

**BABY FEEDING PROGRAMME  
SELF ASSESSMENT/REPORTING**

**WORKPLACE BREASTFEEDING POLICY TEMPLATE**

**Purpose**

*[Name of Company]* supports employees who wish to return to work and maintain a breastfeeding relationship with their child by breastfeeding or expressing breast milk in the workplace. \*

**Policy**

*[Name of Company]* recognises that the workplace has an important role to play in encouraging and assisting mothers to breastfeed their babies. The establishment of a *Baby Feeding Programme* not only allows mothers to continue to give their babies the vital nutrition that breastfeeding provides, but also provides benefits to the business in the way of reduced absenteeism, increased productivity and better employee engagement.

It is important that mothers in the workplace are given a calm and comfortable environment in which to breastfeed their babies and appropriate breaks in which to do so.

**Breaks**

On returning to the workplace, a staff member may continue to feed their child by either going to the child or having the child brought into the workplace. They may also choose to express breast milk during work hours.

*Full-time* employees are allocated *[number of hours per day]* for breaks, including lunch and other breaks. This can be broken up as required and may include a number of smaller breaks. *Part-time* employees can negotiate their hours as appropriate with their immediate manager.

It is expected that the staff member will manage their workload appropriately to ensure that the workplace is not unduly disrupted.

**Facilities**

Fully equipped facilities are provided at *[Name of Company]* to allow a staff member privacy for breastfeeding or expressing of breast milk.

Facilities are appropriate for the number of staff concerned and include all reasonable items for a staff member to take care of their child. This includes armchairs, baby change tables, pillows, microwavable steriliser, microwave, kettle, fridge, kitchen sink with water and cleaning facilities.

\*This policy also applies to an employee who has made the decision to formula feed their child.

This facility allows for absolute privacy and is kept in a clean and tidy state. If at any time facilities are not available or suitable, then alternative arrangements will be made in consultation with the staff member. There may be a booking system established for the room if deemed necessary.

A staff member will never be requested to use the common bathroom facilities for this purpose.

The facility houses a refrigerator which can be used to ensure safe storage of any expressed breast milk. The staff member must ensure that the breast milk is clearly marked. It is recommended that the expressed breast milk be kept at the back of the fridge for temperature regulation.

The staff member has access to car parking, private cleaning and showering facilities and comfortable seating.

All personal items will be provided by staff members, for example, breast pumps, sterilised pads, bottles, teats, wipes and nappies.

### **Feeding Information**

Staff commencing maternity leave will be informed of the *Baby Feeding Programme*. Breastfeeding, expressing breast milk, or formula feeding information will be made available to relevant staff.

### **Further information**

For further information or assistance in relation to this policy contact:

*[Name of Contact]*

### **Related topics**

*[List Related Topics]*

### **Authority**

*[Author]*

*[Approved by]*

*[Date approved]*

*[Last reviewed]*

\*This policy also applies to an employee who has made the decision to formula feed their child.