

Appendix B

# Breast Feeding Policy

November 2023



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**Reading**  
Borough Council  
Working better with you

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## **Introduction**

This policy explains the support available to staff who are breastfeeding.

Reading Borough Council is committed to creating an open and supportive culture. We recognise that on your return to work from maternity leave you may still be breastfeeding or expressing breast milk during the day to give to your baby later on, which also counts as breastfeeding.

We understand that for some, breastfeeding can be a difficult subject to discuss. However, we encourage you to ask for any support that you need at work to help you while you are on your breastfeeding journey.

This policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

## **Scope**

This policy applies to anyone working for Reading Borough Council. This includes employees, part-time/ full-time/temporary, workers, contractors, volunteers, interns and apprentices.

## **Our commitment to you**

Reading Borough Council is committed to ensuring that all line managers are provided with adequate guidance, enabling them to respect and act with sensitivity to support staff who are breastfeeding, .

## **Requesting support**

If you are breastfeeding and require support at work, you are encouraged to speak to your line manager. If for any reason you are unable to approach your line manager, you can speak to HR .

We encourage you to be as open as possible about any help that you need to ensure that you are provided with the right level of support.

Any health-related information disclosed by you during discussions with your line manager or HR t will be treated sensitively and in confidence.

Should you feel that the policy is not being adhered to, please contact HR.

## **Working flexibly on a temporary basis**

For employees eligible to request flexible working, who require a permanent change to working arrangements, we have a [Flexible Working Policy](#).

However, we recognise that for individuals who are breastfeeding, the option to work flexibly on a temporary (rather than permanent) basis may be appropriate. For example, this could include:

- working from home so that you can breastfeed your baby if you live close to your childcare setting;
- changing your start and finish times where you have an established breastfeeding routine; or
- taking more frequent breaks so that you can express milk.

If you feel that you would benefit from a temporary change to your working arrangement on an ad hoc basis because you are breastfeeding, you should discuss and agree this with your line manager in the first instance.

We will try to facilitate temporary flexible working arrangements wherever this is possible and will continue to review these to ensure that they meet your needs.

### **Private room**

If you are pregnant or are breastfeeding, we will look to provide access to a private clean room in the workplace or close by, which includes somewhere to rest and can be used to express milk, breastfeed and change your baby in private.

Please note, toilets, cleaning cupboards, carparks are not suitable.

We will provide access to a fridge in which you can use to store your milk.

Please refer to appendix 1 check list at the end of this policy where the manager and employee will work together to establish specific requirements

### **Health and safety**

It is vital that you let us know if your doctor, midwife or nurse has made any recommendations in relation to your health and wellbeing during your pregnancy or during the period following the birth of the baby.

### **Data protection**

When dealing with any request for support under this policy, we will process any personal data collected in accordance with our [data protection policy / policy on processing special categories of personal data](#). In particular, we will record only the personal information required and keep the information only for as long as necessary.

Appendix 1

## Breastfeeding Check List

Employee	
Manager	
Date	
Secure room name	
Secure room location	
Bookable	Yes/No
Fridge access	
Key required	Yes/No
Date and time required	
Does the manager need guidance from HR	Yes/No

List dates and times required in the below table

Employee signature .....

Manager signature .....

Date .....