



## Appendix 14: Breastfeeding Policy

<b>Name</b>	<b>Breastfeeding Policy</b>
<b>Summary</b>	This policy details provisions for new mothers returning to work, and covers health and safety considerations and provisions for new mothers wishing to breastfeed.
<b>Associated Documents</b>	
<b>Target Audience</b>	All staff
<b>Version number</b>	1.0
<b>PIN policy</b>	Supporting the Work-Life Balance
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<b>Name of Board</b>	National Waiting Times Centre
<b>Approving committee/group</b>	SMT/Partnership Forum
<b>Document Author</b>	

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## Golden Jubilee Foundation Values Statement

What we do or deliver in our roles within the Golden Jubilee Foundation is important, but the way we behave is equally important to our patients, customers, visitors and colleagues. We know this from feedback we get from patients and customers, for example in “thank you” letters and the complaints we receive.

Recognising this, the Golden Jubilee Foundation have worked with a range of staff, patient representatives and managers to discuss and promote our shared values which help us all to deliver the highest quality of care and service across the organisation. These values are closely linked to our responsibilities around Equality.



Our values are that we will:

- Take responsibility for doing our own job well
- Treat everyone we meet in the course of our work with dignity and respect
- Demonstrate through our actions our commitment to quality
- Communicate effectively, working with others as part of a team
- Display a “can do” attitude at every opportunity.

Our policies are intended to support the delivery of these values which support employee experience.

## **1 Introduction**

This Golden Jubilee Foundation (GJF) aims to support and encourage mothers who wish to breastfeed after they return to work. We will:

- Actively support the promotion of breastfeeding amongst our staff and patients;
- Provide information about breastfeeding for pregnant workers;
- Allow, wherever possible, flexibility in working hours, including agreed regular breaks for employees who wish to breastfeed or express milk; and
- Wherever possible and as necessary make available rest areas and dedicated storage space for the use of breastfeeding employees.

## **2 Preparing to Return to Work**

The employee should arrange to meet their immediate line manager at least four weeks before the planned date of return to discuss working arrangements which will allow the individual to continue to breastfeed.

## **3 Risk Assessment**

The rules surrounding risk assessment of pregnant employees or employees who have recently given birth equally apply in the case of employees who are breastfeeding with actions, as detailed in the Maternity Policy, being undertaken where such a risk assessment finds that her normal duties would prevent her from successfully breastfeeding her child.

## **4 Time Off**

Where practicable, time off during working hours or flexibility in working hours should be provided to allow the employee to breastfeed and/or to express milk.

While the Golden Jubilee Foundation cannot guarantee that it will be able to agree to every request for time off/ flexibility in working hours, it will give favourable consideration to requests and endeavour, within reason, to accommodate employees' wishes bearing in the mind the needs of the service.

## **5 Facilities**

As recommended by the Health and Safety Executive, facilities available to breastfeeding mothers should include where possible:

#### *Areas for rest/expressing milk*

These should be clean and warm with a low comfortable chair and, where necessary, the facility to lie down. The area should have a lock or have an arrangement for ensuring privacy. There should be hand washing facilities nearby. There should be an electric point for an electric pump, if necessary.

#### *Facilities for storing breast milk*

There should be a clean area where sterilizing equipment may be stored. A dedicated storage space should be available for storing expressed breast milk at 2-4°C until it is taken home.

## **6 Resolution of Disagreements**

No request for time off or flexibility under this policy will be unreasonably withheld. Should a disagreement arise, the individual has the right to raise a formal grievance. It may be preferable in such circumstances, however, for the manager to seek advice on resolving the matter from an appropriate member of the HR Team and a Trade Union/or Professional Organisational representative.

## **7 Monitoring, Review and Evaluation**

This policy and procedure has been assessed for relevance and screened for equality impact, to identify and mitigate, where possible, any potential for the policy and procedure to have differential impact on employees having regard to their differences, such as ethnicity, gender, disability, age, sexual orientation, religion, literacy or belief.

This policy will be monitored, reviewed and evaluated every three years by the Partnership Forum or equivalent, taking into consideration legislative changes and developments in good practice to ensure it meets the needs of all employees.