



## King's Group Academies

### Breastfeeding Policy

Date adopted: March 2023

Last reviewed: June 2025

Date review: Biennially

Version: V1:2023

#### **Introduction**

This policy has been developed in light of good practice guidelines from the Health and Safety Executive (HSE) and ACAS Guidance to accommodate the choice of breastfeeding for mothers and babies and protect new mothers.

All mothers have the right to receive clear and impartial information to enable them to make a fully informed choice as to how they feed and care for their babies.

King's Group Academy (KGA) supports mothers who wish to maintain the breastfeeding of their child or children and will provide private areas where available. This will be agreed with the employee line manager.

#### **Policy**

This policy is intended to ensure a consistent approach is in place to welcome mothers who wish to breastfeed when they have returned to work and to provide a safe and welcoming environment for our parents should they wish to feed their child whilst on the premises.

The term 'Breastfeeding' includes expressing milk and the same rights under this policy will apply to employees who wish to express milk to give to their child or children.



## **KGA Responsibilities**

There is separate legislation in place protecting new and expectant mothers in the workplace. Employees of KGA who are breastfeeding are covered under these regulations, namely: The Management of Health and Safety Regulations 1999, the Workplace (Health, Safety and Welfare) Regulations 1992 and the Employment Rights Act 1996 (as amended by the Employment Relations Act 1999).

KGA acknowledges that supporting breastfeeding has benefits to the organisation such as a reduction in absenteeism and employee turnover and important health benefits to mother and child and/or children. These benefits must be balanced with our duty to provide care and continuous education for our pupils. Employees who wish to continue to breastfeed following return to work shall receive:

- **Breaks for breastfeeding or expressing milk**

Breastfeeding employees are allowed to breastfeed or express milk during work hours using their normal breaks and as part of additional lactation breaks (usually 20 minutes once or twice a day) as agreed with their line manager.

Where additional time is requested beyond this, the academy will make every effort to reasonably accommodate within the restrictions of the school day and resources available. This may include agreeing to the use of personal leave or making up the time by coming into work earlier or leaving work later as appropriate to the needs of both the workplace and the employee.

It is the duty of the line manager to decide what the practical arrangements will be in agreement with the employee.

It is the duty of the employee to relay these arrangements made between the employee and line Manager, with their childcare support.



- **A private place to express milk**

A private room shall be available for employees to breastfeed or express milk.

The room will be private, lockable and clean, located near a sink with running water for washing hands and rinsing out breast pump parts, and having an electrical outlet. If employees prefer, they may also breastfeed or express milk in their own private offices, or in other comfortable locations agreed upon in consultation with the employee's line manager.

Expressed milk should be stored in a personal cool bag or if available the cool bag can be placed in a designated refrigerator.

Toilets and sick rooms should not be offered as a designated room for feeding babies.

- **Breastfeeding Equipment**

Each breastfeeding employee is responsible for purchasing and maintaining all their own breast pump equipment. Storage of milk and cleaning of breast equipment should be undertaken as recommended in the [Public Health Agency booklet Breastfeeding](#) and returning to work.

- **Education**

The HR team will signpost pregnant employees and returning employees to available information and support on breastfeeding and returning to work.

All colleagues are expected to be supportive and sensitive to the needs of breastfeeding mothers returning to work.

- **Employee support**

Line managers are responsible for alerting pregnant and breastfeeding employees about the breastfeeding and working policy and for negotiating breaks and practices that will help facilitate each employee's infant feeding goals. It is expected that all colleagues will assist in providing a supportive and understanding approach to facilitating breastfeeding employees.



If a colleague objects to somebody breastfeeding on the premises:

- No one should ask the breastfeeding mother to move, cover up or stop feeding their child or children.
- The complainant should be tactfully and politely informed that KGA supports breastfeeding mothers.

## **Employee Responsibilities**

### **Communication with line managers**

Employees who wish to breastfeed or express milk after their return to work shall keep their line managers informed of their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the workplace.

Employees are encouraged to speak with their line manager, at their earliest convenience, if they are planning to make a request for breastfeeding at work.

A conversation during a KIT (Keeping In Touch day) would be typical.

It would be good practice to, as listed in the Public Health Agency booklet:

1. Write a letter to your line manager informing them of:
  - a. You wish to continue breastfeeding
  - b. Detail how you will be fed your child / children e.g., bottle or cup, breastmilk or formula
  - c. If you would like to express at work
2. Practice expressing with your milk using a pump or by hand
3. Learn the safe storage
4. Have a few trial runs before returning to work

### **Maintenance of milk expression equipment**

Employees are responsible for leaving the designated milk expression area clean and tidy for the next user. All breast pump equipment must be cleaned in accordance with



manufacturer's instructions and as recommended in the [Public Health Agency booklet Breastfeeding](#) and returning to work.

### **Milk Storage**

Employees should label all milk expressed with their name and the date collected so that it is not inadvertently confused with another employee's milk. Each employee is responsible for the storage and transportation of their own milk, it is recommended that personal cool bags are used including within a designated refrigerator if this is available. If a refrigerator is not available breastmilk can be stored at room temperature or in a cool bag for 6 hours.

### **Use of break time to express milk**

If more than one breastfeeding employee needs to use the designated expressing room, then an additional private area will be provided.

### **Additional Support**

Further information can be found on:

HSE website: [Protecting pregnant workers and new mothers](#)

Public Health Agency: [Public Health Agency booklet Breastfeeding](#)

ACAS: [Accommodating breastfeeding employees in the workplace](#)