

**Student Maternity, Parental Support and Adoption Policy**

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# Policy Statement

Cardiff Metropolitan University believes that becoming pregnant, adopting or caring for a child should not in itself prevent any student from succeeding in their studies. The University is committed to showing as much flexibility as reasonably practicable to facilitate students’ success and to ensure that no student is disadvantaged as a result, whilst maintaining academic standards. The degree of flexibility that can be offered will vary between Schools, but all Schools will follow the general approach set out in this document.

The health and safety of a pregnant student will be of paramount importance at all times, and Schools and Professional Services will deal with all students covered by this policy in a sensitive, non- judgmental and confidential manner. Only members of staff who need to be informed for valid reasons will be informed of a student’s circumstances and this will be done only with the student’s prior consent. Names of staff members who have been informed will be recorded on the student’s pregnancy support plan.

# Scope of the Policy

The policy covers any enrolled student who is pregnant, considering adoption or caring for a child. It also covers any enrolled student who is the partner of someone who is pregnant and expects to be responsible for the child, and any person becoming a parent (e.g. through adoption) of a child.

The policy should also be read in conjunction with the [Equality, Diversity & Inclusion Policy](https://www.cardiffmet.ac.uk/about/structureandgovernance/equalityanddiversity/Documents/EDI-Policy-2020.pdf) which sets out the University’s commitment towards the development of an inclusive working and learning environment for all staff and students where all people have the opportunity to flourish and reach their potential.

# Legal protection

The Equality Act 2010 significantly strengthened the legal protection for pregnancy and maternity in England, Scotland and Wales. The Act considers pregnancy and maternity to be a protected characteristic and prohibits discrimination on these grounds.

Section 17 of the Act extends protection from discrimination on the grounds of pregnancy and maternity to women outside the workplace and specifically includes Higher Education.

Under the Act, discrimination can occur against a student because of their pregnancy or because they have given birth if:

* the student is treated less favourably than other students 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

The protection afforded due to pregnancy and maternity is narrower than other protected characteristics under the Equality Act 2010. Consequently, 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 Higher Education Institutions 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 HEIs 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

# Pregnancy Support plans

All undergraduate and taught postgraduate students who experience pregnancy during their time at Cardiff Met will have a personalized pregnancy support plan (see Appendix One) which will ensure that they are able to continue to study if they wish to. The Pregnancy Support Plan will include both a risk assessment, and details of any adjustments to study.

The Programme Director will be responsible for ensuring that the pregnancy support plan is completed. They may delegate this to another member of academic staff, such as a Personal Tutor, as long as that member of staff is familiar with the academic demands of the student’s programme of study. The pregnancy support plan must be completed in partnership with the student. Completed pregnancy support plans will be stored securely by the Taught Programmes Office (or equivalent) in the relevant School.

In all cases only staff named on the pregnancy support plan will be given access to it, alongside the programme admin team. The pregnancy support plan should be revisited on a regular basis to allow for any changes or updates that may occur.

# Guidance for pregnant students

## 5.1 Pre-enrolment

Students who are pregnant while applying to study at Cardiff Met, and who will still be so once enrolled should advise the Admissions team as early as possible. The admissions team will then refer the student to the relevant staff member to complete the pregnancy risk assessment. Pre-enrolment students should contact [askadmissions@cardiffmet.ac.uk](mailto:askadmissions@cardiffmet.ac.uk)

## 5.2 Undergraduate and taught postgraduate students

### 5.2.1 Notifying the university

Students should notify the university in writing of their pregnancy as soon as they have decided to proceed to full term, and in any case at least 15 weeks before the expected date of birth. The first point of contact should be the Personal Tutor, but a student may choose another member of staff if they prefer. In all cases, the member of staff will seek the permission of the student to notify the Programme Director so that the pregnancy support plan can be completed.

### 5.2.2 Ante-natal appointments.

Students will be allowed reasonable time off to attend ante-natal and other appointments related to their pregnancy. Students must notify their lecturer in advance if they are going to miss a class, and lecturers are required to provide catch-up materials for students. This might include recordings of sessions, materials used or other resources. If possible a student may be allowed to attend a class at an alternative time which is covering the same content.

### 5.2.3 Time off around the birth

If the expected date of birth falls during term time ie not in the summer vacation, students are advised to take a minimum of one week away from university prior to their expected due date and are required to take at least two weeks away from university following the birth of the baby. Students will not be academically disadvantaged by taking this leave and will be provided with catch-up materials on their return.

If a student wishes to take longer than the mandatory two weeks, this must be agreed in advance with the Programme Director. Every effort will be made to accommodate such requests, but the impact on academic progression will be a key consideration – some Programmes are able to offer more flexibility than others. Students should also be mindful of the potential volume of catch-up work which will be required after a longer break.

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. Students on these programmes should speak with their Personal Tutor to confirm arrangements.

If an agreed period of leave cannot be negotiated, a student is advised to consider suspending their studies for one academic year and returning to their programme at the same point they suspended. Suspension of studies should be agreed with the Programme Director who will submit a request to the [Special Cases Committee in line with Section 5 of the Academic Handbook](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx).

### 5.2.4 Placements and work-based learning

All pregnant students who are due to undertake a placement or work-based learning during their pregnancy will complete a specific risk assessment (see Appendix Three) in partnership with their personal tutor and the placement provider. All risk assessments will be submitted to the High Risk placement management group for the School for approval.

If the risk assessment determines that the student cannot complete the placement, then the Programme must identify a suitable alternative assessment. Where the placement or work-based learning forms part of a professional accreditation, appropriate steps must be taken to ensure that the student makes an informed choice about continuing with their studies.

### 5.2.5 Field work

Where the student plans to take part in field work as part of their studies, this should be included in the risk assessment carried out by the School (see Appendix Two) as there may be particular risks associated with the field work; the student should discuss this fully with an appropriate member of staff.

### 5.2.6 Assessments and examinations

Pregnant students will not be required to apply for Mitigating Circumstances for assessments and examinations that they are unable to complete on schedule during their pregnancy. Instead, management of assessments and examinations will be considered as part of the pregnancy support plan, with alternative arrangements put in place where required.

If a student cannot complete a planned alternative assessment or examination because of additional complications or illness in their pregnancy, then they should [apply for Mitigating Circumstances, and they will be considered in line with university policy](https://www.cardiffmet.ac.uk/registry/academichandbook/Pages/Ah1_05.aspx)

### 5.2.7 Accommodation

When the University becomes aware that a student living in our Halls of Residence is pregnant, a full Health & Safety Risk Assessment will be carried out and, where possible, reasonable adjustments will be made to the accommodation, if required.

Unfortunately, the University does not have any family accommodation so the student will not be able to continue to live in Halls after the birth. Students will be released from their accommodation contracts to find alternative arrangements. The Accommodation Team will be able to provide advice on possible alternative accommodation options.

Students living in non-university Halls should contact their Halls Manager for further advice and information.

### 5.2.8 Financial implications

Undergraduate students should seek advice from Student Finance Wales/England or where appropriate Student Finance Northern Ireland and Student Awards Agency for Scotland, to establish what financial support they will be entitled to both during the pregnancy and afterwards, as a package of support is available to students who are parents.

Students suspending their studies should contact the Finance department at [tuitionfees@cardiffmet.ac.uk](mailto:tuitionfees@cardiffmet.ac.uk) for further information about any refund of tuition fees that may be available to them.  The [Money & Welfare Advice Team](https://www.cardiffmet.ac.uk/study/studentservices/finance/Pages/default.aspx) can also provide further advice and support to students thinking about suspending their studies.

## 5.3 Doctoral research candidates

### 5.3.1 Notifying the university

The first point of contact for Doctoral Researchers is normally their Director of Studies. They should be notified as soon as the student feels comfortable to do so.

Members of Cardiff Met staff who are also enrolled as a Doctoral researcher should ensure that they are aware of their rights under the Staff Parental Policy. Taking time off from work while pregnant does not automatically mean that a student needs to take equivalent time away from studies.

### 5.3.2 Parental leave/suspension of studies

Normal procedures for suspension of studies should be followed as outlined in the Research Degree Regulations and any application will be granted at the discretion of the School Research Degrees Committee. Guidance on suspension of studies is also provided in the Doctoral Researcher’s Handbook.

In accordance with Cardiff Met Research Degree Regulations, Doctoral Researchers may suspend their studies for a maximum period of 12 months in total for the purpose of maternity leave. During this time, tuition fees will not be payable to the University.

Under normal circumstances, the earliest commencement date for a period of maternity leave will be the eleventh week prior to the expected week of childbirth. In cases of adoption, leave may commence on the date the child is placed or on a pre-determined date no earlier than 14 days prior to the expected date of placement.

### 5.3.3 Financial implications

Doctoral researchers who are enrolled as a full time or part time Doctoral research student and in receipt of a bursary, which includes a maintenance stipend, from Cardiff Metropolitan University are entitled to up to 6 months of paid maternity leave. They will receive the full amount of the maintenance stipend for this period.

If required, a further period of unpaid maternity leave of up to 6 months may be taken. The paid and unpaid periods of maternity leave must be taken consecutively. The candidature of the student will be extended by a commensurate period, in line with the standard policy regarding suspension of studies.

Doctoral researchers who are in receipt of an annual maintenance stipend directly from an external organisation must follow the regulations of the funder. If the funder does not provide the additional funds to cover maternity costs, Cardiff Met is not liable to provide any payment during the student’s maternity leave.

Doctoral researchers who receive an annual maintenance stipend via a project funded by a research grant should enquire with the project leader if any funding for maternity leave can be provided. If the project does not provide additional funds to cover maternity or adoption costs, Cardiff Met is not liable to provide any payment during the student’s maternity leave.

Cardiff Metropolitan University will not make any payment to self-funded Doctoral researchers during maternity leave.

Doctoral researchers in receipt of a one-off bursary[[1]](#footnote-2) or a fees only award will not be eligible to receive any payment during a period of maternity leave. Fees only awards will be suspended during periods of maternity leave.

Maternity payments will not be made to Doctoral researchers who have submitted their thesis.

### 5.3.4 Returning to research

Doctoral researchers must formally restart their candidature following a period of suspension of studies and should speak to their Director of Studies for advice on how to do this. Details are also available in the procedures for suspension of studies as outlined in the Research Degree Regulations.

If a Doctoral researcher does not return to their studies following a period of maternity leave, they will be required to reimburse the University for any maternity pay made to date. If a Doctoral researcher withdraws from their studies within 12 weeks of their return from a period of maternity leave, Cardiff Met has the right to recover any maternity payments made.

## 5.4 International Students

In general the process for supporting pregnant international students will mirror that for home students. However, the Programme Director must notify the Global Student Advisory team as soon as they are aware of the pregnancy, and the pregnancy support plan must be developed in partnership to ensure that any visa or sponsorship issues are considered from the beginning.

Where an international student suspends their studies due to pregnancy, they will normally be required to leave the UK and apply for a new visa to re-enter. In all cases, the University’s legal responsibilities in relation to the sponsorship of international students under the points-based immigration system will take precedence.

# Guidance for students who have a pregnant partner

This guidance relates to all students whose partners are pregnant, including same-sex partners, as long as the partner is expected to be responsible for the care of the child.

### 6.1.1 Notifying the university

Students should notify the university as early as possible in their partner’s pregnancy. The first point of contact should be the Personal Tutor, but a student may choose another member of staff if they prefer.

### 6.1.2 Ante-natal appointments.

Students will be allowed reasonable time off to attend ante-natal and other appointments related to the pregnancy. Students must notify their lecturer in advance if they are going to miss a class, and lecturers are required to provide catch-up materials for students. This might include recordings of sessions, materials used or other resources. If possible a student may be allowed to attend a class at an alternative time which is covering the same content.

### 6.1.3 Time off around the birth

Students whose partners have given birth are permitted to take up to two weeks parental support leave following the birth of the child without academic detriment. The dates of this leave will be agreed with the Personal Tutor who will notify all relevant academic staff. The student will be provided with catch-up materials for the teaching time they have missed.

If the planned parental support leave coincides with formal examinations or assessment submission deadlines, the student should apply for Mitigating Circumstances in the usual way

.

# Guidance for students adopting a child

Students about to become parents through adoption should inform their Programme of their circumstances as soon as possible so that suitable arrangements can be made. This should in the first instance be to their Personal Tutor, but the student may choose another member of staff if they prefer. If the student is the primary adopter, a plan should be devised in line with the guidance for a pregnant student; if the student’s partner is the primary adopter, the guidance relating to parental support leave should be followed. Again, the Personal Tutor will be informed if discussions involve a different staff member.

# Babies/Children on Campus

For health and safety reasons, students are not permitted to bring babies and children into teaching or learning areas, unless they have received prior permission from the relevant staff member.

Students may of course bring babies and children into public areas of the University or into 1:1 tutorials or meetings with the tutor’s permission, but the University cannot accept any liability for the child in these circumstances.

Students must ensure they have suitable childcare arrangements in place at times when they are expected to be at University. A grant may be available to undergraduates to help with the costs of childcare so students are advised to contact their funding provider or a Money and Welfare Adviser for information.

Students must not bring babies or children to University with the expectation that any staff member or fellow student will take responsibility for caring for the child whilst the student is in classes.

# Breastfeeding/Expressing

The University will support students who are breastfeeding and this is accepted in all social spaces of the University. The Equality Act 2010 gives explicit protection to women who breastfeed in public places and it is unlawful to ask them not to, or to prevent them doing so.

If other students are uncomfortable with this, for example for religious reasons, the needs of the breastfeeding student take precedence.

Although equality law does not stipulate that breastfeeding and expressing facilities have to be provided to students, the University will ensure that students’ needs are met, where possible, to avoid less favourable treatment. To this end, suitable private spaces will be identified across the university, and students should contact their Programme Director for details of where these are located. The facilities will be maintained by Estates & Environment, and any issue with them should be reported through that route.

# Baby Changing Facilities

Dedicated baby changing facilities are currently available at:

* Llandaff – both male and female toilets in P-Block
* Cyncoed – disabled toilets in the Students’ Union

# Complaints

Any student who feels that the University has failed to comply with the standards of this policy may raise a complaint under the University’s Complaints Procedure (see the Student Handbook or visit the website at <http://www.cardiffmet.ac.uk/study/studentservices/Pages/Complaints.aspx>

# Appendix One - Pregnancy Support Plan

**Plan to be completed by the Programme Director or nominated designate. This form is based on the template provided by the Equality Challenge Unit.**

*\*PLEASE CONTACT STUDENT SERVICES FOR A COPY OF THIS 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 fully 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.

# Appendix Two – Pregnancy risk assessment

**New and Expectant Mothers Student Risk Assessment Form**

*\*PLEASE CONTACT STUDENT SERVICES FOR A COPY OF THIS FORM\**

Any activity which may be inappropriate to be carried out by a new or expectant mother has the potential to cause harm to new and expectant mothers or their unborn child. The purpose of this form is to record the outcomes from a generic risk assessment carried out with any new and expectant mother by their Personal Tutor or Programme Director. The form should be used to record any pregnancy related health issues and/or any pre-existing health conditions which might be exacerbated during pregnancy, as well as any necessary risk control measures.

The assessment should be regularly reviewed by the Personal Tutor/Programme Director in partnership with the student during the pregnancy and will need a complete review once the student is a new mother. The student should report any difficulties in rk between these reviews. Each revised risk assessment form should be sent to the Taught Programmes Office for information..

If there is any difficulty in reaching agreement on appropriate control measures the Occupational Health Unit can provide advice and guidance on appropriate measures. A copy of the completed individual assessment should be forwarded to the Taught Programmes team.

# Appendix Three – Placement pregnancy risk assessment

**New and Expectant Mothers Student Placement Risk Assessment Form**

*\*PLEASE CONTACT STUDENT SERVICES FOR A COPY OF THIS FORM\**

Any activity which may be inappropriate to be carried out by a new or expectant mother has the potential to cause harm to new and expectant mothers or their unborn child. The purpose of this form is to record the outcomes from a specific placement risk assessment carried out with any new and expectant mother, placement provider and their Personal Tutor/ Programme Director. A generic risk assessment should be carried out separately for the students on campus activities. The form should be used to record any pregnancy related health issues and/or any pre-existing health conditions which might be exacerbated during pregnancy, as well as any necessary risk control measures. The controls to be put in place will need to be confirmed by the placement provider.

The assessment should be regularly reviewed by the Personal Tutor/ Programme Director during the pregnancy and will need a complete review once the student is a new mother. The student and placement provider should report any difficulties in either complying with the assessment or completing work between these reviews.

If there is any difficulty in reaching agreement on appropriate control measures the Cardiff Metropolitan University Health & Safety Team should be consulted as soon as these issues arise.

# Appendix One - Pregnancy Support Plan

**Plan to be completed by the Programme Director or nominated designate. This form is based on the template provided by the 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 fully 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 |  |
| Student number |  |
| Telephone |  |
| Email address |  |
| Preferred contact method |  |
| **2** | **Emergency contact’s details** | |
| Relationship to student |  |
| Telephone |  |
| **3** | **Details of the student’s first point of contact for this support plan** | |
| Name |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Job title |  | |
| 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 the HEI of pregnancy? | |  |
|  |  | |  |
|  |  | |  |
| Informing other staff and students | | | |
| **7** | 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 form) | | | |
| **8** | 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? |  |
| **9** | Where changes are required to alleviate or minimise risks, who is responsible for ensuring they are implemented? |  |
|  |  |  |
| Rest facilities | | |
| **10** | Has the student been informed about rest facilities on campus for use by pregnant students? |  |
|  |  |  |
| Pregnancy-related absence | | |
| **11** | Will the dates or times of antenatal appointments affect the student’s study? |  |
| **12** | Have you discussed any pregnancy-related illness that has affected the student’s ability to undertake their course? |  |
| **13** | If yes to either of the above questions, what arrangements have been made to enable the student to catch up? |  |
|  |  |  |
| Assessments | | |
| **14** | Is the student unable to complete any assessments due to their pregnancy or maternity? |  |
| **15** | If so, provide details: |  |
| **16** | 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) | | |
| **17** | How much maternity-related absence does the student intend to take? |  |
| **18** | When does the student intend to start maternity- related absence? |  |
| **19** | When does the student intend to return from maternity-related absence? |  |
| **20** | Will the dates of maternity-related absence affect |  |

|  |  |  |
| --- | --- | --- |
|  | the student’s ability to complete any course module requirements? |  |
| **21** | If so, what arrangements have been made to enable the student to complete the module? |  |
| **22** | What information will the student require during maternity-related absence to keep up to date on course developments? |  |
| **23** | Who will be responsible for providing the information to the student? |  |
|  |  |  |
| Financial support | | |
| **24** | Has the student been informed about sources of financial support or been referred to an external organisation that can do so? |  |
| **25** | Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa? |  |
| **26** | Specify any follow-up required: |  |
| Baby feeding | | |
| **27** | Does the student intend to feed their baby on university facilities on their return to study? |  |
| **28** | Does the student intend to breastfeed? If so, see health and safety section above. |  |
| **29** | Has the student been informed about the facilities available? |  |
|  |  |  |
| Childcare | | |
| **30** | Has the student considered childcare arrangements for their return to study? |  |
| **31** | Is the (UK) student aware that their mode of study will affect their childcare funding entitlements? |  |
|  |  |  |
| International students/those on placement abroad | | |
| **32** | Has an international student or a student on placement abroad been informed about possible airline restrictions? | |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Has the student consulted the Global Student Advisory Service in order to check visa implications with regard to interruption to studies: returning home: or extending her stay due to pregnancy and maternity? |  |
| Students on placement | | |
| **33** | Has the placement provider been notified of the student’s pregnancy? |  |
| **34** | Has the placement provider conducted a health and safety assessment? |  |
| **35** | Is the placement provider aware of the HEI’s policy on supporting students during pregnancy and maternity? |  |
| **36** | Will the student be able to complete their placement? |  |
| **37** | If not, what alternative arrangements will be made? |  |
| **38** | Who is responsible for liaising with the placement provider? |  |
|  |  |  |
| Mitigating circumstances | | |
| **39** | Have students been informed about the HEI’s mitigating circumstances policy in the event that their pregnancy or maternity related illnesses affect examinations and assessments? |  |
|  |  |  |
| Accommodation | | |
| **40** | Does the student intend to move to alternative accommodation? |  |
| **41** | Has the student received advice on alternative accommodation and terminating existing accommodation contracts? |  |
| **42** | At what point does the student want to move to alternative accommodation? |  |
| Return to study | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **45** | 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) | |  |
|  |  | |  |
| 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 Two – Pregnancy risk assessment

**New and Expectant Mothers Student Risk Assessment Form**

|  |
| --- |
| Any activity which may be inappropriate to be carried out by a new or expectant mother has the potential to cause harm to new and expectant mothers or their unborn child. The purpose of this form is to record the outcomes from a generic risk assessment carried out with any new and expectant mother by their Personal Tutor or Programme Director. The form should be used to record any pregnancy related health issues and/or any pre-existing health conditions which might be exacerbated during pregnancy, as well as any necessary risk control measures.  The assessment should be regularly reviewed by the Personal Tutor/Programme Director in partnership with the student during the pregnancy and will need a complete review once the student is a new mother. The student should report any difficulties in rk between these reviews. Each revised risk assessment form should be sent to the Taught Programmes Office for information..  If there is any difficulty in reaching agreement on appropriate control measures the Occupational Health Unit can provide advice and guidance on appropriate measures. A copy of the completed individual assessment should be forwarded to the Taught Programmes team. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of New or Expectant Mother: | | | Student number: | | |
| Programme: | | | Personal Tutor: | | |
| Year of study: | | |  | | |
| Date of formal notification of pregnancy: | | |  | | |
| Initial assessment □ | | @ 3 Months □ | | | @ 6 Months □ |
| Please check as appropriate | Expectant mother □ | | | New mother □ | |

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| **Please provide a summary of any known pregnancy related health concerns or pre-existing health conditions which might be exacerbated during pregnancy. Any necessary controls should be included in the risk assessment below.** |
|  |

**Specific Risk Assessment – please identify if the student’s studies will expose them to any of the risks set out below.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Does the work involve:** | **YES** | **NO** | | **THINGS TO CONSDIER** | **ACTIONS TAKEN** |
| Manual handling |  |  | | Lifting, putting down, carrying, pushing or pulling heavy loads can be particularly harmful to a new or expectant mother. If you answered yes a specific manual handling risk assessment should be conducted |  |
| Working at height |  |  | | Working on ladders, steps or in areas where there is a risk of falling from height must be avoided. |  |
| Working in areas where space is restricted |  |  | | Working in areas where space is restricted or where mobility is difficult should be avoided, particularly as the pregnancy progresses. |  |
| Standing or sitting for long periods of time |  |  | | Over-tiredness or pain due to long periods of standing can be a particular issue for pregnant mothers*.* A rest facility should be available for the employee to rest if they need to. Ideally, this should be located in a quiet, private, secure area, although it is recognised that this is not always practical |  |
| Shocks, vibration or movement |  |  | | Pregnant workers and new mothers are advised to avoid work likely to involve whole body vibration, or where the abdomen is exposed to shocks or jolts. Breastfeeding workers are at no greater risk than other workers |  |
| Exposure to slippery or uneven floor surfaces |  |  | | Slip and trip hazards can be particularly hazardous to expectant mothers and their unborn child. All reasonable measures should be taken to reduce the risk of slipping or falling. |  |
| Exposure to biological agents |  |  | | It is particularly important that any precautions that are already required to reduce risks of cross infection are strictly adhered to by the expectant mother.  The infection risks that the expectant mother is exposed to should be reinforced in the individual’s risk assessment.  Any appropriate control measures such as wearing of protective clothing should be reenforced. |  |
| Exposure to chemical agents |  |  | | All chemicals in use should be assessed. Where reference to concentrations being harmful to women of child bearing age or expectant mothers is mentioned any exposure must be prohibited immediately. A list of these are included in the Referral procedure and Occupational Health Protocols document. |  |
| Exposure to electric magnetic fields |  |  | | Exposure should be assessed.  Non- Ionizing risks such as EMF sources such as Radio and Television signals, Microwave ovens and other electrical equipment. Working with certain levels of EMFs could result in a greater risk to an expectant mother. EMFs at different frequencies affect the human body in different ways, causing sensory and health effects, which are detailed in the HSE *‘Electromagnetic fields at work A guide to the Control of Electromagnetic Fields at Work Regulations 2016’.*  Controls to consider:  Other working methods that entail lower exposure to electromagnetic fields; demarcation and access control measures; limitations on the duration and intensity of exposure; and the availability of suitable personal protective equipment. |  |
| Lack of Facilities |  |  | | Resting, Hygiene and Storage facities should be examined. Pregnant and breastfeeding mothers must be provided with a suitable rest facilities and we should provide a private, healthy and safe enivornment for nursing mothers to express and store milk. A toilet is not suitable for this. |  |
| Other Hazards: |  |  | | There may be other specific hazards to the new and expectant mother such as exposure to radiation, extremes in temperature, occupational stress, lone working, travelling etc., In such circumstances please record actions taken in the adjoining box. |  |
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| Date of next risk assessment/ review: | | |  | | |

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| I agree with the above statements:  Signature of student:  Date: |

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| Personal Tutor/Programme Director  Name:  Signature:  Date: |

# Appendix Three – Placement pregnancy risk assessment

**New and Expectant Mothers Student Placement Risk Assessment Form**

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| Any activity which may be inappropriate to be carried out by a new or expectant mother has the potential to cause harm to new and expectant mothers or their unborn child. The purpose of this form is to record the outcomes from a specific placement risk assessment carried out with any new and expectant mother, placement provider and their Personal Tutor/ Programme Director. A generic risk assessment should be carried out separately for the students on campus activities. The form should be used to record any pregnancy related health issues and/or any pre-existing health conditions which might be exacerbated during pregnancy, as well as any necessary risk control measures. The controls to be put in place will need to be confirmed by the placement provider.  The assessment should be regularly reviewed by the Personal Tutor/ Programme Director during the pregnancy and will need a complete review once the student is a new mother. The student and placement provider should report any difficulties in either complying with the assessment or completing work between these reviews.  If there is any difficulty in reaching agreement on appropriate control measures the Cardiff Metropolitan University Health & Safety Team should be consulted as soon as these issues arise. |

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| --- | --- |
| Name of New or Expectant Mother: | DOB: |
| Unit/School: | Personal Tutor/ Programme Director |
| Placement Provider: | Placement Provider representative: |

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| Please provide a summary of any known pregnancy related health concerns or pre-existing health conditions which might be exacerbated during pregnancy. |
| Please provide a summary to the current Coronavirus guidance on pregnancy and how this has been aligned with. |

**Specific Placement Related Risk Assessment**

**Discussion should take place between the Placement Provider and Programme Director to identify if any of the below hazards will be present during the students placement.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does the work involve: | YES | NO | THINGS TO CONSDIER | ACTIONS TAKEN |
| Manual handling |  |  | Lifting, putting down, carrying, pushing or pulling heavy loads can be particularly harmful to a new or expectant mother. If you answered yes a specific manual handling risk assessment should be conducted |  |
| Working at height |  |  | Working on ladders, steps or in areas where there is a risk of falling from height must be avoided. |  |
| Working in areas where space is restricted |  |  | Working in areas where space is restricted or where mobility is difficult should be avoided, particularly as the pregnancy progresses. |  |
| Standing for long periods of time |  |  | Over-tiredness or pain due to long periods of standing can be a particular issue for pregnant mothers*.* A rest facility should be available for the student to rest if they need to. Ideally, this should be located in a quiet, private, secure area, although it is recognised that this is not always practical |  |
| Exposure to slippery or uneven floor surfaces |  |  | Slip and trip hazards can be particularly hazardous to expectant mothers and their unborn child. All reasonable measures should be taken to reduce the risk of slipping or falling. |  |
| Exposure to biological agents |  |  | It is particularly important that any precautions that are already required to reduce risks of cross infection are strictly adhered to by the expectant mother.  The infection risks that the expectant mother is exposed to should be reinforced in the individual’s risk assessment.  Any appropriate control measures such as wearing of protective clothing should be reenforced. |  |
| Exposure to chemical agents |  |  | All chemicals in use should be assessed. Where reference to concentrations being harmful to women of child bearing age or expectant mothers is mentioned any exposure must be prohibited immediately. |  |
| Exposure to electric magnetic fields |  |  | Exposure should be assessed. Controls to consider:  Other working methods that entail lower exposure to electromagnetic fields; demarcation and access control measures; limitations on the duration and intensity of exposure; and the availability of suitable personal protective equipment. |  |
| High workloads or night work |  |  | Hours of work and work loads should be examined on an individual basis – new and expectant mothers may be less able to cope with what would otherwise be usual demands. |  |
| Other Hazards |  |  | There may be other specific hazards to the new and expectant mother such as exposure to radiation, extremes in temperature etc., In such circumstances please record actions taken in the adjoining box. |  |
| REVIEW DATE:  Are there health issues requiring a referral to the Student Services Wellbeing team? – Yes/No  If yes the Personal Tutor/ Programme Director will contact [wellbeingsupport@cardiffmet.ac.uk](mailto:mailto:wellbeingsupport@cardiffmet.ac.uk) | | | | |

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| I agree with the above statements:  Signature of student:  Date: |

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| Personal Tutor/ Programme Director  Name:  Signature:  Date: |

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| Placement Provider representative  Name:  Signature:  Date: |

1. A single payment, usually made at the beginning of the degree, to help towards payment of tuition fees and/or living expenses [↑](#footnote-ref-2)