Menopause Policy

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3. Signs and Symptoms

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

- Hot flushes
- Palpitations
- Headaches
- Night sweats
- Difficulty sleeping
- Skin irritation
- Vaginal dryness
- Low mood or anxiety
- Panic attacks
- Loss of concentration
- Depression
- Reduced sex drive
- Problems with memory and concentration

3.2

- Implementing an action plan in conjunction with employees experiencing the menopause.
- Recording all reasonable adjustments and reviewing them on a regular basis i.e. termly, quarterly, etc.
- Making changes to action plans and reasonable adjustments, as necessary.
- Discussing referrals to Occupational Health, and referring staff to them, where necessary with the support of CIT HR.
- Implementing any recommendations by Occupational Health, as required.
- Monitoring staff absence in line with the Trust Absence Management Policy.

4.3 CIT HR are responsible for:

- Offering guidance to Head Teachers, ELT and line managers to enable them to effectively support employees experiencing the menopause.
- Monitoring staff absence in line with the Trust Absence Management Policy.
- Developing and delivering training sessions for all employees.
- Maintaining effective communication with Head Teachers, ELT, line managers and staff experiencing the menopause.

4.4 Occupational Health is responsible for:

- Carrying out holistic assessments of individuals who believe they are experiencing the menopause.
- Providing advice to employees experiencing the menopause.
- Providing information as to where employees can seek further advice.
- Making recommendations to Head Teachers, ELT, line managers and

- 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
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10. Signposting

10.1 Additional support and information can be found here:

- NHS information pages www.nhs.uk/Conditions/Menopause/Pages/Introduction.aspx
- British Menopause Society www.thebms.org.uk/
- Menopause Matters www.menopausematters.co.uk
- The Daisy Network www.daisynetwork.org.uk

11. Monitoring and Review

11.1 This policy will be reviewed by the HR Director every three years.

11.2 Any changes made to this policy will be communicated to all employees.