

## Student Maternity, Paternity and Adoption Policy

April 2020

### Student and Staff Services

***NB. This policy is available on the University of Cumbria website and it should be noted that any printed copies are uncontrolled and cannot be guaranteed to constitute the current version of the policy.***

<b>POLICY SCHEDULE</b>	
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Related Guidelines, Procedures, Codes of Practice etc.	Health & Safety Risk Assessments Safeguarding Protocols re children on campus Student pregnancy and maternity: implications for higher education institutions
Related stakeholder's responsible e.g. are there external stakeholders who have related responsibility and if so, for which area of the Policy?	NA
Review interval	Annual

# **Student Maternity, Paternity and Adoption Policy**

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## **2. Introduction**

The University has a duty of care for all its students and a responsibility to ensure that staff and students comply with health and safety legislation in order to protect the well-being of everyone.

## **3. Aims and Objectives**

This policy sets out the support that the University will provide for students who are pregnant when they apply to the University or who become pregnant or become parents during their period of study.

## **4. Scope**

This policy provides advice and guidance to:

- any student who is pregnant when they apply to the University
- any student who becomes pregnant during their studies
- any student who becomes a parent (e.g. through adoption) while studying at the university
- any student who is the partner (including same-sex partner) of someone who is pregnant and who expects to be responsible for the child

## **5. The Policy Principles**

The University is committed to giving students the best possible support, whatever their circumstances, in order that they can achieve their potential. We will endeavour to be as flexible as possible (bearing in mind any restrictions due to the nature of the course) in order to facilitate student success whilst ensuring that academic standards are not compromised.

The Health and Safety of a pregnant student will be of paramount importance.

### **5.1. Student Rights and Responsibilities**

Students have a right to expect:

- Not to be treated less favourably due to their pregnancy or adoption
- To be treated with respect at all times
- To be allowed to make their own decisions
- To have their information treated confidentially
- To discuss their situation with a member of staff and agree a support plan

Appendix A details the Legal protection for students during pregnancy and maternity.

It is the responsibility of the student to:

- Take appropriate actions (including seeking medical advice and support) in relation to their pregnancy or adoption
- Make informed decisions around their pregnancy and maternity leave plans
- Disclose their pregnancy to Admissions (for applicants)
- Disclose their pregnancy or intention to adopt to a member of staff within their academic department at an early stage of their pregnancy or adoption, and to discuss any necessary support arrangements or adjustments – particularly where elements of

their assessment/programme of study might present a health and safety hazard to the student or unborn child.

- Ensure the safe supervision of any child under 18 brought onto campus
- Read and engage with this policy in order to understand the University's approach to supporting pregnant students, and students who plan to adopt and students with very young children
- Ensure that they have a clear idea of what will be expected of them on their course of study in order to understand the potential impact of pregnancy-related or adoption-related absence
- Discuss any concerns they have relating to their pregnancy with their own GP and, if appropriate, staff in one or more of the following services: the Students' Union, Student Support Counselling Service, Occupational Health, Health and Safety, Accommodation Services and the Chaplaincy.

## **5.2. Guidance for students who become pregnant during their studies**

### *5.2.1 Confirming the pregnancy*

A student who thinks that they are pregnant should see their GP to have the pregnancy confirmed as soon as they can. If they decide to terminate the pregnancy, or miscarry, this need not be disclosed to the University. However, if this information is shared with the university then appropriate support can be provided. Absence from the University required as a result should be classed as 'sick leave' but there is no need to give the specific reason.

### *5.2.2 Contacting the academic institute*

If the student plans to continue with the pregnancy, they should let their academic institute know as soon as possible so that support can be provided. Whilst the PT (Personal Tutor), Programme Leader or postgraduate Supervisor would normally be the first point of contact, the student can initially choose to speak to another member of staff with whom they feel more comfortable. However, the PT, Programme Leader or Supervisor will need to be informed as, in the event of an examination or other compulsory component being missed they will need to be aware of the reasons for this.

### *5.2.3 Implications for study*

The personal tutor or programme lead will meet with the student to discuss how the pregnancy is likely to impact on their study and complete a [risk assessment](#). There may need to be an interruption of studies depending on when the baby is due, and the student together with their PT / Programme Leader / Supervisor will decide whether an interruption is needed and, if so, the time period that this needs to cover.

This decision also needs to take into account the academic requirements of the student's programme. A student with a baby due near to the examination period might require confirmation from their doctor that they are fit to sit exams. Time off might also be needed for medical appointments.

A plan should be agreed in writing by the student and the PT/ Programme Leader / Supervisor or other nominated staff member, detailing any special arrangements required during the student's pregnancy, and the agreed timescale for their return to study. Appendix B is a sample support form developed by the Equality Challenge Unit. A copy of this plan should be given to the student and (with the student's permission) to other relevant members of staff who may require this information. If the student continues to study during their pregnancy, they should meet regularly with their PT/ Programme Leader or Supervisor or other designated member of staff, to assess the effectiveness of any special arrangements put in place. Where necessary, further adjustments can be made.

Students should refer to section 5.2.9 for advice regarding **financial considerations**.

#### 5.2.4 *Placements and fieldwork e.g. outdoor activities or other trips associated with the programme*

Where the student plans or is required, to take part in placements and field work as part of their studies, a risk assessment should be carried out by the academic institute responsible for organising the placement / fieldwork. There may be particular risks associated with the placement / fieldwork and the student should discuss this fully with the appropriate member of staff and the placement provider. Students will normally be advised to refrain from taking part in fieldwork after the 7th month of pregnancy.

Staff responsible for placement activities should:

- Ensure that placements limit exposure to chemical, physical, microbiological, ergonomic or psychosocial hazards in the workplace;
- Ensure continuity in the educational programme.

Whilst on placement it is a specific requirement of the placement provider to assess risk for pregnant workers which means that students must inform their placement provider. Continuation on placement is dependent on the outcome of the provider's risk assessment.

#### 5.2.5 *Study abroad*

If the student becomes pregnant whilst on a study year abroad, they must contact the academic department to make appropriate plans to ensure that their health is safeguarded and academic progress is properly managed.

#### 5.2.6 *International students*

If an international student requires a Visa to remain in the UK during their period of study and their pregnancy is likely to result in the need to remain in the UK longer than planned, or if an international student is considering temporary withdrawal from their course of study, then immigration advice should be sought from [ukvicompliance@cumbria.ac.uk](mailto:ukvicompliance@cumbria.ac.uk).

#### 5.2.7 *Returning from maternity-related absence*

While the length of maternity-related absence that students prefer to take will vary, Advance HE recommends that, at a minimum, **students are required to take two weeks' compulsory maternity-related absence**, or four weeks if they are on placement in a factory. This is in line with employment law, and is to ensure the health and safety of the mother following birth. NHS Student Bursaries recommends a minimum of 12 weeks' maternity absence, but allows students to return earlier if they have approval from their GP or health worker.

The date when a student intends to return from maternity-related absence should be discussed and agreed with the student prior to commencing the period of absence. However, this date may change during the course of the absence, and students are encouraged to notify the University as soon as possible of any change in their expected return date. The University will review the student support plan and agree in writing a new return date with the student.

Before a student returns, consideration should be given to their requirements on return. The student's study options and the continued support provided by the University should be discussed with the student in developing their support plan, and can be confirmed with the student prior to their return. Examples of possible support include the following:

- Varying the mode of study – students should be aware of any options that exist to resume their course on a part-time or distance-learning basis. If a student requests to study part-time rather than full-time, the request should not be declined unless it can be justified, and the justification should be provided in writing;
- Ensuring a smooth return – welcome-back meetings will be organised with PT/ Programme Leader or Supervisor;
- Continuing contact – making clear who the key contact will be for the student in case they encounter any difficulties;

- Contact with other parents – putting the student in contact with other student parents on their return to study.

The student must inform the academic institute when they are ready to return and plan with their PT / Programme Leader or Supervisor an appropriate timetable for re-integration into their programme of study, including the examination schedule. The student must also notify the Programme Administration team ([padlancaster@cumbria.ac.uk](mailto:padlancaster@cumbria.ac.uk)) to ensure that the University record is updated to indicate that they are back on their programme of study.

### 5.2.8 Health and Safety

Pregnancy should not be equated with poor health. However, there are health and safety considerations that arise during pregnancy and breastfeeding, and the risks to which students could be exposed need to be assessed.

The highest risk of damage to the baby is during the first 13 weeks of pregnancy. Consequently, students should be encouraged to notify their institution as early as possible of their pregnancy so that a pregnancy health and safety assessment can be conducted.

The level of risk to which a student is exposed will depend on the requirements and nature of their course. For many courses the risks will be low but courses that involve the following are more likely to present greater risks:

- physical activity, including lifting and carrying and challenging outdoor activities;
- the use of chemicals, including paints and pesticides;
- exposure to radiation;
- working in compressed air environments, such as underwater diving;
- where exposure to infectious disease is a possibility, including laboratory work, healthcare provision, and looking after animals or dealing with animal products.

Health and safety measures may need to be put in place in order to protect the student and their unborn baby, and this will be particularly relevant in certain academic departments (e.g. where the student might be exposed to harmful chemicals or radiation, or be expected to lift heavy objects or undertake other strenuous activity). Therefore, once the student has let their academic department know of their pregnancy, a Risk Assessment will be completed by the academic department (see Appendix C). This will identify any risks that may be present which could harm the student or their baby, and detail steps that need to be put in place to alleviate or minimise these risks. It should also detail any risks that may arise from any placement period or fieldwork due to be undertaken.

**Any student who has given birth must not return to University within two weeks of giving birth for health and safety reasons, as per employment law.**

### 5.2.9 Financial Considerations

Undergraduate home students should note that funding will usually stop when the suspension of study begins. Students should seek advice from their [funding body](#). You may be eligible for Statutory Maternity Pay (SMP) or Maternity Allowance (MA), for more information please visit [Gov.uk](http://Gov.uk)

The [Money Advice Team](#) are also available to support students in understanding money matters.

Students who choose to return to their studies on a part-time basis should consider how this may impact on funding availability.

Postgraduate and Research students receiving funding from external bodies should follow the guidance for their particular scheme, or contact their funding body or sponsor for further advice.

International students with financial sponsors must contact their sponsors and agree a plan of action (such as deferring study/when to resume study etc.). Those international students who are not entitled to any maternity benefits in the UK may prefer to return home for the duration of their pregnancy. Most airlines will not let you fly after week 37 of pregnancy, or week 32 if you're pregnant with twins or more babies.

The benefit rules are different for EU students and international students, and further advice should be sought from the [UK Council for International Student Affairs](#).

#### *5.2.10 Accommodation*

Students living in University accommodation who become pregnant may find that this is no longer suitable for health and safety reasons. Contact should be made with the [Accommodation Office](#) for advice. The university will endeavour to be as flexible as possible regarding accommodation contracts but each case will need to be considered in terms of the specific individual circumstances.

#### *5.2.11 Babies/Children on Campus*

For health and safety reasons, as well as to avoid the disruption of classes or study, babies and children may only be brought into teaching or learning areas with the express permission of the relevant academic member of staff and only in exceptional circumstances. Students must ensure that they have suitable childcare arrangements in place at times when they are expected to be at University. There is a nursery based on the Lancaster campus <https://my.cumbria.ac.uk/Student-Life/Support/Childcare/>

Students may of course bring babies and children into public areas of the University, but the University cannot accept any liability for these children in these circumstances.

Parents/Guardians remain responsible for any child under 18 that they bring onto University premises and those children should remain under parental supervision at all times. The University provides baby changing facilities on campus.

#### *5.2.12 Breastfeeding*

Students should be aware that there are no specific facilities for expressing milk on campus. As such, please contact Lee McDermott, EDI Officer [lee.mcdermott@cumbria.ac.uk](mailto:lee.mcdermott@cumbria.ac.uk) or Gail Staton, Space Utilisation Manager [gail.staton@cumbria.ac.uk](mailto:gail.staton@cumbria.ac.uk) and alternative arrangements on campus will be sought.

### **5.3 Support for partners who have responsibility for bringing up a child**

Any student who is to become a parent and who expects to be responsible for raising the child will be entitled to request time away from their studies. This is likely to include time off for medical appointments prior to, and after, the birth, as well as a period of maternity support leave immediately following the birth. A student in this situation should contact their PT/ Programme Leader or Supervisor or other staff member, to discuss this. Flexibility will be shown where possible although this will necessarily be more limited in some programmes than in others.

For students receiving research funding, it may be possible for a period of maternity support leave to be allowed, and students should contact their sponsor or provider prior to arranging leave.

### **5.4 Support for students adopting a child**

Any student adopting a child should inform their PT/ Programme Leader or Supervisor of their circumstances as soon as possible, in alignment with section 5.2 Guidance for students who become pregnant during their studies. Arrangements can then be made to allow time away from study. This may vary depending on the age of the child, the programme of study being

undertaken, and the point in the academic session at which the event takes place. Further advice can be sought via [gov.uk](http://gov.uk)

## 5.5 Complaints

Any student who feels that the University has failed to comply with the policy may raise a complaint under the University's [Complaints Procedure](#). Any problems should be resolved as informally as possible in the first instance. Student Support (part of the Student and Staff Directorate) and the Students' Union can provide impartial, confidential advice to students in this situation.

## 5.6 Staff Rights and Responsibilities

### 5.6.1 *The University will ensure that:*

- Any student who becomes pregnant before or during a period of study at the University is accommodated as far as practicable to allow them to complete their programme of study, providing academic standards are upheld;
- Relevant staff are made aware of the terms of this policy and their responsibilities arising under it;
- Support and guidance is available for staff undertaking risk assessments on elements of the programme of study that are likely to result in a risk to the health and safety of the student or unborn child;
- Staff in Student Support are available to discuss the best way to support the continuing study of a pregnant student;
- Appropriate support is available to students through various support services;
- The policy is kept under review and updated as necessary.

### 5.6.2 *Academic institutes must ensure that:*

- All students are made aware of the policy and are encouraged to disclose a pregnancy or adoption in confidence at an early stage, particularly where elements of their programme of study might result in a risk to the health and safety of the student or unborn child;
- Staff are aware of the policy so that they can respond appropriately when a student discloses their pregnancy and seeks support to continue their programme of study;
- As soon as a student discloses that they are pregnant, a risk assessment is 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;
- Wherever practicable, 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 by the student, a female member of staff is identified with whom a pregnant student can discuss their support needs;
- The student is given information on other sources of advice/support.

### 5.6.3 *Admissions will ensure that:*

- Students are encouraged to disclose their pregnancy prior to engaging in admissions activities including interviews, practical tests and assessments;
- Manage the admissions activities to ensure the student receives appropriate support.

### 5.6.4 *Staff members are responsible for:*

- Familiarising themselves with this document and the University's responsibilities towards students who are pregnant or have very young children
- Treating any disclosure of a pregnancy seriously and making students aware of appropriate sources of support;
- Respecting a student's right to confidentiality and verifying that a student has no objections to their pregnancy being discussed with others – particularly when



information needs to be passed onto other staff members to arrange any agreed accommodations to the programme of study or adjustments to fees;

- Ensuring that 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 or Student Support (including mental health and counselling support) as appropriate if they are unsure of how best to support the pregnant student.

## **5.7 Guidance for Staff**

### *5.7.1 Flexibility*

Staff must ensure that students covered by this policy are not treated less favourably than any other student on the basis of their circumstances. In line with the University's legal obligations, flexibility should be shown where possible to ensure continued learning is facilitated.

### *5.7.2 Confidentiality*

Information given by students should be treated confidentially (being passed on only where necessary and with the student's consent) and with sensitivity. Staff should provide impartial advice and not attempt to influence any student's decision. Staff should refer students to specialist support services for eg counselling.

Staff must inform students that the student's PT / Programme Leader or Supervisor, the PT / Programme Leader or Supervisor will be kept informed of the situation.

Only members of staff or placement providers who need to be informed for valid reasons (such as the need to complete a Risk Assessment to ensure the health, safety and wellbeing of the mother and child) will be informed of a student's circumstances. This will be done with the student's prior knowledge (unless there is serious concern about risk to self or others)

### *5.7.3 Meeting*

When a student contacts a member of staff to discuss any circumstances covered by this policy, a response and a meeting should be arranged as soon as possible thereafter. Students can request that a Students' Union caseworker is present at any of these meetings.

### *5.7.4 Support Measures*

The views and wishes of the student must be taken into account, rather than applying a standard set of arrangements, and all decisions taken should be based on discussion with the student. Whilst it is recognised that each request must be dealt with on an individual basis, there are a number of measures that could support the student's continuation of study. These include:

- Admissions arrangements including interviewing, assessment and testing are appropriate managed by Student and Academic Administration Service;
- Allowing time out of study (for a pre-determined amount of time) for the birth and a period of time thereafter;
- Prior to and after the birth, giving permission for periods of absence for medical appointments, and making arrangements for the student to catch up on missed classes;
- Showing a degree of flexibility regarding assignment deadlines if the student's circumstances make it difficult for them to be met;

Whilst an appropriate degree of flexibility should be exercised, care must be taken to ensure that academic standards are not compromised. A balance must be achieved between ensuring that the student is not disadvantaged, and giving undue special treatment. It is not necessary for the University to grant every request made, although every effort should be made to meet reasonable requests. Requests should not be refused solely on the basis of being too costly to implement, although this will necessarily be considered when assessing the overall 'reasonableness' of a request. If any request is refused, the reasons for the refusal should be provided in writing for the student.

Where specific arrangements are required to be put in place for a student who is already granted additional arrangements (e.g. on the grounds of disability), these should be kept separate so that it remains clear which arrangements relate to which particular circumstance. This will ensure that these arrangements are in place for the required amount of time and meet the requirements of the different pieces of legislation.

#### *5.7.5 Extenuating circumstances*

A student unable to attend an examination due to pregnancy would not normally fall within the Extenuating Circumstances process, as this would only be relevant if an unforeseeable complication (for example illness associated with the pregnancy) occurred shortly before or on the day of the exam.

A pregnant student who is unable to attend an exam would negotiate an alternative date to sit the exam with the course tutor and in instances where a student intercalates due to pregnancy the exam would be arranged for their return.

#### *5.7.6 Part-time study*

Any requests to transfer to part-time study will be considered where this is possible (although the student should bear in mind the financial implications of this course of action. (Contact [moneyadvice@cumbria.ac.uk](mailto:moneyadvice@cumbria.ac.uk)). Staff should refer the student to the useful contacts section and offer support to help the student reintegrate to their studies after any period of prolonged absence.

## **6. Equality, Diversity and Inclusion**

The University values equality and diversity and is committed to maintaining an environment where its employees, students and visitors are treated fairly and with respect at all times. It aims to ensure that its actions and working practices comply with both the spirit and intention of the Human Rights Act (1998) and the Equality Act (2010) which relates to the protected characteristics of age, disability, gender reassignment, marriage & civil partnerships, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

## **7. Records Management Statement**

The University is committed to complying with the requirements of Data Protection legislation and regulations and any personal data created as part of this policy will be processed in accordance with the University's Data Protection Act procedures. This includes ensuring that data is held securely, is not disclosed unlawfully and is destroyed when no longer needed. The University also aims to ensure that users of this policy are aware of Data Protection, Freedom of Information and Records Management issues associated with this policy.

## **8. Risk Management Statement**

Failure to comply with this policy could lead to claims of discrimination on the grounds of pregnancy and maternity.  
This policy mitigates risk(s) [*insert risk code(s) and description(s) from Risk Register*] in the University's Risk Register.

## **9. Contact Details**

For further information regarding any of the issues covered by this policy please contact:  
Lee McDermott, EDI Officer, [lee.mcdermott@cumbria.ac.uk](mailto:lee.mcdermott@cumbria.ac.uk)

## Appendix A

### Legal protection for students during pregnancy and maternity

The Equality Act 2010 considers pregnancy and maternity to be a protected characteristic and prohibits discrimination on these grounds. Under the Act, discrimination can occur against a student because of their pregnancy or because they have given birth if:

- the student is treated unfavourably because of their pregnancy;
- within 26 weeks of the day of giving birth the student is treated unfavourably because they have given birth; this also applies in cases of miscarriage, still birth and neonatal death provided more than 24 weeks of the pregnancy has elapsed;
- the student is treated unfavourably because they are breastfeeding and the child is less than 26 weeks old; if the child is more than 26 weeks old, unfavourable treatment because of breastfeeding is likely to constitute sex discrimination.

There is no protection afforded for discrimination that occurs by being associated with someone who is pregnant or in a period of maternity, or being perceived to be pregnant or in a period of maternity. However, if a student's partner is treated unfavourably because of their pregnancy or because they have given birth, this may constitute sex discrimination.

Under the Act, it is unlawful for HEI's to discriminate against applicants and students in relation to admissions; the provision of education; access to any benefit, facility or service; and disciplinary proceedings. The protected characteristic of pregnancy and maternity is included in the public sector equality duty (PSED) of the Equality Act. The PSED requires HEI's to have due regard to the need to:

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act
- advance equality of opportunity between people who share a relevant protected characteristic and people who do not share it
- foster good relations between people who share a relevant protected characteristic and people who do not share it

## Appendix B

### Sample support form – Equality Challenge Unit

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 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		
<b>1</b>	<b>Student's details</b>	
	Name	
	Address	
	Telephone	
	Email address	
	Student number	
<b>2</b>	<b>Emergency contact's details</b>	
	Relationship to student	
	Telephone	
<b>3</b>	<b>Course details</b>	
	Course title	
	Department	
	Departmental contact	
	Year of course	
<b>4</b>	<b>Details of the student's first point of contact within the HEI</b>	
	Name	
	Title	
	Location	

	Telephone	
	Email	
<b>Key dates (to be reviewed and added to over the course of pregnancy and maternity)</b>		
<b>5</b>	What is the student's due date?	
<b>6</b>	How many weeks pregnant was the student when they notified HEI of pregnancy?	
<b>Communication with the student</b>		
<b>7</b>	What is the student's preferred method of communication:	
	during pregnancy?	
	during maternity-related absence?	
	on return to study?	
<b>Informing other staff and students</b>		
<b>8</b>	Who will need to be informed about the student's pregnancy and when would the student like them to be informed?	
	<b>Name and title</b>	<b>Date</b>
<b>Health and safety assessment (attach copy to this form)</b>		
<b>9</b>	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?	
	safety of baby at seminars/lectures with parent?	
<b>10</b>	Where changes are required to alleviate or minimise	

	risks, who is responsible for ensuring they are implemented?	
<b>Rest facilities</b>		
<b>11</b>	Has the student been informed about rest facilities on campus for use by pregnant students?	
<b>Pregnancy-related absence</b>		
<b>12</b>	Will the dates or times of antenatal appointments affect the student's study?	
<b>13</b>	Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?	
<b>14</b>	If yes to either of the above questions, what arrangements have been made to enable the student to catch up?	
<b>Assessments</b>		
<b>15</b>	Is the student unable to complete any assessments due to their pregnancy or maternity?	
<b>16</b>	If so, provide details:	
<b>17</b>	What alternative arrangements have been made for any outstanding or incomplete assessments?	
<b>Maternity-related absence (students should provide information in writing at least 15 weeks before their due date)</b>		
<b>18</b>	How much maternity-related absence does the student intend to take?	
<b>19</b>	When does the student intend to start maternity-related absence?	
<b>20</b>	When does the student intend to return from maternity-related absence?	
<b>21</b>	Will the dates of maternity-related absence affect the student's ability to complete any course module requirements?	
<b>22</b>	If so, what arrangements have been made to enable the student to complete the module?	

<b>23</b>	What information will the student require during maternity-related absence to keep up to date on course developments?	
<b>24</b>	Who will be responsible for providing the information to the student?	
<b>Financial support</b>		
<b>25</b>	Has the student been informed about sources of financial support or been referred to an external organisation that can do so?	
<b>26</b>	Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa?	
<b>27</b>	Specify any follow-up required:	
<b>Baby feeding</b>		
<b>28</b>	Does the student intend to feed their baby on university facilities on their return to study?	
<b>29</b>	Does the student intend to breastfeed? If so, see health and safety section above.	
<b>30</b>	Has the student been informed about the facilities available?	
<b>Childcare</b>		
<b>31</b>	Has the student been informed about childcare facilities on campus or in the local community?	
<b>32</b>	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	
<b>International students/those on placement abroad</b>		
<b>33</b>	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?	
<b>Students on placement</b>		

<b>34</b>	Has the placement provider been notified of the student's pregnancy?	
<b>35</b>	Has the placement provider conducted a health and safety assessment?	
<b>36</b>	Is the placement provider aware of the HEI's policy on supporting students during pregnancy and maternity?	
<b>37</b>	Will the student be able to complete their placement?	
<b>38</b>	If not, what alternative arrangements will be made?	
<b>39</b>	Who is responsible for liaising with the placement provider?	
<b>Extenuating circumstances</b>		
<b>40</b>	Has student been told about the HEI's extenuating circumstances policy in event that an unforeseen complication has occurred during their pregnancy or maternity which affects examinations and assessments?	
<b>Accommodation</b>		
<b>41</b>	Does the student intend to move accommodation?	
<b>42</b>	Has the student received advice on alternative accommodation and terminating existing accommodation contracts?	
<b>43</b>	At what point does the student want to move to alternative accommodation?	
<b>44</b>	Will the student require university accommodation? Please note alternate provision may need to be sought to meet the needs of the student and the child	
<b>Return to study</b>		
<b>45</b>	What support will be provided to the student on their return to study? (eg meetings with key staff, put in contact with other student parents, etc)	
<b>Further information</b>		



<b>46</b>	Any other information or comments	
<b>Signatures</b>		
Plan to be reviewed on		
<b>Agreed by staff member</b>		
Name		
Title		
Signature		
Date		
<b>Agreed by student</b>		
Name		
Signature		
Date		

### Advice for Pregnant Students

This advice is intended to complement any other advice you may have received.

#### General Advice

- Follow any advice you have been given by your doctor or midwife.
- Avoid lifting and carrying heavy loads
- Avoid standing or sitting for long periods of time – don't be afraid to leave a lecture half way through if you feel uncomfortable
- Avoid exposure to infectious diseases
- Avoid exposure to lead
- Be aware of stress - if you are feeling stressed from the pressures of university work be sure to mention this to your tutor / health worker
- If you spend a lot of time using computers:
  - ensure that you maintain good posture - make sure that your chair is good quality, in good condition and that you can adjust the height of the seat and the lumbar support
  - avoid using computers for extended periods without a break (take at least 10 minutes break for every hour worked).
- Avoid exposure to radioactive material
- Do not smoke
- Avoid passive smoking
- Avoid alcohol
- Avoid working for long periods without a break
- Avoid excessively noisy areas

#### Placement Advice

When you go on placement, your employer will need to do a full pregnancy risk assessment to ensure the health and safety of you and your baby. In order for them to do this, you must inform them of your pregnancy, in writing. They will then be obliged to carry out the risk assessment. If you do not inform them, they are not required to take any action and may ask you to take part in activities which could place you or your baby at risk.

Once the risk assessment has been completed the risk assessor will identify any actions that need to be taken in order to keep you and your baby safe. These actions may include:

- Temporarily adjusting your working hours or conditions
- Offering you suitable alternative work
- Suspending you from work for as long as is necessary to protect the health and safety of yourself and your baby.

## RISK ASSESSMENT FORM

Risk Assessment For		Assessment Undertaken By		Assessment Review	
Academic department:		Name:		Name:	
Location of Activity: University Campuses and Practical Session Locations		Date:		Date:	
Activity: Pregnant student engaged in normal aspects of academic study, practicals and field activities		Signed:		Next Review Date (on or before)	
Significant hazards	List existing controls, or refer to safety procedures etc.	For risks, which are not adequately controlled, (i.e. as low as possible) list the action needed.	level of risk: high med low		
Computers, screens, desk and study environments	Workstation provides adjustment to allow for increase in abdominal size  Advice available on suitable posture to prevent musculoskeletal problems  Ensure long periods of sitting are avoided by engaging in other activity (Risk of DVT)	Pregnant student to inform member of staff of discomfort or need for change in posture required  Staff to ensure suitable breaks in teaching or activities to allow pregnant student to change position or alleviate discomfort	Low		
Slips, trips and falls	If student experience mobility difficulties in later stages of pregnancy they are to make use of ramps, handrails and lifts accordingly  In later stages of pregnancy exemption from physically demanding and outdoor activities should be afforded the student, with alternative study or engagement permitted	Due to physical and hormonal changes, increased potential risk  Detail of likely terrain and levels of physical exertion (practical / field activity) to be discussed with student with their current condition being considered	Low		
Lifting and carrying; manual handling	Minimising of need for carrying or lifting weights to be a consideration for taught sessions  In later stages of pregnancy no lifting or carrying is to be expected as part of taught sessions  Staff and students to assist in carrying students personal baggage in	Pregnant student to keep staff and informed of any need for assistance  Pregnant student to ensure does not attempt to be self-reliant past own or advised limitations	Low		

	later stages of pregnancy or as requested by student		
Posture and movement; welfare and fatigue	<p>Ensure adequate toilet facilities provision to prevent infection and kidney disease</p> <p>Where standing and walking are required for any duration provide breaks and seating to rest, physical capability is reduced during pregnancy</p> <p>Activities which require dexterity, agility, coordination, speed, reach and balance – this can increase the risk of accident</p>	<p>On trips regular breaks will have to be scheduled, consider increased pressure and capacity of bladder as pregnancy progresses</p> <p>Consider provision of a quiet area where the student may rest, student to be allowed access to tutorial rooms if available</p> <p>Workstation adjustments, as appropriate</p>	Low
Lone working	Pregnant women are more likely to need urgent medical attention	May be necessary to review and revise student access to communications, supervision and emergency procedures.	Med
Stress	<p>Due to physiological, physical and hormonal changes, student can be more susceptible to stress</p> <p>Staff are to ensure no undue stress is caused with regards study, deadlines or collaborative work</p>	Extensions / extenuating circumstances may need to be provided or applied for with a view to attendance and assignments, with the main consideration being to alleviate stress	Low
Ionising radiation	Significant exposure can harm the foetus. This could be either through external exposure or by breathing in radioactive contamination.	Studies should be designed to keep the exposure below the limit for pregnant women	High for radiography
Electro magnetic fields / waves	Over-exposure to radio-frequency radiation could cause harm by raising body temperature	May occur in some Science roles	Med
Infection / disease (toxoplasmosis, salmonella, E. Coli, etc.)	<p>Student should avoid coming into contact with animal faeces, and should not pick up dog faeces or clean out litter trays</p> <p>Student must avoid contact with lambs or sheep at lambing time</p> <p>Student must observe good hygiene practices and be encouraged to regularly and thoroughly wash their hands with soap and water especially before eating or drinking</p>	Seek expert advice when interacting with domestic or wild animals	

	Personal Protective Equipment (gloves, face mask, lab coat) must be worn as required to reduce the risk of contamination		
Biological agent hazard group 2, 3, 4	Many agents within the three risk groups can affect the unborn child if the mother is infected during pregnancy, e.g. hepatitis B, HIV, herpes, TB, Syphilis, Chlamydia, cytomegal, cytomegalovirus, chicken pox, typhoid	Control measures must be considered (especially in Science or Health courses)	Med
Substances labelled R40,R45, R46, R47; mercury and mercury derivatives	These substances may cause risk to health to you and/ or the unborn or breastfed child, depending on how they are used  When undertaking laboratory work or using dark rooms, harmful chemicals must not be handled  Pharmaceuticals such as cytotoxic drugs must be avoided	Protection will be given against exposure to lead and asbestos	Med for courses which are exposed to chemicals
Chemical agents dangerous / absorbed through the skin (such as pesticides) or breathed	Risk will depend on the way in which the substance is being used, as well as its hazardous properties  Absorption through the skin can result from localised contamination – e.g. splashes on the skin or clothing, or in certain cases from exposure to high atmospheric concentrations of vapour  Air born agent such as carbon monoxide, dry cleaning agents and gluteraldehyde and anaesthetic gases	Avoid using areas on campus where chemicals may be used by Facilities Management Service or within Outdoor Studies, farming courses	Med
Lead and lead derivatives	The nervous system of young children is particularly sensitive to the toxic effects of lead, and you should avoid this kind of exposure  Lead may affect students who work with paints and glazes (e.g. in Art courses) as well as with chemicals	Academic department of ABS (Art courses) may be of particular risk and local advice should be sought	Med for Art courses
Temperature / Humidity	Staff to ensure temperature and humidity to be suitably controlled where possible  Staff to advise on suitable clothing / equipment if working outside  Breastfeeding can be impaired by heat dehydration	In outdoor environments staff to monitor conditions and amend activity if required  Ensure drinking water available or carried	Low
Travel	For long journeys schedule regular breaks (see welfare and fatigue)	Student should not sit in front of vehicle if not wearing a seat belt	Med

	When advised by a doctor student may be excused wearing a seat belt in a vehicle	Exemption from wearing a seat belt should be proven by signed doctors letter	
Heights (Climbing)	The wearing of a sit harness is prohibited, use of a full body harness that does not cover the abdomen may be considered  Coordination and balance can be effected use of activities like high ropes should be avoided in later stages of pregnancy  Suspension in a harness is prohibited other than for lowering off	Pregnant student to keep staff informed of condition and whether happy to participate  Participation should not be a requirement of study with alternatives offered	Low
Water (Canoe / kayak / sailing)	As abdominal size increases kayaking will be prohibited due to difficulties in exiting the boat  Restrictive (tight) clothing such as wetsuits could cause discomfort	Pregnant student to keep staff informed of condition and whether happy to participate  Participation should not be a requirement of study with alternatives offered	Low
Cycling	Mountain biking and the associated risk of falling must be considered prohibited from the outset of pregnancy		High
Caving	See Water                      See Heights  Caution needs to be taken with confined spaces especially with regards restricted movement, there is a need to be able to move without remaining in one position for too long  As pregnancy progresses caving will have to be prohibited		Low
Walking (Outdoor environment)	See temperature / humidity    See trips and falls    See welfare / fatigue  Student to use caution and consider limiting distances covered	Consider use of walking poles to improve stability on uneven ground  Keep staff informed of assistance needed	Low
<b>Note:</b> The risks documented above cover most situations that a student might encounter, however no risk assessment can be completely exhaustive. It is expected that the pregnant student will at all times put their and the baby's welfare first. To enable staff to better assist and tailor activities accordingly there is a requirement for the pregnant student to keep members of staff aware of any concerns or issues that may arise. No student should be penalised as a result of non-participation in a course requirement (i.e. assessment or practical undertaking) due to pregnancy. Alternatives should be offered where practical or under extenuating circumstances alternate dates should be considered. Additional support and advice is available via Occupational Health.			

**UNIVERSITY OF CUMBRIA  
POLICY DOCUMENT CONTROL SCHEDULE**

*All University of Cumbria Policies must include a completed Policy Document Control Schedule consisting of the Policy Schedule (see front cover), Review Schedule and Drafting Schedule (see below) which should be completed as appropriate.*

<b>REVIEW SCHEDULE</b>				
Review no.	Due date	Reviewed by	Approved by	Completion date
1	Sept 20			

<b>DRAFTING SCHEDULE</b>	
Draft no.	Date
<i>E.g. 0.1</i>	
<i>0.2</i>	
<i>0.3</i>	June 19
Final Version	
<i>1.0</i>	Jan 19