

# Policy and Procedure for Student Pregnancy, Maternity, Secondary Carer (Paternity) and Adoption Leave

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# 1. Policy

Pregnancy and maternity are protected characteristics of the Equality Act 2010, discrimination on these grounds is strictly prohibited. De Montfort University (DMU) and its staff must ensure that all students/applicants who are pregnant, on maternity leave or breastfeeding will not be discriminated against or treated unfavourably because of: their pregnancy, the termination of a pregnancy, breast-feeding, maternity leave or any relevant reason connected to these. DMU must not discriminate against students in admissions or any part of the educational experience, or in the offer or delivery of other services provided or procured by the university.

The university will provide support to students who are about to become parents, this policy is designed to assist and help them understand their rights and processes for arranging Maternity, Secondary Carer (Paternity) and Adoption Leave.

The university recognises the important part that secondary carers and adoptive parents play in caring for a newborn or adopted child. The university also recognises that individuals who are a partner of a woman who is pregnant or has given birth should not be treated unfavourably.

Each faculty has a nominated Pregnancy, Maternity Secondary Carer (Paternity) and Adoption Leave contact person and trained risk assessor, as detailed below:

<b>Arts, Design and Humanities</b>	
Health and Safety Officer	ADH Student Advice Centre <i>Clephan Building</i> T: (0116) 257 7394 E: <a href="mailto:adhadvic@dmu.ac.uk">adhadvic@dmu.ac.uk</a>
<b>Business and Law</b>	
Student Support Officer and Student Advice Support Administrator	BAL Student Advice Centre <i>0.37 Hugh Aston Building</i> T: (0116) 257 7243 E: <a href="mailto:studentadvicecentre@dmu.ac.uk">studentadvicecentre@dmu.ac.uk</a>
<b>Computing, Engineering and Media</b>	
Student Advice Centre Manager	CEM Student Advice Centre <i>0.4A Gateway House</i> T: (0116) 207 8499/97 E: <a href="mailto:cemadvicecentre@dmu.ac.uk">cemadvicecentre@dmu.ac.uk</a>
<b>Health and Life Sciences</b>	
Student Advice Centre Manager	HLS Student Advice Centre <i>00.06 Edith Murphy</i> T: (0116) 257 7749 E: <a href="mailto:hlsacmanager@dmu.ac.uk">hlsacmanager@dmu.ac.uk</a>

It should be noted that in some circumstances that pregnant women, babies and children will also be protected by the Safeguarding legislation and other DMU policies, including:

- [General Regulations and Procedures Affecting Students](#)
- [Policy on Dignity and Respect \(Students\)](#)
- [DMU Safeguarding Policy](#)

**DMU will:**

- Offer students unbiased, non-judgmental support in making decisions about course and placement choices, exams, assessments, student housing and so on.
- Only contact a student who they believe is pregnant and who has not disclosed, if there are genuine concerns about the student's health or safety. DMU staff will avoid causing offence or perceptions of unfair treatment.
- Encourage its staff to signpost students to the appropriate Student Welfare services and/or external agencies as listed in Section 3 of the policy. DMU staff *will not* give advice or guidance on pregnancy or termination unless they are qualified and employed to do so.
- Avoid treating students less favourably because they are pregnant, on maternity, secondary carer (paternity) or adoption leave. However, DMU will take account of the outcome of health and safety risk assessments.
- Process personal information needed to deliver our official functions of education and academic research. For further information about how DMU uses your personal information, [please visit our online privacy notice](#). Prior to processing special category data we will ask for your explicit consent to do so, recorded on the Support Form (Appendix 1).

**Students should:**

- Inform the faculty contact as soon as possible before the baby is due or the adoption date to ensure that suitable arrangements are put in place. It should be noted that the highest risk to the baby is during the first 13 weeks of pregnancy.
- In certain areas it is very important that as soon as the student becomes aware that they are pregnant they notify their course tutor/faculty especially if working in areas using chemical agents/biological agents and radiation as there may be potential to cause harm to an unborn in early stages.

## 2. Pregnancy, Maternity Secondary Carer (Paternity) and Adoption Leave Procedure

### 2.1 Informing the University

Students should contact their faculty nominated Pregnancy, Maternity Secondary Carer (Paternity) and Adoption Leave contact as early as possible so that a health and safety assessment can be conducted. Where a student is unsure whether they will proceed with their pregnancy, it may still be appropriate to conduct a health and safety assessment.

The faculty contact will liaise with the student, a relevant academic (if appropriate) and the Faculty Engagement Officer. This is an opportunity to discuss and action any support requirements and is an opportunity for the faculty contact to conduct a health and safety risk assessment.

The completion of a health and safety risk assessment should take priority. It is the duty of all students to co-operate with the university to enable compliance with health and safety requirements; which are covered in more detail in the [General Regulations and Procedures Affecting Students, Chapter 9](#).

### 2.2 Pregnant Students

Students who believe they are pregnant should be advised to seek medical advice from their General Practice Medical Centre. Staff should also inform students of the welfare resources, money advice and counselling services available from Student and Academic Services and De Montfort Student Union (DSU) if appropriate.

DMU staff may not give advice about continuing or terminating a pregnancy, but should instead signpost students to the internal and external agencies as detailed in Section 3 of this policy.

Staff must ensure a Support Form (Appendix 1) is completed with students to ensure that: study, placement, research, exam and assessment arrangements are considered and put in place. A risk assessment must also be completed to protect the health of the student and the baby both before and, following the birth.

#### Action

The faculty nominated Pregnancy, Maternity Secondary Carer (Paternity) and Adoption Leave contact person and trained risk assessor must ensure completion of the following, with the student:

- **Student Pregnancy, Maternity or Adoption Support Form** in Appendix 1
- a Risk Assessment in line with current Health and Safety procedures

The student should also be informed of internal and external resources as detailed in Section 3 of this policy.

## 2.3 Students who are Adopting (or having a baby by surrogacy)

Students who are having a baby through surrogacy or are in the process of waiting for or making an adoption placement should also notify their faculty as soon as possible. (The Children and Families Act 2014 provides for regulations to be made granting an equivalent to adoption leave for parents whose babies are born through surrogacy and eligible to apply for a parental order).

Staff should inform students of the welfare resources, money advice and counselling services available from Student and Academic Services and De Montfort Student Union (DSU) if appropriate.

Staff must ensure a Support Form (Appendix 1) is completed with students to ensure that: study, placement, research, exam and assessment arrangements are considered and put in place.

### Action

- The faculty contact must complete, with the student, the '**Student Pregnancy, Maternity or Adoption Support Form**' in Appendix 1.
- Inform students of internal and external resources as detailed in part 3 of this policy.

## 2.4 Maternity Leave and Adoption Leave

The university, in following the guidelines of the Equality Challenge Unit, recommends that students take a minimum of two weeks Maternity Leave absence or four weeks if placed in a factory or other strenuous high risk work placement. Students who experience complications, for example Caesarean section or who are breast feeding, should seek advice and guidance on returning to study from their health care provider.

Students who are adopting should also be granted a reasonable leave of absence to coincide with the adoption placement.

Students may also apply to suspend their study or research and join the course in a subsequent year if the course is still available.

It is important that students contact their funding provider to discuss any implications of suspending their studies. DMU's [Student Finance and Welfare](#) team are available for advice and guidance regarding student funding. Students are advised to book an appointment with them via <https://mygateway.dmu.ac.uk>

Research students must also discuss bursary and other contractual arrangements with the Doctoral College as soon as possible.

### Action

- The student should make arrangements as soon as possible to meet with their faculty contact and complete the **Student Pregnancy, Maternity or Adoption Support Form** and a Risk Assessment in line with current Health and Safety procedures

## 2.5 Arranging Secondary Carer (Paternity) Leave

The secondary carer may also apply for a reasonable leave of absence, normally no more than two weeks in total, from study or placement. The secondary carer is normally defined as the:

- baby's biological father, or
- civil partner/same sex partner to the mother or, husband or partner
- adoption - Civil partner/same sex partner, husband or partner to the primary carer for adoption.

The secondary carer may only apply for the leave to take time off study/placement to support the mother/primary carer or care for the child.

Faculty staff should discuss and advise the student (secondary carer) on study and placement considerations. Students who are taking Secondary Carer (paternity) leave must complete and return to the faculty the **Secondary Carer (Paternity) Leave form** (Appendix 2).

The faculty contact will write to the student within 28 calendar days confirming the agreed arrangements for study, placement, research, exam and assessment arrangements. Any revision of dates should be notified to the faculty contact as soon as possible.

### Action

- Faculty contact and student to agree study and placement considerations. These arrangements should be confirmed in writing by the faculty.
- Student to complete and return Secondary Carer (Paternity) Leave form (Appendix 2).

## 2.6 Shared Parental Leave

In some circumstances, student parents may wish to share a period of parental leave. If a student wishes to do this it is important that the student discusses any implications with regards their studies with their faculty contact.

It is important that students contact their funding provider to discuss any implications of suspending their studies. DMU's [Student Finance and Welfare team](#) are available for advice and guidance regarding student funding. Students are advised to book an appointment with them via <https://mygateway.dmu.ac.uk>.

## 2.7 Time off for Doctor's, Ante-Natal Care and Pre-Adoption Appointments

The pregnant student is entitled to reasonable time off to attend antenatal care on the advice of a registered medical practitioner, midwife or health visitor. Likewise the student who has pre-adoption appointments is entitled to reasonable time off to attend.

Partners of expectant mothers are entitled to have reasonable time off to accompany them to up to two antenatal appointments.

Students should discuss time off with their faculty contact in advance of such appointments and may be required to provide evidence. They should try wherever possible to arrange appointments outside of programmed teaching or at the start or the end of the placement working day.

Students on programmes approved by professional, statutory or regulatory bodies should discuss the implications of missed time in practice with a member of the programme team.

## 2.8 Research Students

Research students should take account of the terms and conditions within any bursary or other funding arrangements that they have. It may be appropriate to interrupt their studies. Students should seek advice from the Doctoral College on these matters.

## 2.9 International Students

International students who are pregnant should seek immigration advice as soon as possible if they require a visa to remain in the UK longer than originally planned. Advice is available from [DSUAdvice \(dsuadvice@dmu.ac.uk\)](mailto:dsuadvice@dmu.ac.uk) and DMU's [Immigration Compliance team \(student.visaqueries@dmu.ac.uk\)](mailto:student.visaqueries@dmu.ac.uk). Where appropriate, faculty contacts may notify the Immigration Compliance team on behalf of the student for the team to contact the student directly.

Absences from study for more than 30 days will need to be authorised by the student's faculty and by the Immigration Compliance Manager.

## 2.10 Risk Assessments and Facilities for Pregnant and Breastfeeding Mothers

Under the Management of Health and Safety at Work Regulations 1999, the university is required to protect the health and safety of all students, including new, expectant and breastfeeding mothers. To ensure any potential risks are avoided at an early stage, the pregnant student is urged to tell their faculty contact as soon as possible about their pregnancy. The highest risk of damage to the baby is during the first 13 weeks of pregnancy.

Where a student is unsure whether they will proceed with their pregnancy, it may still be appropriate to conduct a risk assessment. The faculty contact may complete a preliminary risk assessment and then revisit and update the risk assessment as necessary.

Where a student proceeds with their pregnancy, the faculty contact must ensure the completion of a risk assessment for the student; which should then be sent to the Occupational Health and Wellbeing Department. Occupational Health will then contact the student to discuss their risk assessment further, if necessary.

On returning to study or placement following Maternity Leave, it is important that the student notify their faculty contact if they are breastfeeding or if they are returning within six months of giving birth. This ensures the risk assessment and any study or placement adjustments can be reviewed.



If the student is still breastfeeding and requires private and safe facilities to express and store breast milk they should contact their faculty contact. Private spaces are available by prior arrangement with the De Montfort Students' Union in the Campus Centre. Faculty contacts should allow some flexibility in break times and study or placement hours to allow students to express milk during study or placement hours.

There are no restrictions on breastfeeding or bottle feeding in public areas, such as the cafés, Food Village, Campus Centre and The Queen Elizabeth II Diamond Jubilee Leisure Centre.

A fridge is available, by arrangement, in the offices of the Occupational Health and Wellbeing Department for the storage of expressed breast-milk. Students should arrange access via their faculty contact, who will liaise with the Head of Health, Safety and Wellbeing.

### **Action**

- Staff to ensure that Risk Assessment arrangements are in place for pregnant women and new mothers.
- Faculties should identify with the support of the Occupational Health Department if required, areas for breast feeding mothers to express and to store breast milk.

## **2.11 Assessments and Examinations**

Reasonable adjustments should be explored in order that the student can, if necessary, complete the requirements of their course or module before taking Maternity Leave. If a student is due to give birth near to or during assessment deadlines or the examination period, and wishes to complete their assessed work or sit their examinations, they should not normally be prevented from doing so. Should a student wish to defer an assessment they should refer to the university's policy on deferral of assessment on grounds of extenuating circumstances, see [General Regulations and Procedures Affecting Students, Chapter 5](#). This process shall be conducted in consultation with the appropriate Faculty Associate Dean (Academic).

Course teams should consider alternative forms of assessment for students who are on Maternity Leave.

Students should liaise with their Faculty Engagement Officers to discuss any individual examination requirements as early as possible. The Faculty Engagement Officer should notify the Exams Office of any particular arrangements or special conditions the student requires.

If in the course of an examination the student experiences significant pregnancy-related problems, the university's policy on deferral of assessment on grounds of extenuating circumstances would come in to effect; see [General Regulations and Procedures Affecting Students, Chapter 5](#).

## 2.12 Students in University Accommodation

The university only offers single occupancy accommodation. Students should seek advice on accommodation, and being released from their contract from the [DMU Accommodation Office](#) (if appropriate), [Sulets](#), or their accommodation provider. [DSU Advice](#) can offer independent advice and guidance on terminating accommodation contracts.

## 2.13 Field Work, Placements and Volunteering

If students plan to take part in field work, placements or volunteering whilst pregnant, this must be specifically addressed in the university's risk assessment. Students must inform their faculty nominated contact if they later consider to engage in one of these activities, so that the risk assessment can be updated accordingly and consideration given to any support requirements.

Students who become pregnant before, or during placement/volunteering activities will need to inform both their placement/volunteering provider and their faculty nominated contact. Students are required to follow their provider's regulations/policies in addition to university requirements.

Faculty nominated contacts, in liaison with either the Faculty Placement Office (for placements) or Public Engagement Team (for volunteering), should ensure that the placement/volunteering provider conducts a risk assessment consistent with their local policy and procedures for employees. Reference should be made to the university's *Student Placements and Volunteering Health, Safety and Wellbeing Policy and Procedures*.

## 2.14 International Travel

If students plan to take part in international travel as part of their course, such as for placements or DMU Global trips, this must be specifically addressed in the university's risk assessment. Students must inform their faculty nominated contact if they later consider to engage in one of these activities, so that the risk assessment can be updated accordingly and consideration given to any support requirements.

Students wishing to undertake a DMU Global opportunity should notify the DMU Global team of their pregnancy as part of the application process. Students should also update the team of any changes in their medical requirements (including pregnancy), as per the *DMU Global Student Agreement*. This information is required to ensure that consideration can be given to any 'reasonable adjustments' which may be required.

Students travelling abroad should discuss their travel plans with their GP, practice nurse or travel clinic. The NHS issues guidance on the immunisation requirements for various countries at [fitfortravel.nhs.uk](http://fitfortravel.nhs.uk). In addition, the Foreign and Commonwealth Office (FCO) provide country specific travel advice at [gov.uk/foreign-travel-advice](http://gov.uk/foreign-travel-advice)

Students who are or become pregnant whilst on a placement abroad should contact their faculty nominated contact as soon as practically possible to make appropriate plans to ensure that their health is safeguarded. The risk assessment process will then be activated.

## 2.15 Keeping in Touch during Maternity or Adoption Leave

The university may make reasonable contact with the student (and vice-versa) whilst they are on Maternity Leave to discuss a range of issues – e.g. to discuss plans for returning to study or to keep the student informed of important developments with their course or programme of study. Students should consider keeping up with their course emails and with information posted on course web and blackboard sites. The student may wish to discuss arrangements for keeping in touch with their Faculty Engagement Officer prior to the start of their Maternity Leave.

## 2.16 End of Adoption Placement

Where an adoption placement is ended, then students may wish to renegotiate a return to study date.

## 2.17 Still Births and Miscarriages

If the student's foetus or baby is miscarried or still born, they are entitled to take sick leave or apply to interrupt their course.

Counselling and advice services are available through Student Welfare and the DSU. See 'Resources List' in Section 3 of this document.

## 2.18 Babies and Children on Campus

**The following section is taken from the Safety Policy: SP3/1 General Safety Matters, section 2.4.**

While not wishing to be restrictive, it is necessary to take into account the fact that children, as a result of their immaturity and lack of experience, will be at greater risk than adults. It is therefore necessary for the university to take measures to protect children on university premises.

In particular the following activities require additional measures to protect children:

- work experience;
- participation or attendance at an event, course or open day;
- playing or entering university property from public space, footpaths etc; or
- whilst attending childcare facilities.

There will be occasions when a member of staff, student or visitor will wish to bring a child onto university property for a short period of time to low hazard areas (e.g. offices, reception areas and general circulation/public spaces), during which the child will be under the immediate supervision of the adult. Children are not permitted in high hazard areas (e.g. workshops, studios and laboratories).

In addition, as per the General Regulations and Procedures Affecting Students, Chapter 9; Students are **not** permitted to be accompanied by children during any university timetabled academic sessions, including examinations. Any student who disregard their responsibilities may become subject to the university's disciplinary procedures.

There are no restrictions on breastfeeding or bottle feeding in public areas, such as the

cafés, Food Village, Campus Centre and The Queen Elizabeth II Diamond Jubilee Leisure Centre. The university's [Policy on Dignity and Respect \(Students\)](#) outlines the procedures to be followed if a student feels they are being discriminated against, harassed, bullied or victimised.

There are baby changing facilities available on campus in the Food Village, Campus Centre, Riverside Café and The Venue@DMU.

## 3. Resources

### 3.1 DMU services

#### De Montfort University– Student Finance and Welfare

Student Finance and Welfare provide advice and guidance on student funding, money management and accessing funding. Advice is also available on benefits, the financial implications of deferring or leaving your course and we can also refer you to other DMU departments and outside agencies for general welfare issues.

Students are advised to book an appointment via [mygateway.dmu.ac.uk](http://mygateway.dmu.ac.uk).

[dmu.ac.uk/dmu-students/the-student-gateway/student-finance-and-welfare/student-finance-and-welfare.aspx](http://dmu.ac.uk/dmu-students/the-student-gateway/student-finance-and-welfare/student-finance-and-welfare.aspx)

#### De Montfort University – Wellbeing and mental health

Offers a range of services aimed at promoting emotional wellbeing and helping you to achieve your full potential at DMU.

Wellbeing deals with a range of issues including depression, anxiety, stress and confidence building. The Mental Health and Inclusion Team support students with existing mental health conditions in addition to offering advice/support on practical adjustments to teaching, goal setting and signposting to local agencies and statutory services.

- Wellbeing - [dmu.ac.uk/current-students/student-support/wellbeing-disability/index.aspx](http://dmu.ac.uk/current-students/student-support/wellbeing-disability/index.aspx)
- Mental health support - [dmu.ac.uk/current-students/student-support/wellbeing-disability/mental-health-support/index.aspx](http://dmu.ac.uk/current-students/student-support/wellbeing-disability/mental-health-support/index.aspx)

### 3.2 De Montfort Students' Union (DSU) services

#### Choices

Choices is run by trained healthcare professionals from Leicestershire and Rutland Sexual Health Services. The service provides prescribed hormonal contraceptives, sexual health testing, emergency contraception and pregnancy testing (via the C Card Service).

Choices runs on Thursdays 10am-12.30am in term time. This is via a drop in available through the DSU Reception.

C-Cards are available for anyone aged 18 – 24 and allows the bearer free access to condoms from the DSU Reception. More information about C Card is available online at [leicestersexualhealth.nhs.uk/c-card](http://leicestersexualhealth.nhs.uk/c-card).

[demontfortsu.com/support/ssh/](http://demontfortsu.com/support/ssh/)

### **DSU Advice**

DSU Advice is a **free, confidential and independent** advice service provided by your Students' Union based on the 1st floor of the Campus Centre. The Centre can assist you with **virtually any welfare or course related problem** whilst you are studying at this university. We aim to provide everything from one-off simple advice to long-term support with on-going issues. We also provide advocacy for DMU students both within the university and externally. For example, we can represent you at a DMU disciplinary or academic offences hearing or in court to recover your housing deposit.

[demontfortsu.com/support/advice/](http://demontfortsu.com/support/advice/)

### **Sulets**

Sulets is a student union run lettings agency to help students find suitable, high quality accommodation ranging from self contained studio apartments to 7 bed houses. Sulets charge no admin fees to students.

[sulets.com](http://sulets.com)

## **3.3 External services**

### **Adoption UK**

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

[adoptionuk.org.uk](http://adoptionuk.org.uk)

### **Direct Gov**

Direct Gov is the UK government's website [direct.gov.uk](http://direct.gov.uk). It provides information on health, care and benefits during pregnancy; benefits for parents and information on childcare providers in your local area which can be found at [gov.uk/find-registered-childminder](http://gov.uk/find-registered-childminder)

### **Early Start Service (NHS)**

Early Start is an early intervention programme for first time parents living in Leicester, Leicestershire and Rutland who may benefit from regular, consistent support from a specialist public health nurse (health visitor).

[leicspart.nhs.uk/OurServicesAZ-EarlyStartProgramme.aspx](http://leicspart.nhs.uk/OurServicesAZ-EarlyStartProgramme.aspx)

### **Equality Challenge Unit**

'Student pregnancy and maternity: implications for higher education institutions'

[ecu.ac.uk/wp-content/uploads/external/student-pregnancy-and-maternity-implications-for-heis.pdf](http://ecu.ac.uk/wp-content/uploads/external/student-pregnancy-and-maternity-implications-for-heis.pdf)

**Family and Childcare Trust**

Family and Childcare Trust aims to make the UK a better place for families, through research, campaigning and information provision, and working with government, employers and parents to reduce pressures on family life.

[familyandchildcaretrust.org](http://familyandchildcaretrust.org)

**Family Planning Association**

The Family Planning Association's mission is to establish a society in which everyone can make informed choices about sex, relationships and reproduction. Its website contains impartial advice on pregnancy, abortion and adoption and also contains a list of useful organisations.

[fpa.org.uk](http://fpa.org.uk)

**Foreign & Commonwealth Office (FCO) – Travel Advice**

The FCO provide country specific advice for travellers, including safety and security, local laws and customs, and health.

[gov.uk/foreign-travel-advice](http://gov.uk/foreign-travel-advice)

**Health for Under 5s (NHS)**

Website provided by the NHS offering support to parents and carers right through pregnancy to pre-school.

[healthforunder5s.co.uk](http://healthforunder5s.co.uk)

**JAKIN Pregnancy Care & Counselling**

JAKIN Pregnancy Care & Counselling is a Leicester/shire charity supporting those who are facing an unplanned pregnancy or struggling with pregnancy loss.

[jakin-leicester.btck.co.uk/](http://jakin-leicester.btck.co.uk/)

**Miscarriage Association**

The Miscarriage Association offers support and information to anyone affected by the loss of a baby in pregnancy.

[miscarriageassociation.org.uk](http://miscarriageassociation.org.uk)

**NHS – Your Pregnancy and Baby Guide**

This guide produced by the NHS provides advice and guidance on whatever you want to know about being pregnancy or caring for your new baby. The guide includes detailed week-by-week guides and expert videos, tips from other parents and an interactive tool.

[nhs.uk/conditions/pregnancy-and-baby](http://nhs.uk/conditions/pregnancy-and-baby)

**NHS – Fitfortravel**

The NHS provide information on how to stay safe and healthy abroad, including specific advice for pregnant travellers.

[fitfortravel.nhs.uk/advice/general-travel-health-advice/pregnant-travellers](https://fitfortravel.nhs.uk/advice/general-travel-health-advice/pregnant-travellers)

**National Union of Students**

Many student unions provide impartial advice and free pregnancy testing kits for students.

[nus.org.uk](https://nus.org.uk)

**SANDS**

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

[uk-sands.org](https://uk-sands.org)



# Appendix 1

## Student Pregnancy, Maternity or Adoption Support Form

This form aims to guide discussions with students during pregnancy, maternity or adoption. It should be completed and agreed with the student over a period of meetings.

The form should be reviewed at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant, or similar times leading to adoption, 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.

[Follow this link to download an MS Word version of this form \(staff log on required\).](#)

(Form developed from ECU (2010) **Student pregnancy and maternity: implications for higher education institutions**)

1. Student contact details	
Full name:	Student Number:
Address:	POST CODE:
Email:	
Telephone numbers	
Mobile:	Other contact number:
2. Emergency Contact details	
Full name:	
Relationship to student:	
Telephone numbers:	
Mobile:	Other contact number:
3. Course details	
Course title:	
Level of study:	
Course contact:	
4. Student's point of contact	
Full name:	Location:
Title:	
Email:	
Telephone:	
5. Key dates	
Students due/adoption date:	
Current amount of weeks pregnant (if relevant):	

### 6. Preferred communication

During pregnancy:	
During maternity/adoption related absence?	
On return to study:	

### 7. Informing other staff and/or students

*Who will need to be informed about the student's pregnancy or adoption and when would the student like them to be informed?*

Name and title:	Date:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

### 8. Health and safety (Section 2.10)

*A health and safety risk assessment should consider the following:*

- *The student's course*
- *Any placements or study abroad (including DMU Global)*
- *Any volunteering (including DMU Local)*
- *Field trips*
- *Examinations and assessments*
- *Return from maternity-related absence*
- *Breastfeeding*

Has a risk assessment taken place within the Faculty?	
Where changes are required to mitigate risks, who is responsible for ensuring these are implemented?	
Has the student been informed about rest facilities on campus for use by pregnant students?	

**9. Pregnancy/Adoption-related absence (Sections 2.4 - 2.7)**

Will the dates or times of antenatal or pre-adoption appointments affect the student's study?

Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?

If yes to either of the above, what arrangements/options have been suggested and what are the next steps to arrange them?

**10. Examinations and assessments (Section 2.11)**

Will the due date affect any completion of examinations or assessments?

If yes, what arrangements/options have been suggested, what are the next steps to arrange them and who is responsible for these actions?

Has the student been made aware of the university's policy on [Deferral of assessments on grounds of extenuating circumstances](#) (Chapter 5 of the [General Regulations and Procedures Affecting Students](#))?

*It is the student's responsibility to apply for any exam deferrals.*

**11. Maternity/Adoption-related absence (student should provide information in writing at least 15 weeks before their due date) (Section 2.4)**

How much maternity or adoption-related absence does the student intend to take?

When does the student intend to start maternity or adoption-related absence?

When does the student intend to return from maternity or adoption-related absence?

Will the dates of maternity or adoption-related absence affect the student's ability to complete any course module requirements?

If so, what arrangements have been made to enable the student to complete the module?

What information will the student require during maternity or adoption-related absence to keep up to date on course developments?

Who will be responsible for providing the information to the student?

<b>12. Financial support</b>	
Has the student been signposted to the DMU Student Finance and Welfare team?	
<b>13. Baby feeding</b>	
Does the student intend to feed their baby on university facilities on their return to study?	
Does the student intend to breastfeed?	
If yes, has this been covered as part of the student's risk assessment?	
If intending to breastfeed, is the student aware of facilities on campus?	
<b>14. Childcare</b>	
Has the student been informed of childcare facilities in the local community? <a href="http://leicester.gov.uk/schools-and-learning/nurseries-and-childcare/">leicester.gov.uk/schools-and-learning/nurseries-and-childcare/</a>	
Is the (UK) student aware that their mode of study will affect their childcare funding entitlement?	
<b>15. International students/those undertaking international travel (Sections 2.9, 2.13 2.14)</b>	
Has the student been made aware of possible airline restrictions? <a href="http://nhs.uk/conditions/pregnancy-and-baby/travel-pregnant/">nhs.uk/conditions/pregnancy-and-baby/travel-pregnant/</a>	
Has the student discussed their travel requirements with their GP, practice nurse or travel clinic? <a href="http://fitfortravel.nhs.uk">fitfortravel.nhs.uk</a> <a href="http://gov.uk/foreign-travel-advice">gov.uk/foreign-travel-advice</a>	
Has the student been signposted to the DMU Immigration Compliance and/or DSU Advice to check visa implications of returning home or extending their stay due to pregnancy and maternity?	
<b>16. Students on placement (Section 2.13)</b>	
Is the student currently planning to undertake a placement?	
<i>If not, has the student been informed to keep the university updated if their plans change?</i>	
Has the placement provider been notified of the student's pregnancy or impending adoption?	
Has the placement provider conducted a health and safety assessment?	
Is the placement provider aware of the HEI's policy on supporting students during pregnancy and maternity?	
Will the student be able to complete her placement?	
If not, what alternative arrangements will be made?	
Who is responsible for liaising with the placement provider?	

<b>17. Accommodation (Section 2.12)</b>	
Does the student intend to move to alternative accommodation?	
If yes, when does the student intend to move?	
Has the student notified their accommodation provider so that any necessary health and safety/risk assessment can take place?	
Is the student aware of where to receive advice on alternative accommodation options and terminating existing accommodation contracts?	
<b>18. Return to Study</b>	
What support arrangements are taking place during the students return to study?	
<b>19. Further Information or comments</b>	
Any other information or comments:	

<b>Signatures</b>	
<b>Agreed by staff member</b>	
Name	
Title	
Signature	
Date	
<b>Agreed by student</b>	
Name	
By signing below: <ul style="list-style-type: none"> <li>I give explicit consent for the content of this form to be shared with other DMU staff/departments as outlined in this form, i.e. Programme teams and Student and Academic Services. I understand that I may withdraw this consent at any time.</li> <li>I agree to inform the university of any changes to my circumstances so that this form may be reviewed.</li> </ul>	
Signature	
Date	
Plan to be reviewed on	

## Appendix 2

### Secondary Carer (Paternity) Leave Form

Please complete this form and return it to your faculty contact as soon as possible. If you have any queries about your Secondary Carer or Paternity Leave rights then please do not hesitate to contact your faculty contact.

<b>Name</b>	
<b>Faculty/Department</b>	
<b>Course</b>	
<b>Year</b>	
<b>The baby is due on</b>	Date:
<b>If the baby has been born, please enter the actual date of birth</b>	Date:

Please complete the following section of this form:

I would like Paternity Leave to start on	Date:
I want to be away from study or placement for one or two weeks (please specify)	

#### Father/Partner's declaration

I declare that:

- I am
  - The baby's biological father. Or
  - Civil partner/same sex partner to the mother or, husband or partner
  - Adoption - Civil partner/same sex partner, husband or partner to the primary carer for adoption.
- I have responsibility for the child's upbringing.
- I will take time off study/placement to support the mother/primary carer or care for the child.

Father/Partner signature \_\_\_\_\_ Date \_\_\_\_\_

#### Mother/Adopter's declaration

I declare the information provided in this form is correct.

Mother/Adopter signature \_\_\_\_\_ Date \_\_\_\_\_