Reasonable Adjustments

- 13.1 There may be reasonable adjustments that can be made to your role if you are experiencing a mental health issue. These adjustments could be on a temporary basis or they could be permanent changes. Examples of the types of adjustments that can be considered are as follows:
- Changes to your physical working environment;
 - Changes to your working pattern;
 - Adapting the way our policies are applied
 - reviewing tasks or deadlines to help someone have a reasonable workload while managing their mental health;
 - providing rest areas away from the main staff room to allow an employee to rest away from social demands;
 - modifying supervision to provide regular check ins, prioritising work and creating structure in the working day;
 - Providing training or coaching to build confidence in skills relevant to the job.
 - Agreeing a preferred communication method to help reduce anxiety;

14 Confidentiality

- 14.1 Information about stress, mental health and mental wellbeing is highly sensitive. Every member of staff is responsible for observing the high level of confidentiality that is required when dealing with information about stress or mental health whether they are supporting a colleague or because they are otherwise involved in the operation of a workplace policy or procedure.

- 14.2 A breach of confidentiality may give rise to disciplinary action.
- 14.3 However, there are occasions when information about stress or mental wellbeing needs to be shared with third parties. For example:
- Where steps need to be taken to address work-related stress such as reallocating work within a team.
 - Where medical advice is required on how to support a member of staff, address issues raised by work-related stress or address issues raised by mental ill health.
 - Where allegations of harassment, bullying or other misconduct require a disciplinary investigation or proceedings to take place.
 - Where a member of staff presents an immediate danger to themselves or others.
- 14.4 In these circumstances, wherever possible, matters will be discussed with the member of staff concerned before any action is taken.

15 Protection for those reporting stress or assisting with an investigation

- 15.1 Staff who report that they are suffering from work-related stress or mental ill health, who support a colleague in making such a report or who participate in any investigation connected with this policy in good faith will be protected from any form of intimidation or victimisation.
- 15.2 If you feel you have been subjected to any such intimidation or victimisation, you should seek support from your line manager or the Executive Headteacher/Headteacher. You may also raise a complaint in accordance with our Grievance Procedure.
- 15.3 If, after investigation, you are found to have provided false information in bad faith, you will be subject to action under our Disciplinary Procedure.

16 Relationship with other policies

- 16.1 This policy should be read in conjunction with other policies and procedures covering attendance and health, including policies on special leave, flexible working, the management of short and long-term absence, sick pay, bullying and harassment, equal opportunities and staff training and development.

Appendix 1 Menopause Policy

Approved by the Trustees on 11 July 2024

Next Review Date: July 2025 (annually)

Appendix 1 Menopause Policy (based on School Bus)

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Statement of intent

The Robert Carre Trust is committed to promoting the health and wellbeing of all staff members.

The Trust recognises that the menopause is a natural stage of life which affects most women and other people who have a menstrual cycle. This can include trans people and people with 'variations of sex development' (VSD) – some people might prefer to identify as intersex or use the term 'differences in sex development' (DSD). Experiences of the menopause can be many and varied – the Trust recognises its important position as an employer in ensuring adequate support is provided to staff members. The Robert Carre Trust has a positive attitude towards the menopause and will treat all individuals with dignity and respect during this time and will mitigate to ensure that the workplace does not make symptoms worse.

The aims of this appendix are to:

- Create an environment in which staff members can openly and comfortably discuss the menopause and minimise menopause-related stigma in our Trust.
- Ensure every staff member understands what the menopause is and the common signs and symptoms.
- Ensure line managers are aware of the reasonable adjustments that should be put in place to support staff members.
- Reduce absenteeism due to menopausal symptoms.
- Increase access to flexible working systems for staff members experiencing the menopause.

Legal framework

This Appendix has due regard to legislation including, but not limited to, the following:

- Equality Act 2010
- 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

This Appendix will be implemented in accordance with the following Trust policies and procedures:

- Staff Attendance and Absence Policy
- Flexible Working Policy
- Staff Code of Conduct

Definitions

For the purpose of this Appendix, “**menopause**” is defined as a biological state in a woman’s life that occurs when she stops menstruating and reaches the end of her natural reproductive cycle. The average age that a woman reaches menopause is 51; however, it can be earlier or later than this due to a number of reasons.

For the purpose of this Appendix “**perimenopause**” is defined as the time leading up to the menopause where a woman begins to experience the signs and symptoms of menopause. This can be several years before the menopause actually occurs.

For the purpose of this Appendix “**postmenopause**” is the time after which the menopause has occurred, starting from the time when a woman has not had a period for 12 consecutive months.

Signs and symptoms

Common symptoms of the menopause include, but are not limited to, the following:

- Hot flushes, i.e., sudden feelings of hot or cold in your face, neck and chest which can cause dizziness
- Palpitations
- Headaches and migraines
- Night sweats

- Difficulty sleeping
- Changed body shape and weight gain
- Skin changes, e.g., dry and itchy skin
- Vaginal dryness and pain
- Low mood or anxiety
- Panic attacks
- Loss of concentration
- Depression
- Reduced sex drive
- Problems with memory and concentration

Menopausal symptoms can occur months or even years before a woman's periods stop and can last for several years after they have stopped. Not every woman will experience the signs and symptoms of the menopause; however, the list provided above is common for most women.

The Trust will encourage all members of staff who are, or who suspect they may be, experiencing the menopause to arrange a meeting with their GP or nurse.

The menopause can have a significant impact on women at work and their relationships with colleagues, e.g., if they are experiencing severe anxiety, this may have negative side effects on their happiness at work.

Roles and responsibilities

Staff members experiencing menopause are responsible for:

- Being aware of the common signs and symptoms of the menopause to help with their diagnosis or to support others experiencing the menopause.
- Engaging in open and honest conversations with relevant individuals, e.g., line links, SLT
- Seeking help where necessary from relevant professionals, e.g., GPs.
- Creating an action plan in conjunction with their line managers.

All members of staff are responsible for:

- Creating a respectful and productive working environment.
- Ensuring that unlawful conduct towards staff members experiencing menopause is avoided, and reported to the headteacher where incidents occur.

The following are examples of unlawful conduct:

- Discrimination of any kind, whether it be indirect, discreet, or direct
- Harassment
- Victimisation
- Failure to make reasonable adjustments.
- Ensuring they have a good understanding of the menopause and how this can affect the workplace.

Line Managers are responsible for:

- Familiarising themselves with the procedures in this appendix.
- Organising discussions with staff members experiencing the menopause with an appropriate member of staff if the member of staff feels uncomfortable speaking to their line manager.
- Acting sensitively and **empathetically** towards staff experiencing the menopause.
- Deciding on which reasonable adjustments need to be made to support staff members experiencing the menopause, and ensuring they are implemented.
- Implementing an action plan in conjunction with staff members experiencing the menopause.
- Recording all reasonable adjustments and reviewing them as necessary.
- Making changes to action plans and reasonable adjustments, as necessary.

- Monitoring staff absence in line with the Trust's Staff Attendance and Absence Policy

SLT is responsible for:

- Offering guidance to line managers to enable them to effectively support staff experiencing the menopause.
- Encouraging access to HR to whom those 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
- Identifying issues with staff absence and responding in line with the Trust's Staff Attendance and Absence Policies.
- Attending training sessions and developing briefing sessions for staff.
- Maintaining effective communication with line managers and staff experiencing the menopause.
- Providing information on the menopause in the staff room, e.g., posters and leaflets

Informing the Trust

Where any staff member believes they are experiencing symptoms of menopause which may affect their work, or where they will require reasonable adjustments, they will notify their line manager or a member of SLT.

The line manager will hold a one-to-one discussion with the employee to discuss the symptoms and which reasonable adjustments are required.

The one-to-one discussion will be held in an appropriate location on-site to maintain confidentiality, e.g., an office.

The line manager will conduct an assessment for any staff member experiencing the menopause, and will review working conditions.

The line manager and employee will devise a written action plan which details the following:

- Their signs and symptoms
- The perceived or actual effects on their work
- Necessary reasonable adjustments
- Time frames for reasonable adjustments to be in place
- Next steps
- Review date

The line manager will ensure any recommendations for reasonable adjustments from the individual's GP or nurse, or other relevant agency, are included in the action plan.

The line manager and employee will discuss whether any other staff members should be notified – if so, who and how the employee would like them to be notified.

The line manager will notify the SLT of the action plan.

The line manager will schedule a follow-up meeting one month after the initial discussion to review progress so far. Any changes will be made as necessary.

The line manager will schedule termly review meetings to review the action plan and make any changes as necessary.

Risk assessments

Women experiencing the menopause are identified as workers who may be particularly at risk and, therefore, the Trust has a duty to make suitable and sufficient risk assessments for such employees.

Where an employee has voiced concerns about their symptoms of the menopause, the line link will conduct an assessment of their work practice to identify risks and implement appropriate control measures.

The assessment will consider the specific needs of staff members experiencing the menopause. Specific information that will be considered includes, but is not limited to the following:

- Temperature and ventilation
- Current symptoms
- Access to toilet facilities
- Access to fresh drinking water
- Workplace stress

Appropriate reasonable adjustments will be implemented in light of the risk assessment.

The risk assessment will be reviewed and updated by the line manager when any circumstances change, e.g., symptoms.

Reasonable adjustments

In order to support staff members' symptoms of the menopause, the Trust will implement a variety of reasonable adjustments, suitable to staff members' individual needs. While menopause is not classed as a disability, certain symptoms may be classed as a disability themselves, and therefore the Trust has a duty to ensure reasonable adjustments are made where necessary.

Each case will be treated individually, and the below adjustments are not exhaustive.

Hot flushes – the Trust will:

- Adjust the temperature control of the work area, such as putting a fan on their desk or moving their desk close to a window.
- Ensure there is easy access to drinking water.
- Ensure there is adequate access to toilets.

Heavy and light periods – the Trust will:

- Ensure there is adequate access to toilet and establishing a system that allows for cover for staff to access these facilities where necessary while they are teaching
- Ensure that sanitary products are readily available.
- Ensure storage space is available for a change of clothing, should the staff member require it.
- Allow the staff member to bring extra clothing with them, providing it is in accordance with the Trust's Staff Code of Conduct.

Headaches and lack of sleep – the Trust will:

- Ensure there is access to fresh drinking water at all times.
- Offer a quiet space to work, if necessary.
- Discuss the effects of a healthy balanced diet on improving symptoms.

Low mood and loss of confidence – the Trust will:

- Identify a 'time out space' where the staff member may go if they need to take a break, e.g., the staff room.
- Ensure the staff member has a sufficient support mechanism in place from their line manager, and another colleague should they require it.
- Ensure there are termly personal development discussions in place with the staff member's line manager.

Poor concentration – the Trust will:

- Discuss with the staff member if there are times of the day where concentration is better or worse, and review how working can be managed around this.
- Review the staff member's task allocation and workload, distributing tasks to others where possible.
- Offer quiet spaces to work wherever possible.

Anxiety and panic attacks – the Trust will:

- Provide the staff member with contacts for external support and counselling.
- Ensure the staff member has a sufficient support mechanism in place from their line manager, and another colleague should they require it.
- Encourage the staff member to seek help from their GP.

- Identify a time out space where the staff member may go if they need to take a break.
- Discuss relaxation techniques, such as breathing exercises, and encourage the staff member to practise these when taking a break.

Staff training

The CPD lead responsible for organising training for staff members.

The Trust will ensure that all line managers have been trained to be aware of the signs and symptoms of the menopause, how it can affect work, and what adjustments should be made to support staff members.

The Trust will ensure that issues of the menopause are highlighted so all staff members understand how it affects staff, and to create a positive attitude towards managing the menopause whilst being employed at the Trust.

The Trust will ensure all staff members are provided with sufficient information as to where they can access support for any issues that arise as a result of the menopause.

Attendance procedures

Attendance of staff members experiencing the menopause will be managed in line with the Staff Attendance Management Policy.

All menopause-related sickness absences will be recorded as ongoing issues, rather than individual absences.

Any requests for breaks or flexible working will be outlined in the employee's action plan.

The Trust will ensure that any appraisal, capability and performance procedures are not applied in a way as to discriminate unlawfully against women staff members experiencing the menopause.

Monitoring and review

Any changes made to this Appendix will be communicated to all staff members.

Further resources

- Menopause (NHS)
- Menopause Matters
- Menopause: diagnosis and management (National Institute for Health and Care Excellence)
- The Daisy Network charity
- Menopause in the Workplace