



Trafford Alternative Education Provision

# **Fertility Investigation and Treatment policy**

**[2023]**

Policy Name:	Fertility Investigation and Treatment policy
Policy Number:	
Date of Approval:	Sept 2023
Review Date:	Sept 24
Person Responsible:	Linda Thompson Executive Headteacher
Approved By:	Trafford Alternative Education Management Committee
For Action By	Senior Leadership Team
For Information to:	All Staff
General Data Protection Regulations (GDPR)	This policy document has been reviewed in compliance with GDPR (May 2018)  Lynda H Thompson, Executive Headteacher



## **Trafford Alternative Education Provision**

### **Our Mission Statement:**

Trafford Alternative Education Provision is committed to providing....

A 21<sup>st</sup> Century education that promotes the academic, emotional and social development of our students. Our aim is to create a holistic, nurturing and inspiring environment where students are supported and encouraged to take charge of their lives, their learning and their decisions. Every student will have an understanding of their personal journey, challenges and future opportunities. All will be encouraged to become independent thinkers and learn to value and respect others thus enabling them to meet the challenges of the wider world. In partnership with parents, carers, schools and outside agencies we will provide students and staff with a positive and supportive learning experience.

We will achieve our vision by constantly thinking about the bigger picture, working as one team, valuing our staff and their continual development and by frequently reviewing, debating and developing the curriculum.

# FERTILITY INVESTIGATION AND TREATMENT POLICY

FOR ALL SCHOOLS BASED EMPLOYEES

Author  
Date

Human Resources  
November 2021

<b>Document Control</b>	
Title	Fertility Investigation and Treatment Policy
Supersedes	N/A
Date	November 2021
Author	HR Business Partner Team
Owner	Human Resources, Trafford Council
Related docs	N/A
Circulation	School Trade Union Representatives, Trafford Schools
Status	Consulted with recognised trade unions between 16 <sup>th</sup> and 29 <sup>th</sup> November 2021. Adopted by School following consultation process on XXXXX.
Review	3 years
Distribution	Trafford Schools Toolkit available on the TSE website

<b>Number</b>	<b>Section</b>	<b>Page</b>
1.	Introduction	4
2.	Scope	4
3.	Equality, diversity and inclusion considerations	4
4.	Special leave	5
5.	Sickness absence	5
6.	Additional leave	5
7.	Partners	5
8.	Review	5

# FERTILITY INVESTIGATION AND TREATMENT POLICY

## 1. Introduction

- 1.1 The School recognises that there are times when employees require additional support in managing specific issues in relation to their health and well-being. This policy outlines the support available to employees undergoing fertility investigation and treatment.
- 1.2 The School also recognises the emotional pressures of infertility and going through investigations and treatment, which may cause distress and anxiety. We want to ensure that support is available for employees.
- 1.3 There are 3 main types of fertility treatment: medicines; surgical procedures and; assisted conception. Medical treatments are mostly to encourage ovulation. Surgical procedures are normally to resolve issues with the fallopian tubes or womb, such as scarring or blockages. There are 2 main methods of assisted conception:
  - Intrauterine insemination (IUI) – also known as artificial insemination, involves inserting sperm into the womb via a fine plastic tube passed through the cervix.
  - In vitro fertilisation (IVF) – this involves the removal of eggs from the woman's ovaries and fertilising with sperm in a laboratory and then returning the embryo to the woman's womb.

## 2. Scope

- 2.1 This policy provides guidance for all staff employed by the School who are undergoing assisted fertility treatment or investigations relating to fertility.

## 3. Equality, diversity and inclusion considerations

- 3.1 Managers are responsible for ensuring that they operate the policy in line with Equality and Diversity and Inclusion principles and the Equality Act 2010. The School is committed to ensuring that no-one is discriminated against, disadvantaged or given preference, through membership of any particular group, however with particular regard given to the protected characteristics of: age; disability; gender reassignment; race; religion or belief; sex; sexual orientation; marriage and civil partnership, and; pregnancy and maternity. This policy will be applied fairly to all employees irrespective of their background or membership of a particular group. Where an employee has a disability, reasonable adjustments should be considered as appropriate.

## 4. Special leave

- 4.1 An employee undergoing investigatory treatment may take up to 1 days' paid special leave within a 12-month period to attend hospital for tests.

- 4.2 Employees who go on to receive any type of treatment may take up to 4 days' paid special leave within a 12-month period, for the treatment and immediate recovery time.
- 4.3 Leave may be taken in one block, individual days or half days and should be recorded as Fertility Leave. Any time taken is pro-rata to the contracted weekly working hours.
- 4.4 Employees should provide documentation to their manager from the doctor treating them, or an appointment letter. Employees should make the request for fertility leave in writing to the Head Teacher outlining the details of the request (i.e. dates/times when the leave is required).
- 4.5 Each request will be considered on its merits; permission to attend appointments will normally be granted; however, employees are required to arrange appointments to fit with operational need wherever possible, giving as much notice as they can.

## **5. Sickness absence**

- 5.1 Where employees experience a negative reaction after receiving treatment and are unable to return to work, the absence should be recorded as sickness and managed in accordance with the Attendance Management policy.

## **6. Additional leave**

- 6.1 The School recognises that employees undergoing treatment may wish to take further leave and normally annual leave, flexi-time, TOIL or unpaid leave should be taken. In these circumstances, the employee's line manager will make every effort to meet reasonable requests for leave in accordance with operational requirements.

## **7. Partners**

- 7.1 Where employees wish to accompany their partner to an appointment, this time should be taken as annual leave, flexi-time or unpaid leave. Alternatively, where possible, and with the schools prior approval, the employees working hours may be adjusted for that day and arrangements put in place for the hours to be worked back at alternative time.

## **8. Review**

- 8.1 This policy will be periodically reviewed in order that that it remains appropriate to the School's operation, is best practice and meets legal requirements.



