St Cyprian's Greek Orthodox Primary Academy

ΠΑΝΤΑ ΙΣΧΥΩ ΕΝ ΤΩ ΕΝΔΥΝΑΜΟΥΝΤΙ ΜΕ ΧΡΙΣΤΩ ΙΝΑ ΑΡΙΣΤΕΥΩ

I AM STRONG THROUGH JESUS CHRIST

TO THE BEST THAT I CAN BE

Menopause Policy

Revised: July 2026

Reviewed and ratified by Full Academy Trust:

Date: 15th JULY 2026

Signed:

Name: PETER TRACZOULIAS

Position: Chair of Finance Audit & Risk Committee

Date of next review: July 2027

Our Mission Statement:
The aim of St Cyprian's Greek Orthodox Primary Academy is to provide its children with primary education of the highest quality in a supportive learning environment through the National Curriculum in the core subjects, enriched by the progressive teaching of the Greek language and Christian Orthodox religion.

The children will be equipped with the knowledge, skills and spirituality to enable them to achieve their full potential and prepare them for transition to secondary education and to contribute positively to the challenges of a diverse multicultural society.

The term 'parents' in this policy also refers to carers.

A) INTRODUCTION

Menopause is the time during a woman's life when menstruation periods permanently stop. The purpose of this policy is to assist with creating an open and honest workplace where managers and employees can discuss any issues associated with the menopause, and to ensure the necessary support is known and offered to employees when needed.

B) EFFECTS OF MENOPAUSE

Physical symptoms of the menopause can include the following:

- hot flushes
- insomnia
- fatigue
- poor concentration
- headaches
- skin irritation
- urinary problems.

As a result of the above, or as an extension of the hormone imbalance, individuals going through the menopause can also experience psychological difficulties, including:

- depression
- anxiety
- panic attacks
- mood swings
- irritability
- problems with memory
- loss of confidence.

It is also commonly acknowledged that Hormone Replacement Therapy, medication which is often prescribed for menopause, can have side effects which cause problems at work. These include nausea, headaches and leg cramps.

C) COMMUNICATION

It is important that, as an employee, you prioritise your personal health and wellbeing. If you are struggling with any aspect of your role as a result of symptoms associated with the menopause, you should report any concerns you may have to the Headteacher or Deputy Headteacher, who will treat the matter with complete confidence. In order to ensure we can provide you with the best support possible we encourage you to be open and honest in these conversations.

Alternatively, the Headteacher or Deputy Headteacher may instigate a discussion with you if he/she notices a change in your behaviour or performance.

We understand that you may feel uncomfortable discussing personal information with them. If this is the case you are encouraged to discuss your situation with another senior member of staff.

During any discussions, the Headteacher or Deputy Headteacher will consider your individual situation and evaluate if any adjustments can be made. Your individual needs will be addressed sensitively and confidentiality will be maintained.

The Headteacher or Deputy Headteacher will also arrange follow up sessions in order to evaluate the effectiveness of any adjustments put in place.

D) MAKING ADJUSTMENTS TO YOUR ROLE

In order to assist you in your daily duties, the Headteacher or Deputy Headteacher will explore making adjustments to your role or working environment with the aim of reducing the effect that the menopause is having on you. Risk assessments will be consulted to identify potential issues but we acknowledge that the menopause affects each individual in different ways so no adjustment will be made without fully discussing it with you first.

Examples of adjustments include:

- changing your working location so you are closer to toilet facilities, away from hot and cold spots around the office or to ensure greater access to natural light
- allowing changes to our normal rules on work wear
- implementing further temperature control, such as access to a fan
- assessing how work is allocated and whether you are affected at particular points of the day
- allowing additional rest breaks
- considering flexible working hours or allowing you to work from home

Once the adjustments are agreed, they will be reviewed on an ongoing basis to ensure they are having the required effect.

St Cyprian's is legally obliged by the Equality Act 2010 to make reasonable adjustments to an employee's role or working conditions if they have a disability that places them at a disadvantage when performing their role and we will ensure compliance with our obligations in this regard.

E) TRAINING

We ensure that all levels of management are trained on the effects of menopause, how to hold discussions with employees who are experiencing menopause and adjustments that can be made to an employee's role in order to remove or lessen any effects the employee is experiencing.

F) BEHAVIOUR OF OTHERS

There is an expectation on all employees to conduct themselves in a helpful and open-minded manner towards colleagues. We maintain a zero-tolerance approach to bullying and harassment and will treat any and all complaints seriously. If you feel that you have been mistreated in any way by a colleague because of matters related to the menopause, please make your concerns known to the Headteacher or Deputy Headteacher.

G) EMPLOYEE ASSISTANCE PROGRAMME

Our employees have access to a confidential counselling telephone service who can provide advice and guidance for employees would like support during the menopause. For more details please ask at the office.