

**Student Pregnancy, Maternity, Paternity and Adoption Leave Policy: Support Form**

This form aims to guide discussions 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 completed by the Programme Manager (or nominee) and agreed with the student.

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.

This form is intended for use between the Programme Manager (or nominee) and the student and does not need to be forwarded to Student Services or the Academic Office.

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| **Contact details** |
| **1** | **Student’s details** |
| Name |
| Address |
| Telephone |
| Email address |
| Student number |
| **2** | **Emergency contact’s details** |
| NameRelationship to student |
| Telephone |
| **3** | **Course details** |
| Programme of study |
| School |
| School contact (member of staff) |
| Year of course |
| **4** | **Details of the student’s first point of contact within UWTSD** |
| Name  |
| Title |
| Location |
| Telephone |
| Email |

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| **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 she notified UWTSD of pregnancy? |
| **Communication with the student** |
| **7** | What is the student’s preferred method of communication: |
| during pregnancy? |
| during maternity-related absence? |
| on return to study? |
| **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** |
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| **Health and safety assessment (attach copy to this form)** |
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| **9** | Has an assessment been conducted that covers (where relevant): |
|  | The student’s course? |
|  | Course placements or study abroad? |
|  | Examinations or other assessments? |
|  | Field trips? |
|  | Return from maternity-related absence? |
|  | Breastfeeding?  |
| **10** | Where changes are required to alleviate or minimise risks, who is responsible for ensuring they are implemented? |
| **Rest facilities** |
| **11** | Has the student been informed about rest facilities on campus for use by pregnant students? |

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| **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 her pregnancy or maternity?  |
| **16** | If so, provide details: |
| **17** | What alternative arrangements have been made 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 modules? |
| **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? |

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| **Financial support** |
| **25** | Has the student been informed about sources of financial support or been referred to someone who can provide this information (internal or external)?  |
| **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 university facilities 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 informed about childcare facilities on campus or 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 topregnancy and maternity? |

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| **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 assessment? |
| **36** | Is the placement provider aware of UWTSD’s policy on supporting students during pregnancy and maternity?  |
| **37** | Will the student be able to complete her placement?  |
| **38** | If not, what alternative arrangements will be made? |
| **39** | Who is responsible for liaising with the placement provider? |
| **Extenuating circumstances** |
| **40** | Have students been informed about UWTSD’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? |
| **Return to study** |
| **44** | 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** |
| **45** | Any other information or comments |

Acknowledgment: Equality Challenge Unit (November 2010) Student Pregnancy and maternity: implications for higher education institutions

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