



**LEEDS
BECKETT
UNIVERSITY**

Student pregnancy and maternity policy and procedure

Version 8, November 2021

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STUDENT PREGNANCY AND MATERNITY POLICY AND PROCEDURE

POLICY STATEMENT

1. Policy context

1.1 Pregnancy and maternity have been protected characteristics since the introduction of the Equality Act, October 2010. Since then, a student who is pregnant, or has given birth within the last 26 weeks, is explicitly protected from less favourable treatment. Additionally, a student who is breastfeeding is now explicitly protected from less favourable treatment in the areas of education and provision of services.

- This covers less favourable treatment within a period of 26 weeks from when the student discloses their pregnancy to their School, particularly where elements of their programme of study present risk to the health and safety of the student or child to whom they have given birth.
- Outside of this 26-week period, a breastfeeding student may be protected by the sex discrimination provisions.

2. Purpose and core principles

2.1 Avoiding less favourable treatment. Our university and its staff should avoid treating a student (or applicant) less favourably than other students or applicants on the grounds that they are pregnant, just given birth or have terminated a pregnancy.

2.2 Taking a flexible approach. Our university recognises its obligations under the Equality Act 2010 and its staff will take a flexible approach to facilitating the continued participation of the student in university life.

2.3 Demonstrating a non-judgmental and sensitive approach. When supporting and working with a student or applicant on these matters, staff should take an open-minded and non-judgmental approach.

2.4 Enabling informed choices. Staff should signpost students or applicants to appropriate sources of advice and explore, in consultation with the student or applicant and relevant others, a flexible approach to the student's programme of study in order to provide appropriate support. This could include use of the Extenuating circumstances and mitigation policy and procedure.

3. Scope

3.1 This policy and procedure applies to all students and applicants to Leeds Beckett University.

4. Review

August 2022

PROCEDURE

1. Roles and responsibilities

1.1 Our university will ensure that:

- Any student who becomes pregnant after accepting a place or during a period of study at our university is accommodated as far as practicable to allow them to complete their programme of study.
- Appropriate support guidance and risk assessment should be available to students through various support services. This is outlined further in section 13 - student support (page 10).
- Students who disclose a pregnancy should be made aware of the student pregnancy policy and support available as soon as possible.
- As soon as a student discloses that they are pregnant, a risk assessment, or series of risk assessments, should be undertaken to ensure that there are no elements of the programme of study that present a risk to the health and safety of the student or the unborn child. The risk assessment will usually be completed by the Academic Services Manager / Academic Services Team Leader (of the student's school) with the student and their Academic Advisor and/or a member of Student Services, if required. A placement provider must also complete a risk assessment.
- Wherever practical, adjustment to accommodation is made to ensure that a pregnant student, or student with a very young child, is able to complete their programme of study.
- If requested, a female member of staff will be identified with whom a pregnant student can discuss their support needs, as appropriate.
- The student should be given information on other sources of advice/support.

1.2 Staff members

Individual staff members to whom a pregnancy is disclosed, such as an Academic Advisor, should inform their Academic Services Manager who is then responsible for:

- Reading the policy and becoming familiar with the procedure for supporting pregnant students.
- Meeting with the student and their Academic Advisor to complete the risk assessment and student support form.
- Treating the disclosure of a pregnancy seriously and making students aware of appropriate sources of support.
- Respecting a student's right to confidentiality, and verifying that information about their pregnancy will not be shared without their consent.

- Ensuring accurate information is given to prospective students regarding the availability of support for students who are pregnant or have very young children.
- Seeking advice from colleagues in Student Services within our university if they are unsure of how best to support the continued study of a pregnant student.
- Regularly reviewing the progress of the pregnancy and making adjustments where required throughout each trimester and recording on the Student Support Form (Appendix 5).

1.3 Students and applicants

Students and applicants covered by this policy are responsible for:

- Disclosing their pregnancy to a member of staff. This will ideally be the Academic Services Manager in their school and their Academic Advisor, or a member of staff within Student Services at an early stage of their pregnancy, with a view to discussing any necessary support arrangements or adjustments, particularly where elements of their programme of study might present a health and safety hazard to the student or unborn child.
- Ensuring the safe supervision of any child a student may bring onto campus.

2. Maternity related absence

As part of the liaison that takes place, students should indicate both the date on which they intend to start maternity related absence as well as the length of maternity related absence that they plan to take.

A student would normally inform our university in writing 15 weeks before the baby is due. This allows sufficient time for our university to liaise with the student, review the student support plan, make any necessary arrangements, and ensure information is communicated as required.

How long a student will be absent from study will be determined by their personal circumstances and the structure and content of their course. Our university will work with the student to establish a suitable return-to-study date and this will be recorded on the Student Review form. This date may change depending upon personal circumstances.

For health and safety reasons students are required to take a minimum of two weeks' compulsory maternity-related absence from study or placement. This is as recommendation in the Equality Challenge Unit (ECU) guidance. www.ecu.ac.uk/wp-content/uploads/external/student-pregnancy-and-maternity-implications-for-heis.pdf

Depending on factors including the nature of the study / placement, whether a student has had a Caesarean section and whether lighter duties can be identified in a placement setting, students may need a longer period of maternity-related absence.

As a minimum, registered students should be allowed to take one year out of study. Where there is concern about knowledge of the field being affected by the length of time that a student is absent from study, the student should be encouraged to use the Virtual Learning Environment (VLE) known as My Beckett to keep up to date with developments in the field.

Wherever possible our university will take steps to enable students to complete the requirements of their course or module before they take maternity-related absence.

3. Paternity or partner related absence (including same-sex partners)

Our university recognises that a pregnancy will affect both parents / partners, and that it can be helpful for students whose partners are pregnant to let their school know about their circumstances (by talking to a member of staff such as their Academic Services Manager or Academic Advisor, or a member of staff from Student Services). This is likely to be a much less formal process for partners when compared with that for pregnant students.

Fathers and partners can access many of the same university support services as their partners, including Student Wellbeing, Student Advice, Student Money (for finance support), Student Immigration Advice and Compliance (for International students), Careers, and the Students' Union Advice Service. Our university will also try to support those students who need time off with their partners to attend medical appointments (although it is preferred that these are arranged outside study hours wherever possible). These appointments should be discussed with the Academic Services Manager concerned.

In some cases, partners may also need to access mitigating circumstances procedures to allow for their situation to be considered during examination and assessment marking processes. This may be the case where caring responsibilities or an emotional concern have impacted on an individual's performance.

Our university will normally allow students up to 2 weeks' paternity-related absence; this must be agreed with the course team in advance.

Student Services will try to support students wherever they can, signposting to external services where required.

4. Adoption

Students who have been matched for adoption should inform their Academic Services Manager and Academic Advisor. If the student is the primary adopter, a plan should be developed in line with the Student Support form.

5. Termination of pregnancy

A student may decide to have an abortion. Students may need time off from study for tests before, and to recover after an abortion. The charity Antenatal Results and Choices (www.arc-uk.org) provides specific advice to students who are considering an abortion for reasons relating to antenatal test results.

6. Miscarriage, still births and neonatal death

Students are encouraged to inform our University in the event of a miscarriage, still birth or neonatal death. If this happens, a meeting should be arranged with the student to establish the support they are receiving and the support available from our University.

Students in this circumstance should be advised to give consideration to the impact of the miscarriage on their ability to meet deadlines and sit examinations under our University's [Fit to Sit policy](#).

The Miscarriage Association can offer support www.miscarriageassociation.org.uk/

Still births occur when a baby dies in the womb or is born dead after 24 weeks of pregnancy. Neonatal deaths occur shortly following birth.

A student who has a still birth or whose baby dies shortly after birth should be entitled to the same length of maternity-related absence and financial and wellbeing support as a student whose baby is not stillborn.

SANDS publishes a number of free booklets that can be accessed at www.uk-sands.org/

7. Student Support Form

The student support form is the mechanism by which the student's needs are documented and monitored on a regular basis. This important function will usually be completed by the Academic Services Manager with the student as well as their Academic Advisor. The Academic Services Manager should work with the student throughout their pregnancy to monitor and review the support agreed. The student support form records support and ensures the student's needs are met during the pregnancy. This is a living document which needs regular review and updating. The form and flow chart are available as an appendix to this document and will indicate review times. The support form contains reference to:

- Communicating with the student
- Information for other staff and students
- Risk assessment

- Pregnancy related absence
- Assessment
- Financial support
- Baby feeding and childcare
- International students
- Placements
- Extenuating circumstances and mitigation regulations
- Accommodation
- Attendance

8. Risk assessment

There is a requirement for students who are pregnant, have given birth within the previous six months or who are breast-feeding to have a risk assessment. The risk assessment considers any health and safety implications and appropriate measures to mitigate/reduce any risks identified. In addition, if students are going on placements, **the placement provider must carry out a risk assessment**; it is the responsibility of the Course Director to ensure that this happens.

Examples of activities which should be considered when conducting a risk assessment are:

1. Heavy manual work involving lifting and carrying heavy loads;
2. Long periods of standing or sitting or working in restricted spaces;
3. Excessively long working hours;
4. Working at heights;
5. Contact with toxic chemicals.

Covid-19

Detailed [risk assessments](#) form a key part of our plans to prevent the spread of Covid-19 and ensure the safety of students.

Under current Government recommendations, there is no universal requirement, or advice, to shield simply because of pregnancy alone. However, **if over 28 weeks pregnant or with underlying health conditions** a more precautionary approach is advised particularly where there are health issues. For some people their health status due to underlying risk factors may require this, regardless of pregnancy.

Students should be advised to speak to their midwife and/or any health professional involved in their care and seek advice on anything that may impact their health or the health of their unborn child. In addition, the Royal College of Obstetricians and Gynecologists offer [advice about management of Covid risk during pregnancy](#) which student should be advised to read.

Any concerns raised by the student should be considered in the risk assessment.

Pregnant students should approach their Academic Services Manager and / or Academic Advisor concerning risk assessment. The risk assessment will be the school's responsibility and will be completed by the Academic Services Manager; a list of Academic Services Managers and key contacts regarding risk assessments can be found in Appendix 2.

A risk assessment should be attached to the Student Support form and reviewed at the key points indicated in the flow chart (Appendix 1).

9. Bringing children or babies to the University

Children may be brought into social spaces of our university if necessary; however, they remain the responsibility of their parents. There are also restrictions in high risk areas such as workshops and laboratories etc.

Individual guidance is available from the student's school.

Guidance is also available online from the Health and Safety Executive www.hse.gov.uk/mothers/

Children and babies are not normally permitted in teaching situations because they may cause a distraction to the parent/carer and to other members of the class. If teaching staff allow students to bring children/babies to a session, they must ensure that an appropriate Risk Assessment has been made.

Where childcare issues prevent a student from attending classes in person, teaching staff are asked to supply any available materials that may help the student in making up for missed work.

10. Childcare at Leeds Beckett University

Our University can signpost to sources of information and advice on childcare provision. See the Student website for more information as well as Leeds City Council's FamilyHub site www.familyinformationleeds.co.uk/start.aspx

There are two Children's Centres in the city centre. We also have an arrangement with North Leeds Community Nursery, which is on the edge of the Headingley Campus.

11. Feeding Rooms / expressing milk at our university

The Equality Act 2010 explicitly protects students from less favourable treatment because of breastfeeding.

Some students may want to breastfeed in public places, particularly if these are areas within or close to buildings and services they use frequently. The Equality Act 2010 gives explicit protection to women who breastfeed in public places. It is also unlawful to ask students not to breastfeed in public places.

Our University aims to support new parents wherever possible.

There are a number of rooms across our University which may be available where students can feed their babies. Students should approach the Student Services Centres at either Campus for advice on the location and use of suitable rooms. [Student advice | student information | Leeds Beckett University](#)

Although our university does not currently have dedicated facilities for expressing milk we will endeavour to find a suitable private space for this wherever possible. In the first instance students should approach their school for information on what local arrangements may be feasible. The university does not currently have any storage facilities for milk.

12. Baby Changing

Currently baby changing facilities are available at:

Headingley: Accessible toilet in Campus Central (G07), Accessible toilet adjacent to Security at James Graham Main Reception (JGG33C)

Carnegie Pavilion: Upper Ground Floor Accessible Toilet; 1st Floor Hawke Room Accessible Toilet; 2nd Floor Accessible Toilet.

Rose Bowl: Accessible toilet next to the refectory

City Campus, Calverley Building: Accessible toilets, Ground Floor (behind the Gaia café)

High Chairs

High chairs are available in the refectory at both City Campus and Headingley Campus.

13. Support

13.1 Student Wellbeing

All students can access confidential emotional support with any issue, including pregnancy, maternity, termination, etc, from the Student Wellbeing team, which offers a range of different appointment-types including counselling. Students should register online via the [Student Wellbeing page](#) or email studentwellbeing@leedsbeckett.ac.uk

13.2 Finance

Students who are pregnant will need to consider how changes to their studies might affect their student funding as they will need to inform Student Finance England of their circumstances.

To ensure that the information the student receives is up-to-date, it is best to contact the Money Advice line www.leedsbeckett.ac.uk/moneyadvice

13.3 International Students

Becoming pregnant is not a breach of the terms of the student's visa. However, students need to note that as an international student they are unlikely to be entitled to maternity

benefit, although they may be eligible for maternity allowance see www.direct.gov.uk/en/index.htm

For further guidance relating to student visas, please contact the Student Immigration and Compliance Team [International students | Student information | Leeds Beckett University](#)

13.4 Students' Union Advice Service

Leeds Beckett Students' Union Advice Service offers free, independent advice. They can advise on a range of related areas, including legal, financial and housing issues, as well as academic regulations, e.g. the Extenuating Circumstances and Mitigation regulations.

14. Extenuating Circumstances and Mitigation

Reasonable adjustments for the pregnancy will be agreed and recorded on the Student Support Form. However, where there are complications or other complex circumstances, the student can apply mitigation in the usual way.

Under regulations, students must determine whether or not they are fit to sit an examination or submit course work. If a student feels they are not fit to sit due to pregnancy or maternity related issues which have not been resolved through discussion of reasonable adjustments as part of the risk assessment process, they may submit requests for consideration of extenuating circumstances in respect of:

- inability to submit assessed coursework on the required date
- inability to attend examinations or other scheduled assessments

If the submitted extenuating circumstances are found to be valid, mitigation in respect of these will be considered in accordance with our University Regulations. Mitigation at the point of assessment in respect of coursework submissions or scheduled assessments, will be considered and determined within the School, and a report of any mitigation granted will be made to the relevant Mitigation Panel.

All other requests for consideration of extenuating circumstances are submitted to the relevant Mitigation Panel and outcomes are forwarded to the appropriate Exam Board. The Board determines what action (if any) should be taken. The nature of the extenuating circumstances themselves is not disclosed to the Board. Our university authorises the establishment of Mitigation Panels at Scheme or School level to:

1. Consider extenuating circumstances.
2. Make appropriate recommendations to the relevant Board or Exam Board.

Each course handbook will provide details of extenuating circumstances and mitigation regulations.

15. Written examinations

Pregnant students who require frequent breaks or to be occasionally mobile during written exams should provide appropriate information about their condition to their Academic

Services Manager and Academic Advisor who will ensure 'reasonable adjustments' are made for the student.

16. Student Accommodation

Any student living in Leeds Beckett accommodation, who becomes pregnant before or during the period of tenancy:

- May apply through the request for early release from tenancy for the tenancy agreement to be terminated – (medical evidence must be supplied for the request to be considered).
- Should advise Accommodation Services that they are pregnant. Following disclosure by a student wishing to remain in University accommodation, a risk assessment will be undertaken, to ensure that there are no elements of the living arrangements that present a risk to the health and safety of the student or unborn child.
- Wherever practical, Accommodation Services will work with the student to identify suitable alternative accommodation, if required, to enable them to continue with their course of study.
- Will be provided with information on other sources of advice and support available in relation to housing needs.

17. Student Placement

It is important that the arrangements for any placements are discussed with the Academic Services Manager as well as any alternative timings of the placement that may need to be considered.

As well as the risk assessment that will be completed by the university, **the placement provider will also be required to complete a risk assessment.** The Academic Services Manager should liaise with the placement provider about this. If the placement provider does not complete a risk assessment or the risk assessment is deemed unsatisfactory then the student may be withdrawn from the placement.

18. Keeping in Touch

Even where students choose not to take extended leave following the birth of a child, they may find that their situation changes and some students can feel isolated and distant from their studies. It can therefore be helpful for students to keep in touch with their Academic Services Manager and Academic Advisor. Keeping in touch will help them and their department better prepare for their return to study and might help to reduce any anxiety they may feel after their time away.

Appendix 1

Organisations which provide information and advice about pregnancy and maternity

Brook

0800 0185 023

www.brook.org.uk/

Family Planning Association

Aims to establish a society in which everyone can make informed choices about sex, relationships and reproduction. Its website contains impartial advice on pregnancy, abortion and adoption, and also contains a list of useful organisations.

www.fpa.org.uk/

www.fpa.org.uk/unplanned-pregnancy-and-abortion/pregnant-and-dont-know-what-do

Confidential Helpline: 0845 122 8690

Marie Stopes Foundation

0845 300 8090

www.mariestopes.org.uk

Childcare link

www.childcarelink.gov.sg

08002346346

Direct Gov

The UK government's website provides information on health, care and benefits during pregnancy, benefits for parents, and information on childcare providers in your local area

www.direct.gov.uk

National Health Service

The NHS Choices web site provides information relating to pregnancy abortion, health in pregnancy and maternity, and services provided by the NHS. See the NHS Choices web site.

www.nhs.uk

National Union of Students

Provides information and advice to students and students' unions about student finance, rights and welfare.

Information for student parents is available on its website, along with research and publications about students with dependent children.

www.nus.org.uk

Leeds Women's Aid

LWA works in partnership with Behind Closed Doors and HALT as Leeds Domestic Violence Service (LDVS) to deliver community based support within the integrated domestic violence service to people who live in Leeds, who are experiencing or have experienced domestic

violence. Leeds Domestic Violence Service (LDVS) works with women and men in Leeds giving support, advice and advocacy around a range of issues and is run in partnership by the above Leeds based domestic violence specialist organisations.

Helpline- 0113 246 0401- 24 hours

Specific organisations

Adoption UK

A national charity run by and for adopters, providing self-help information, advice, support and training on all aspects of adoption and adoptive parenting.

www.adoptionuk.org

Antenatal Results and Choices

The only national charity that provides non-directive support and information to expectant and bereaved parents throughout and after the antenatal screening and testing process.

www.arc-uk.org

British Pregnancy Advisory Service

Supports reproductive choice and health by advocating and providing high-quality, affordable services to prevent or end unwanted pregnancies with contraception or by abortion. Also offers a range of other reproductive health services.

www.bpas.org

Parenting UK

Provides support to parents in bringing up their children, and has a range of resources for parents.

www.parentinguk.org/resources

The Miscarriage Association

Offers support and information to anyone affected by the loss of a baby in pregnancy.

www.miscarriageassociation.org.uk

SANDS

The still birth and neonatal death charity – provides support to anyone affected by the loss of a baby and conducts research into the causes of still and neonatal death.

www.uk-sands.org

Further reading

The Equality Challenge Unit has produced guidance for pregnant students and staff supporting them. This contains information maternity leave and maternity pay and sources of funding support for students during maternity.

www.ecu.ac.uk/publications/student-pregnancy-and-maternity

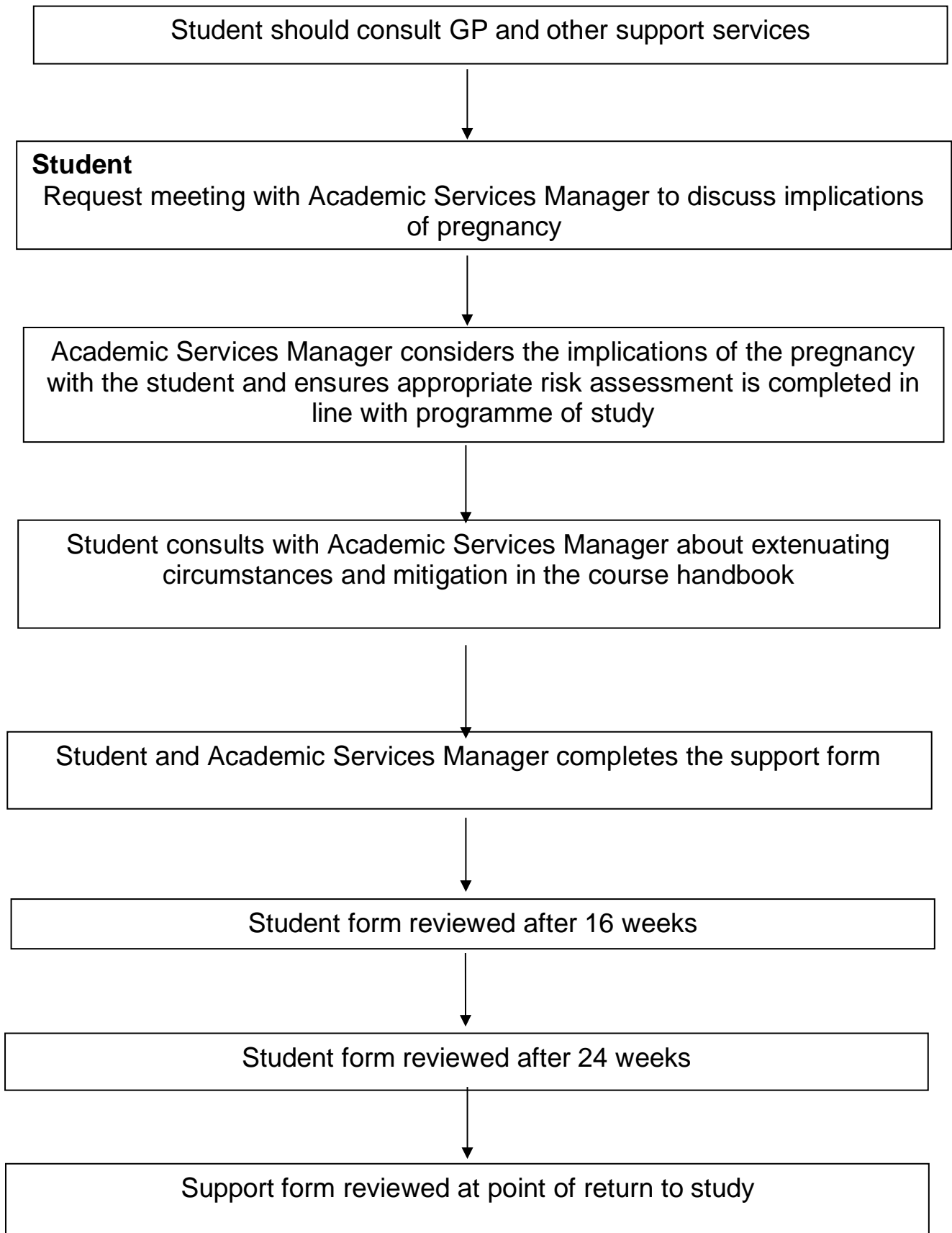
Appendix 2 Key Contacts

Name	Location	Email	School / Service
Equality, Diversity & Inclusion Team		Equality@leedsbeckett.ac.uk	Equality, Diversity & Inclusion Team
Student Advice	Student Services Centres at City and Headingley	studentadvice@leedsbeckett.ac.uk	Student Services
Student Money	Via Student Services Centres at City and Headingley	studentmoney@leedsbeckett.ac.uk	Student Services
Student Immigration Advice and Compliance		siac@leedsbeckett.ac.uk	Governance and Legal Services
Students' Union Advice Service	Students' Union, Portland Building, CC	lbsu-advice@leedsbeckett.ac.uk	Students' Union
Frazer Shelton (Academic Services Manager)	BPA, Arts Building, 119	F.Shelton@leedsbeckett.ac.uk	Leeds School of Art
Jackie Leahy (Academic Services Manager)	Leighton Hall, G03	J.Leahy@leedsbeckett.ac.uk	School of Built Environment, Engineering & Computing
Gareth Robertshaw (Academic Services Manager)	Rose Bowl, 305	G.Robertshaw@leedsbeckett.ac.uk	Leeds Business School
Vikki Johnston (Academic Services Manager)	Calverley, CL619	V.Johnston@leedsbeckett.ac.uk	School of Health
Tina Rawcliffe (Academic Services Manager)	BPA, 223	T.Rawcliffe@leedsbeckett.ac.uk	School of Cultural Studies & Humanities
Vicki Hassett (Academic Services Manager)	Carnegie Hall, 102	V.Hassett@leedsbeckett.ac.uk	Carnegie School of Education
Faye Thompson (Academic Services Manager)	Macaulay Hall, G14	F.Thompson@leedsbeckett.ac.uk	School of Events, Tourism & Hospitality Management
Stephanie Lapidus (Academic Services Manager)	Portland Building, 311	s.lapidus@leedsbeckett.ac.uk	Leeds Law School
Lizzie Kijewski (Academic Services Manager)	Portland Building, Pd402	E.Kijewski@leedsbeckett.ac.uk	Leeds School of Social Sciences

Nicola Queenan (Academic Services Manager)	Carnegie School of Sport Building	N.Queenan@leedsbeckett.ac.uk	Carnegie School of Sport
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Appendix 3

Student Guide



Appendix 4

Pregnancy / New Parent Risk Assessment

(Keep one copy on file and give copy to the student)

Name:	
Course:	
Year:	
School:	
Workplace(s):	
Full-time/part-time	

Assessment date:	
Expected date of delivery:	
Expected date of return:	
Chosen method of feeding:	

Does your course/placement involve any of the following?	Yes	No
The requirement to attend campus		
Manual handling		
Sitting / standing for long periods of time or being in restricted spaces		
Placements/fieldwork/other off-campus activities		
Do you have any medical condition which may affect your pregnancy particularly on placement (If yes, you may be referred to Occupational Health for further assessment)		
Working at Height		
Use of biological agents / hazardous substances		
Other (please specify)		

Problem	Advice	Action(s)

<p>Covid 19 infection</p>	<p>Detailed risk assessments form a key part of our plans to prevent the spread of Covid-19 and ensure the safety of students.</p> <p>Under current Government recommendations, there is no universal requirement, or advice, to shield simply because of pregnancy alone.</p> <p>The Royal College of Obstetricians and Gynecologists offer advice about management of Covid risk during pregnancy which student should be advised to read.</p> <p>If over 28 weeks pregnant or with underlying health conditions a more precautionary approach is advised particularly where there are health issues. For some people their health status due to underlying risk factors may require this, regardless of pregnancy.</p> <p>Students should be advised to speak to their midwife and/or any health professional involved in their care and seek advice on anything that may impact their health or the health of their unborn child.</p> <p>Discuss and agree measures to mitigate any risk identified by their midwife and/or any health professional involved in their care.</p>	
<p>Manual handling</p>	<ul style="list-style-type: none"> • No <u>heavy</u> lifting by pregnant student. <p>It may be possible to alter the nature of the task undertaken to reduce the risk of injury for <u>all</u> workers involved.</p> <p>Or</p> <p>it may be necessary to reduce the amount of manual handling (or use aids to reduce the risks) for the specific student involved.</p>	
<p>Movements and postures</p> <ul style="list-style-type: none"> ▪ Sitting ▪ Standing ▪ Restricted spaces 	<p>Control hours, volume, and pace of work. Adjust how work is organised or change type of work if necessary.</p> <ul style="list-style-type: none"> ▪ Ensure seating is available, where appropriate, and take longer or more frequent rest breaks to avoid or reduce fatigue. ▪ Adjust workstations or work procedures where this will minimise postural problems and risk of 	

	<p>accidents.</p> <ul style="list-style-type: none"> ▪ Continue to review the situation as pregnancy progresses. 	
Personal Protective Equipment	<ul style="list-style-type: none"> • Equipment that is suitable for the general workforce may be unsuitable for a pregnant student particularly as their pregnancy progresses. • provide suitable alternative equipment to allow the work to be conducted safely and without risk to health. 	
Placements/ fieldwork/ other off-campus activities	<ul style="list-style-type: none"> • Each placement or trip should be separately risk assessed. • Consider reducing travel time, where possible. 	
Work at height	<ul style="list-style-type: none"> ▪ Work at height should be avoided where possible. <p>A risk assessment should consider any additional risks due to work at height (e.g., working on ladders).</p>	
Use of biological agents / hazardous substances	<ul style="list-style-type: none"> ▪ Carry out a COSHH assessment for students who are pregnant, have recently given birth or who are breastfeeding. ▪ Prevention of exposure is the top priority. Substitution of harmful agents if possible; if not then control by combination of technical measures, Good Laboratory Practice, and the use of Personal Protective Equipment (the latter only as a last resort and in combination with the other control measures). • Discuss any concerns with Health and Safety office. 	
Mental and physical fatigue	<ul style="list-style-type: none"> ▪ Consider temporary adjustment to timetabled hours, as well as other conditions, including the timing and frequency of rest breaks. • Respite and feeding facilities available (please contact the 	

	Student Services Centre for further information).	
Other		

Completed by (staff) Print : Sign: Date:

Appendix 5

Student Support Form



Student Support Form to be reviewed at point of return to study

This form aims to guide discussion with students during pregnancy and maternity. It should be completed and agreed with the student. It is not intended that the form should be completed at a first meeting as initially a student will be unable – and should not be expected to respond to all the issues raised.

The form should be reviewed at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant, and prior to return to study); or at key points of the academic year (e.g. prior to examinations and field trips). If the student's circumstances change, the plan will also need to be reviewed.

Contact details	
1.	Student's details
	Name
	Address
	Telephone
	Student email
	Student ID
2.	Emergency contact's details
	Name
	Relationship to student
	Telephone
3.	Course details
	Course title
	School
	School contact
	Year of course
4.	Details of the student's agreed named contact for support
	Name
	Title
	Location
	Telephone
	Email
	Key dates (to be reviewed and added to over the course of pregnancy and maternity)
5.	What is the student's due date?
6.	How many weeks pregnant was the student when they notified HEI of pregnancy?

Communications with the student		
7.	What is the student's preferred method of communication:	
	during pregnancy?	
	during maternity-related absence?	
	on return to study?	
Informing other staff and students		
8	Who will need to be informed about the student's pregnancy and when would the student like them to be informed?	
	Name and title	Date
Health and safety assessment (attach copy to this this form)		
9	Has an assessment been conducted that covers (where relevant):	
	the student's course with particular reference to specific hazards	
	course placements or study abroad?	
	examinations or other assessments?	
	field trips?	
	return from maternity-related absence?	
	feeding?	
	safety of baby if attending seminars and lectures with a parent?	
10	Where changes are required to alleviate or minimize risks, who is responsible for ensuring they are implemented?	
Rest facilities		
11	Has the student been given a copy of the Student Pregnancy and Maternity Policy and Procedure?	
Pregnancy-related absence		
12	Will the dates or times of antenatal appointments affect the student's study?	
13	Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?	
14	If yes to either of the above questions, what arrangements have been made to enable the student to catch up?	
Assessments		
15	Is the student unable to complete any assessments due to their pregnancy or maternity?	
16	If so, provide details:	
17	What alternative arrangements have been made between the student and the course team for any outstanding or incomplete assessments?	
Maternity-related absence (students should provide information in writing at least 15 weeks before their due date)		

18	How much maternity-related absence does the student intend to take?	
19	When does the student intend to start maternity related absence?	
20	When does the student intend to return from maternity-related absence?	
21	Will the dates of maternity-related absence affect the student's ability to complete any course module requirements?	
22	If so, what arrangements have been made to enable the student to complete the module?	
23	What information will the student require during maternity-related absence to keep up to date on course developments?	
24	Who will be responsible for providing the information to the student?	
Financial support		
25	Has the student been informed about the sources of financial support or been referred to an external organisation that can do so?	
26	Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa?	
27	Specify any follow-up required:	
Baby feeding		
28	Does the student intend to feed their baby on campus on their return to study?	
29	Does the student intend to breastfeed? If so, see health and safety section above.	
30	Has the student been informed about the facilities available?	
Childcare		
31	Has the student been signposted to childcare facilities in the local community?	
32	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	
International students/those on placement abroad		
33	Have international students or students on placement abroad been informed about:	
	possible airline restrictions?	
	the need to check visa implications of returning home or extending their stay due to pregnancy and maternity?	
Students on placement		
34	Has the placement provider been notified of the student's pregnancy?	
35	Has the placement provider conducted a health and safety risk assessment?	
36	Is the placement provider aware of the HEI's policy on supporting students during pregnancy and maternity?	

37	Will the student be able to complete their placement?	
38	If not, what alternative arrangements will be made?	
39	Who is responsible for liaising with the placement provider?	
Extenuating Circumstances		
40	Has the student been informed about the HEI's extenuating circumstances policy in the event that their pregnancy or maternity affects examinations and assessments?	
Accommodation		
41	Does the student intend to move to alternative accommodation?	
42	Has the student received advice on alternative accommodation and terminating existing accommodation contracts?	
43	At what point does the student want to move to alternative accommodation?	
44	Will the student require university accommodation?	
Return to study		
45	What support will be provided to the student on their return to study? (e.g. meetings with key staff, put in contact with other student parents, etc.)	
Further information		
46	Any other information or comments	

Signatures

Plan to be reviewed on

Agreed by Staff Member

Name

Title

Signature

Date

Agreed by student

Name

Signature

Date

Appendix 6

Equality Impact Assessment Form



Section 1: Contact details

Please complete your personal details and contact information in the spaces provided.

Impact assessor's name:	
Job title:	
School/Service Area:	
Email:	
Submission date:	

Section 2: About the policy, practice or procedure

Please describe what you are impact assessing and who it applies to.

Title:	Pregnancy and Maternity Policy and Procedure		
Description/purpose:	This policy/procedure aims to provide guidance to staff and students on what to do if a student becomes pregnant / a parent during their time at university		
People it applies to:	<input type="checkbox"/> Staff	<input checked="" type="checkbox"/> Students	<input type="checkbox"/> Visitors <input type="checkbox"/> General public

Section 3: Data and evidence

a) Have you identified relevant evidence (qualitative and quantitative) to establish whether this policy, practice or procedure could potentially affect some equality groups more than others?

Have you analysed equality data for each of the groups identified in Section 2?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you identified/researched anecdotal or alternative evidence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you attached the evidence to this impact assessment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

b) Based on your research/evidence, which equality groups might this policy, practice or procedure affect more or less than others (if any)?

Age	<input type="checkbox"/>	Religion and belief (including no belief)	<input type="checkbox"/>
Disability	<input type="checkbox"/>	Sex	<input checked="" type="checkbox"/>
Gender reassignment	<input type="checkbox"/>	Sexual orientation	<input type="checkbox"/>
Marriage and civil partnership	<input type="checkbox"/>	Mode of attendance – part-time/full-time	<input type="checkbox"/>
Pregnancy and maternity	<input checked="" type="checkbox"/>	Socio-economic group (students only)	<input type="checkbox"/>
Race	<input type="checkbox"/>		<input type="checkbox"/>

c) Using examples from the evidence you have collected, please describe the impact on the equality groups you have identified in part b).

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Section 4: Progressing the Equality Duty

Is there an opportunity to use this policy, practice or procedure to advance the core aims of the Equality Act at our University?

Eliminate unlawful discrimination, harassment and victimisation	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Advance equality of opportunity between different protected groups	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Foster good relations between different protected groups	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Section 5: Action planning

Please describe what actions you will take as a result of undertaking this impact assessment – what is the timescale for each and who is responsible (add more rows if necessary).

#	Action	Timescale	Responsibility
1			
2			
3			
4			
5			