

# Monksmoor Park CE Primary School

## Breastfeeding Policy

Date ratified by Governors:

24<sup>th</sup> March 2022

Dates reviewed by Governors:

- 1.
- 2.

**Note:** This document takes account of the most up to date central government information and guidance, at the time of writing (see footer). It is subject to change as guided by government policy.

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## **Statement of intent**

The purpose of this policy is to ensure that all staff at Monksmoor Park CE Primary School are aware of their role and responsibilities in supporting their colleagues when pregnant or having just returned from maternity leave. This policy supports parents to feed and care for their baby in ways which support optimum health and well-being. We understand that preventing a mother from breastfeeding her infant may compromise both the health of the infant and the mother. We recognise the benefits of breastfeeding to mothers and their infants and, therefore, will support staff members, parents and visitors who choose to breastfeed whilst on the school premises.

We aim to accommodate breastfeeding mothers by creating a safe and welcoming environment in which mothers can feed their infants, without risk of judgement or lack of privacy. By enabling employees to continue breastfeeding whilst at work, we hope to encourage staff loyalty, and the school can benefit from the skills of the employee returning to work sooner than expected.

For the purpose of this policy, the term 'breastfeeding' includes expressing milk to give to an infant at a later time. 'Infant' includes babies and children of any age.

Signed by:

_____	Headteacher	Date: _____
_____	Chair of governors	Date: _____

## 1. Legal framework

1.1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- Health and Safety at Work etc. Act 1974
- Equality Act 2010
- Employment Rights Act 1996

1.1.2. This policy operates in conjunction with the following school policies:

- Maternity, Paternity, Adoption and Parental Leave Policy
- Health and Safety Policy
- Equal Opportunities Work Policy
- Complaints Procedures Policy
- Behavioural Policy
- Grievance Policy

## 2. Aims

2.1. Through implementation of this policy, we aim to:

- Provide pupils with the opportunity to see breastfeeding as a normal occurrence.
- Create and maintain a positive ethos on breastfeeding.
- Ensure all breastfeeding mothers, whether they are employees, parents or visitors, feel welcome to breastfeed while on the school site.
- Maintain the health, safety and dignity of breastfeeding mothers and their infants while on the premises.
- Assure breastfeeding mothers that they will not be treated unfavourably in any regard.
- Ensure that breastfeeding mothers are offered a designated space to breastfeed their infant, if required.
- Ensure that employees, pupils and visitors show respect for others' infant feeding choices.
- Keep employees, parents and visitors informed of the facilities available to breastfeeding mothers who visit or work on the premises.
- Ensure that breastfeeding facilities are used properly and fairly.

### 3. Roles and responsibilities

#### 3.1. The headteacher is responsible for:

- Informing employees about their legal rights to breastfeed whilst at work.
- Informing employees, parents and visitors about mothers' rights to breastfeed whilst on the school site.
- Promoting and maintaining a positive ethos surrounding breastfeeding.
- Ensuring the health and safety of breastfeeding employees, parents, visitors and their infants whilst on the school site.
- Ascertaining 'return to work' arrangements with employees returning from maternity leave, making reasonable adjustments where required.
- Informing mothers about their options for breastfeeding whilst on the school site.
- Arranging a flexible work schedule for employees who are breastfeeding, e.g. arranging additional breaks.
- Arranging a safe, comfortable, private space for mothers to breastfeed their infants.
- Ensuring that breast milk is only handled by staff members who are trained in the proper storage and handling of human milk.
- Handling complaints and taking the necessary action, as required by the school's Complaints Procedure Policy and Grievance Policy.
- Liaising with staff members to ensure there is suitable cover in place for when an employee is absent to breastfeed.
- Discussing concerns with mothers and staff members and, where necessary, liaising with the governing board to resolve any issues.
- Ensuring that the school's policies and procedures do not discriminate against breastfeeding mothers.
- Organising the procurement and provision of any necessary facilities and equipment used for breastfeeding.
- Ensuring staff are aware of employees', parents' and visitors' rights to breastfeed whilst on the school premises, and are trained on how to assist them.
- Work together with local organisations to improve working experiences of parents with young babies and children. We will continue to work with The Healthy Young Daventry Project which supports businesses to provide a Breastfeeding Friendly environment to staff/volunteers and visiting breastfeeding parents.

3.2. Staff members are responsible for:

- Adhering to this policy.
- Promoting and maintaining a positive ethos surrounding breastfeeding.
- Being aware of the breastfeeding facilities available at the school.
- Providing breastfeeding mothers with the necessary privacy.
- Notifying their line manager or the headteacher of their needs to breastfeed and, where possible, arranging a schedule to do so in advance.
- Helping parents and visitors locate the designated breastfeeding facilities.
- Reporting issues regarding the designated breastfeeding area to the headteacher, e.g. spillages and breakages.

3.3. Breastfeeding mothers are responsible for:

- Adhering to this policy.
- Keeping the breastfeeding facilities clean and tidy.
- Informing a member of staff of their needs in a timely manner.
- Where required, providing their own re-sealable storage containers for the milk, which are clearly labelled with their name and the date.
- Reporting any immediate issues about the designated breastfeeding facilities to a member of staff, e.g. spillages and breakages.
- Reporting any concerns or complaints regarding breastfeeding within the school to the headteacher, in accordance with the school's Complaints Procedure Policy and Grievance Policy.

#### 4. Facilities

4.1. The school understands that it is a mother's right to breastfeed anywhere on the school site and the school will respect all mothers' choice to breastfeed.

4.2. The exceptions to 4.1 are:

4.3. Locations that pose a risk to the health and safety of the mother or her infant, e.g. construction sites and areas where there is a risk of radiation.

4.4. Areas designated exclusively to the use of men, e.g. religious facilities that involve sex segregation.

4.5.

4.6. The school will provide a comfortable, clearly indicated, private space which is available exclusively for breastfeeding and offer this facility to breastfeeding mothers to aid their comfort, privacy and safety.

- 4.7. The school will not insist that breastfeeding mothers use these facilities if they do not wish to use them.
- 4.8. The designated breastfeeding area will be kept clean, safe and accessible at all times.
- 4.9. The room should be equipped with a comfortable chair, electric outlet for plugging in a breast pump, and a table. If the room has a window, a suitable blind or curtain should be in place.
- 4.10. Whilst a breastfeeding mother is using these facilities, the designated breastfeeding area and its facilities will not be accessed by those who do not need to breastfeed, unless in the interests of health and safety.
- 4.11. Where the designated space is not available, an empty office or classroom will be offered, as long as it is sufficiently private, clean and comfortable.
- 4.12. Areas used for breastfeeding will be of a high standard of cleanliness and will include an electrical outlet, a comfortable chair and access to nearby running water, where possible.
- 4.13. Under no circumstances will the toilet facilities be used for breastfeeding as they are not sanitary locations for preparing or handling food.
- 4.14. All new buildings on the school site will include a designated space for breastfeeding.
- 4.15. If a mother requires a fridge to store her breastmilk, a request in writing needs to be made 4 weeks before returning to work. If we cannot supply a fridge that is solely for the purpose of breast-milk then we will contact the local peer support group to arrange delivery of a cool bag and ice blocks to ensure breastmilk can be kept at a safe temperature.
- 4.16. Mothers who store their breast milk on the school site must store it safely in the designated refrigerator in a sealed labelled container.
- 4.17. Positive promotion of breastfeeding will be displayed around the school site and information about breastfeeding will be available for mothers upon request.

## **5. Returning to work after maternity leave**

- 5.1. Employees returning to work following maternity leave are responsible for informing the headteacher in writing of their request to return to work or for flexible working, as well as whether they plan to continue breastfeeding once returning to employment.
- 5.2. The headteacher will inform the returning employee of the rights provided under this policy as part of their equal opportunities, as well as where they can seek further advice from local breastfeeding professionals.
- 5.3. Within the written request, the employee should detail any requests or specific adjustments which may be required.
- 5.4. Prior to their return to work, the employee will discuss their needs with the headteacher, exploring any reasonable adjustments available to support them.

- 5.5. The employee will be provided with flexible breaks in order to breastfeed, where required.
- 5.6. The arrangements for time allocated for breaks will be discussed and agreed with the headteacher.
- 5.7. If, after discussion, a request for flexible working or breastfeeding-related breaks has been rejected by the employer, the business reasons for this decision will be explained to the employee. Decisions will be carefully considered and communicated to avoid unlawful discrimination claims.
- 5.8. Requests to breastfeed are likely to be temporary and so a permanent change to an employment contract will not be appropriate; however, temporary changes to working arrangements will enable the school and the employee to both meet their needs.
- 5.9. The headteacher will seek HR advice if the employee's contract needs to be changed, or if issues with the employee's contract arise.
- 5.10. The headteacher will undertake a risk assessment for any employees who plan to continue breastfeeding once returning from maternity leave.
- 5.11. Employees who wish to breastfeed their infant while at work will not be asked to move or cover up while they are breastfeeding, unless in the interests of health and safety.
- 5.12. Employees who store breast milk in the designated refrigerator must claim it by the end of the day or it will be disposed of.
- 5.13. All pregnant employees will be provided with the details of the local infant feeding peer support group, NHS infant feeding teams and breastfeeding helplines (which can all be found in appendix 1 of this policy).

## **6. Parents and visitors**

### **Parents**

- 6.1. Parents who wish to breastfeed on the school site will be welcome to do so, regardless of the age of their child.
- 6.2. The breastfeeding of a pupil by their mother during school time will be arranged with the headteacher ahead of time to ensure there is minimal disruption to lessons or pupils' education.
- 6.3. Regular breastfeeding of a pupil during school time will be arranged with the headteacher, and an agreement put in place.
- 6.4. The school will allow the pupil's mother use of the designated breastfeeding area, should she require it.



- 6.5. If an agreement is made, the school will not insist the pupil's mother uses the facilities if she does not wish to use them, and will provide appropriate alternative arrangements that meet the needs of the mother and her child.
- 6.6. If the pupil's mother does not wish to use the designated breastfeeding facilities, appropriate alternative arrangements will be agreed with the headteacher ahead of time.
- 6.7. Should disruption to lessons or pupils' education occur because of any breastfeeding arrangements, the headteacher will meet with the parent to discuss and resolve any issues.
- 6.8. Should disruption or poor behaviour arise amongst pupils due to mothers breastfeeding on the school site, staff will address pupils' behaviour accordingly, in line with the Behavioural Policy, and report concerns to the headteacher.
- 6.9. Parents will not be permitted to use breastfeeding equipment provided by the school specifically for an employee, unless otherwise stated, e.g. breast pumps.
- 6.10. Artificial baby milk and solid foods will not be provided by the school.
- 6.11. Parents who wish to breastfeed while on the school site will not be asked to move or cover up while they are breastfeeding, unless in the interests of health and safety.

#### **Visitors**

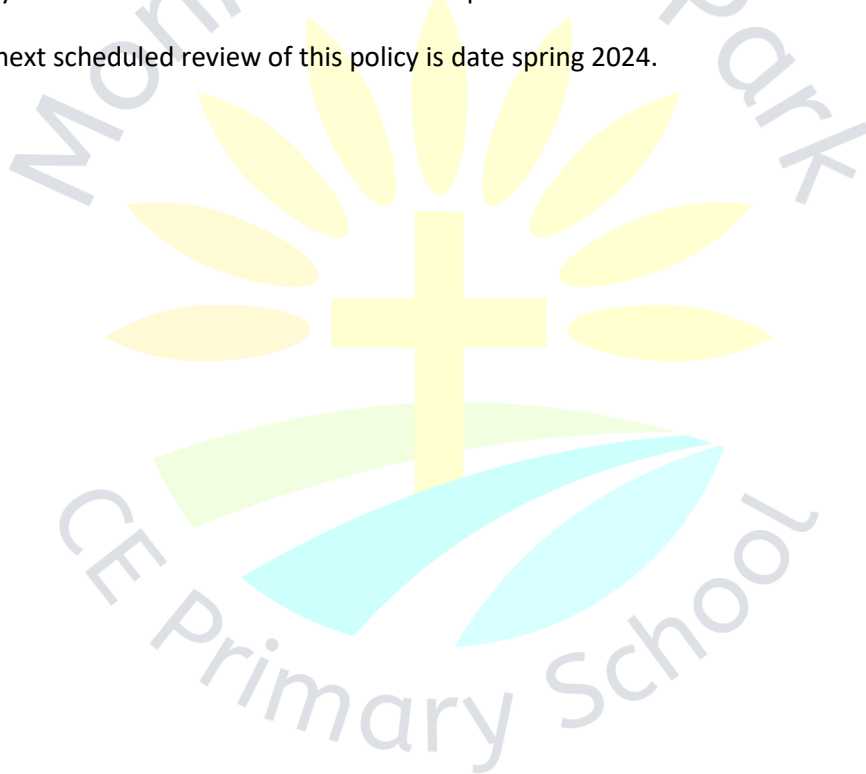
- 6.12. Visitors who wish to breastfeed on the school site will be welcome to do so, regardless of the age of their child.
- 6.13. The school will allow breastfeeding visitors use of the designated breastfeeding area, should they require it.
- 6.14. The school will not insist that breastfeeding visitors use the facilities if they do not wish to use them, and will provide appropriate alternative arrangements that meet the needs of the mother and the infant.
- 6.15. Visitors will not be permitted to use breastfeeding equipment provided by the school specifically for an employee, unless otherwise stated, e.g. breast pumps.
- 6.16. The designated refrigerator will be available for visitors to store their breast milk in, providing the container is clearly labelled.
- 6.17. Breast milk stored in the designated refrigerator by visitors must be claimed by the end of the day or it will be disposed of.
- 6.18. Artificial baby milk and solid foods will not be provided by the school.
- 6.19. Visitors who wish to breastfeed while on the school site will not be asked to move or cover up while they are breastfeeding, unless in the interests of health and safety.

## **7. Handling complaints**

- 7.1. Complaints or concerns from parents and visitors regarding the school's breastfeeding arrangements should be made in accordance with the school's Complaints Procedure Policy.
- 7.2. Complaints or concerns from staff regarding the school's breastfeeding arrangements should be made in accordance with the school's Grievance Policy.
- 7.3. Employees, parents and visitors will be made aware of the process to follow when reporting a concern regarding breastfeeding on the school premises.
- 7.4. The school will endeavour to address and resolve concerns.

## **8. Monitoring and review**

- 8.1. This policy will be reviewed bi-annually by the governing board and any changes made to the policy will be communicated to all staff and parents.
- 8.2. The next scheduled review of this policy is date spring 2024.





## Appendices

### Appendix 1

#### Breastfeeding helplines

Milk&You (Daventry Area Breastfeeding Support) 07949353423 or email [milkandyou@daventryvolunteers.org.uk](mailto:milkandyou@daventryvolunteers.org.uk) Monday to Sunday 8am to 10pm

Northamptonshire Healthcare NHS Foundation Trust Health Visiting Infant Feeding Team  
Infant Feeding Helpline 07795 110109 Monday to Friday, 9am to 3pm

National Breastfeeding Helpline 0300 100 0212

Association of Breastfeeding Mothers 0300 330 5453

La Leche League 0345 120 2918

National Childbirth Trust (NCT) 0300 330 0700

The Breastfeeding Network supporter line in Bengali and Sylheti: 0300 456 2421

