

BREASTFEEDING AT WORK SAMPLE POLICY

for all those working in the music sector

The following policy gives guidance on addressing the needs of employees and freelancers who intend to breastfeed or express milk at work.

{Name of organisation} is committed to supporting employees and freelancers who intended to breastfeed or express milk at work by creating a safe, comfortable environment where new parents are supported and treated with dignity and respect.

{Name of organisation} recognises that support for breastfeeding has benefits for the entire organisation such as reduction in absenteeism, staff turnover and important health benefits for mothers and their babies.

This policy has been agreed following consultation with recognised trade unions and will be reviewed every 2 years' subject to further consultation.

SCOPE

This policy is relevant to everybody working for {Name of organisation} who intend to breastfeed or express milk on their return to work. This includes full-time and part-time staff, freelancers and sub-contractors.

People who wish to continue to breastfeed or express milk at work shall receive:

LACTATION BREAKS

Breastfeeding employees and *freelancers can breastfeed or express milk during working hours using their normal breaks, extended normal breaks and as part of additional lactation breaks to be agreed in advance with their line manager.

Lactation breaks will be arranged in advance of the employee returning to work, normally at KIT (keeping in touch) meetings to give the employee and their line manager time to adjust to the new schedule.

{Name of organisation} appreciates that how often mothers' express milk and for how long is individual and each new mother will have different needs. {Name of organisation} understands that changes to initial arrangements may occur and wherever possible, this organisation will be flexible.

Any changes to the agreed lactation breaks will be arranged in advance to allow for adjustments to both the employees/freelancers and employers schedule.

**Freelancers who wish to breastfeed or express milk during working hours should contact the engager in advance of their engagement.*

A PRIVATE PLACE TO EXPRESS MILK

A clearly designated, private room (that is not a toilet) will be made available for anyone who wishes to breastfeed or express milk at work. This room will be as close as possible to the workplace or extra time will be factored into lactation breaks. The room will be equipped with:

- an electrical socket
- designated refrigerator
- space to store breast pumps
- a comfortable chair

The room will be lockable, clean and located near a sink with running water.

If preferred, they may also breastfeed or express milk in their own private offices, or in any other comfortable locations agreed upon in consultation with their line manager.

BREASTFEEDING EQUIPMENT

Employees/freelancers are responsible for purchasing and maintaining all their own breast pump equipment.

[Storage of milk and cleaning of breast pumps should be undertaken as recommended by the NHS.](#)

BRINGING BABY TO WORK

If an employee/freelancer wishes to bring their baby to work or have their baby visit the workplace so they can breastfeed during working hours, this must be discussed and agreed with their line manager in advance. An individual risk assessment will be carried out in advance of the visit. Permission will not be unreasonably refused, and the decision will be made in consultation with the employee/freelancer making the request.

FLEXIBLE WORKING

Temporary changes to working arrangements may enable {Name of organisation} and the employee to both meet business and breastfeeding needs.

Requests for temporary flexible working arrangements from employees who intended to breastfeed must be made in writing and will be considered within the flexible working policy.

EDUCATION

The HR department will signpost pregnant employees and employees returning from maternity leave to available information and support on breastfeeding and maternity.

Everybody working for {Name of organisation} is expected to be supportive and sensitive to the needs of breastfeeding employees returning to work.

RISK ASSESSMENT

There may be risks, other than those associated with pregnancy, to consider if someone intends to breastfeed at work. Individual risk assessments will be conducted for anyone who intends to breastfeed at work to identify if any additional action needs to be taken.

EMPLOYEES/FREELANCERS' RESPONSIBILITIES

COMMUNICATION

Employees should inform their line manager, in writing, to let them know that they are breastfeeding and want to express milk/breastfeed during the time they are at work so appropriate provisions can be put in place to support them.

Lactation breaks will be arranged in advance of the employee returning to work, normally at KIT (keeping in touch) meetings to give the employee and their line manager time to adjust to the new schedule.

Any changes to the agreed lactation breaks will be negotiated as far in advance as possible to allow for adjustment to the new schedule

Employees and freelancers that are breastfeeding or expressing milk at work shall keep line managers informed of their needs as far in advance as possible.

**Freelancers who wish to breastfeed or express milk during working hours should contact the engager in advance of their engagement.*

MILK STORAGE

Employees and freelancers will provide their own containers for storing milk and all milk must be labelled clearly with their name and date.

Each employee/freelancer is responsible for proper storage and transportation of their own milk. It is recommended that personal cool bags are used within the designated refrigerator.

Anyone who uses designated breastfeeding area is responsible for leaving it clean and tidy for the next user.