



UNIVERSITY OF
PLYMOUTH

Policy on pregnancy, adoption and becoming a parent whilst studying

Version number 1.2	Status (draft/final) Final	Owning Directorate / Faculty Academic Registry		
Summary of any amendments: New policy, entirely replacing "Policy on supporting pregnant students and those with very young children" (November 2012)"				
Document objectives: To set out the University's commitment to its responsibilities under the Equality Act 2010 To provide advice and guidance to: <ul style="list-style-type: none"> • Students who become pregnant during their studies, to their partners, and to those who are about to be/have recently become parents (e.g. through adoption) on issues related to study, health and safety and finance. • University staff who may have a role in advising students coming to them about these issues. 				
Intended Recipients: Prospective and current students and staff				
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1.1	August 2019	Alice Ludgate	Version 1.0	Updated with feedback from Student Life Committee
1.0		Pat Wilde	Policy on supporting pregnant students and those with very young children" (November 2012)	

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1. The University's commitment

We (the University of Plymouth) believe that being pregnant or having a child should not in itself be a barrier to you succeeding in a programme of study. This policy underpins our commitment to that belief and describes how we will work with you to achieve it.

We are committed to being as flexible as possible to ensure that you are not disadvantaged, whilst ensuring that academic standards are not compromised.

The arrangements which can be made for you will depend on your specific circumstances; however, the general approach we will take is consistent across the University and in line with the legal framework in which we operate.

This policy is based on a set of important guiding principles:

- Avoiding less favourable treatment. We will make sure do not treat you less favourably than other students or applicants because you are pregnant.
- Taking a flexible approach. As far as is possible, we will take a flexible approach to supporting your learning and/or research, and maintaining a high-quality and safe experience for you if you are pregnant, or about to/have recently become a parent.
- Demonstrating a non-judgmental and sensitive approach. When working with you on these matters, we will take an open-minded and non-judgmental approach and will not attempt to influence your decisions. Our role is to provide details of the options available to you, so you can make informed choices.

The information you provide to us will be treated sensitively and only passed on to others on a need-to-know basis (for example, in order to make arrangements for you relating to learning and teaching, research methods, assessment, placements, fees, etc.).

This policy applies to students at University of Plymouth sites of delivery unless exceptions to regulations have been formally approved. The University requires partner institutions to have a similar or equivalent policy that also addresses issues of local concern, legislation, regulation or culture. Partner institutions are welcome to use or adapt the University policy. A copy of the partner policy should be logged with Academic Partnerships and may be subject to review. In the absence of a local policy, this policy will apply.

2. Informing the University

Whilst you are not under any obligation to tell us if you become pregnant, are adopting or have recently gained parental responsibility for a child, we strongly encourage you to do so. If you are pregnant, please complete the Pregnancy/Parental Responsibility Notification Form available from your Faculty Office (see Appendix 4).

We want to support you in your studies and ensure that any risks to you and your child are appropriately managed, but we can only do so if you disclose your circumstances. We encourage you to tell us that you are pregnant as early as possible so that risks can be assessed and any necessary health and safety measures can be identified and put in place in time. Once we are informed, the University will work with you to identify risks and steps to be taken, including:

- Creating a Student Parent Support Plan which will identify the agreed arrangements during your pregnancy/period of parental leave and the likely timescale for your return to study.
- If you are pregnant, there may be elements of a programme of study (including specific research methods if you are a PGR student) that could present a health and safety risk to you or your child, so we need to undertake a full risk assessment of these.
- If pregnancy-related absence (for example, for medical appointments) might impact significantly on your studies, we will be able to agree how this will be handled.
- In some cases, pregnancy/parental leave from University might be something that needs to be discussed with other organisations. For example, if you are a postgraduate research (PGR) student in receipt of a scholarship or funding from a Research Council or other external body, you will need to check the terms and conditions relating to your award. In certain subject areas, particularly those which involve a placement in a health or education setting, you are required to inform the placement provider of your pregnancy.
- Sometimes, your absence from University can adversely affect the work of other students or staff you are working alongside (for example, on a group project or in a research team), which might make it more important to notify us, so that plans can be made to deal with any such issues arising from your absence.

3. Drawing up the Student Parent Support Plan

Once you have told us that you are pregnant/taking on parental responsibility, your Programme Manager (or, if you are a PGR student, your Director of Studies, or other appropriate nominated staff member) will meet with you to discuss how this is likely to impact on your study and to draw up a written Student Parent Support Plan.

A template plan is included at Appendix 4.

If you are pregnant, a health and safety risk assessment is an essential element of the Plan. Similarly, students on placement are required to have a risk assessment undertaken in their placement, particularly for students on professional programmes (health, education, medicine and dentistry). This is essential because risks in placements vary and are different to those in a university setting.

We will give careful consideration to ways you can be supported to continue your studies during your pregnancy/and after you become a parent. For example, these might include:

- Whether absences, for example for ante-natal appointments might impact on your studies
- Advice on where you can locate material issued/covered in lectures/seminars/tutorials missed for reasons related to the absence e.g. ante-natal appointments.
- Use of the extenuating circumstances procedure in cases where compliance with timescales/deadlines for assessments is affected.
- Exploring the possibility of alternative means of assessment which will enable you to meet the required learning outcomes provided pregnancy or birth prevents the standard method of assessment.
- Any adjustments that may be required if you will be sitting examinations (e.g. need for regular breaks.)
- Interrupting your studies for a pre-determined amount of time. This period of interruption may be extended if the time required to complete the programme of

study falls within the maximum time limit allowed for the programme by the University (and/or, where applicable, professional bodies).

- Consideration of a transfer to part-time study.
- Whether other bodies, such as sponsors need to be informed.

The Student Parent Support Plan will also:

- Include a break from attending University of at least two weeks after giving birth for health and safety reasons.
- Include provision for re-integrating you to your programme of study on return from any prolonged absence.

Once the plan has been drawn up with you, it will be sent to the Faculty Registrar (or Doctoral College Manager and School PGR Coordinator if you are a PGR student) for final agreement. Once finalised, you will have a copy of the Plan, as will other appropriate member(s) of staff who require this information including your Personal Tutor/Director of Studies, your Programme Manager and Faculty Registrar/Doctoral College Manager and School PGR Coordinator. You must signify your agreement with the Plan in writing.

If you continue to study during your pregnancy, you should meet your Personal Tutor/Director of Studies if anything about your circumstances changes (e.g. if you will need to start your maternity-related absence sooner than you originally thought, or if you develop a health condition that will impact on your capacity to study).

The [Students Union Advice Centre](#) can give you confidential advice on benefits and statutory entitlement as well as SFE funding (see also Section 9 below).

4. Health and Safety risks

Although you are not required to advise the University if you are pregnant, you are strongly encouraged to disclose a pregnancy in confidence at an early stage, particularly if your programme of study carries potential health and safety risks for either you or your unborn child. In deciding whether or not to notify the University, you might wish to consider if there are any elements of your programme of study which could present a health risk to either yourself or your unborn child e.g. where you might be exposed to chemicals or radiation, or be expected to lift heavy objects or undertake other strenuous activity. By law, you won't be treated differently if you do disclose.

Your Programme Manager/Director of Studies will work with you to complete a Pregnancy Risk Assessment as part of your Student Parent Support Plan. If necessary, your Faculty/School Safety Coordinator and an adviser from the University's Health and Safety Team will be involved. The Risk Assessment will identify any risks that may be present which could harm you or your child, and details steps that need to be taken to eliminate or reduce these risks. It will also detail any risks that may arise from any placement period or fieldwork that you are due to undertake.

Sometimes, it may not be practicable to alter activities to eliminate or reduce the risk(s) connected with certain aspects of your course. Whilst we will seek to identify alternative ways of allowing you to meet the learning outcomes of your course, or the research imperatives of your PGR project, in these circumstances, there may be occasions when this is not possible. It may therefore be necessary for you to temporarily suspend your

studies or transfer to part-time mode to delay undertaking modules or engaging in research methods where there are specific risks to either your own, or your unborn child's, health and safety while you are pregnant.

5. Field work

Field work is a broad term that describes collection of information outside a laboratory, library or workplace setting. The settings, approaches and methods used vary across disciplines and so how long you will be able to take part in field work will depend on what that work involves. This must be considered as part of the pregnancy risk assessment.

6. Work placements or studying overseas

If you become pregnant, or find out that you are pregnant, whilst studying, undertaking research or during a work placement overseas, you **must** contact us (via your Personal Tutor if you are a taught student, or the Doctoral College if you are a PGR student) to make appropriate plans to ensure that your health, and that of your child, is safeguarded and your academic progress is properly managed.

This is likely to require us to liaise with the overseas institution or placement provider. The circumstances may mean that we are limited in the support we can realistically offer to you by virtue of being overseas, but we will endeavour to assist you in obtaining local support. Where we judge that this presents a particular risk to you or your child, we will strongly encourage you to travel back to the University or home, take time out or transfer to a different programme of study.

In addition:

- Airlines have different policies relating to travelling whilst pregnant. You will need to check individual airline policies before travelling, and be aware that airlines may ask you to provide them with proof that it is safe for you to travel. You may be required to travel home earlier than originally planned if there is a risk that an airline may prevent you travelling under your original booking.
- If you are a UK student on placement, undertaking research/field work or studying abroad under visa regulations, you will need to check your visa terms and conditions as you may need to notify the visa authorities, extend your stay or return to the country at a later date.
- You will need to check whether your insurance covers you for pregnancy-related medical issues. If you are travelling under the University's insurance, please notify the University as soon as possible so that the University can advise you of the cover applicable.

7. Extenuating Circumstances

Pregnancy itself is not an extenuating circumstance, but there may be circumstances where pregnancy-related issues e.g. medical conditions associated with the pregnancy impact on your studies/assessment.

Once you have produced confirmation of your pregnancy (e.g. maternity exemption certificate, maternity notes, midwife note, MAT B1), you will be able to self-certify for pregnancy related issues (e.g. extenuating circumstance claims for absence), although if your absence level causes us concern, we will ask you meet with your Programme Leader (or Director of Studies if you are a PGR student) to discuss this as it may be that we need

to look at alternatives). The period of self-certification will last for 12 weeks after the date of the birth.

8. Resuming studies

We require you to take a break from attending University of at least two weeks after the birth of your child, on health and safety grounds.

Your Student Parent Support Plan will include an indication of the agreed timescale for return to study. You should make contact with your Personal Tutor/Director of Studies after the birth of your baby to confirm your return plans or, if a change of plan is necessary, to discuss this in more detail.

If there are concerns about your health in relation to your proposed return date or your course requirements, it may be necessary for your GP or health worker to confirm your fitness to return to study and a fitness to study or practice process followed.

9. Financial issues

If you receive government funding (including loans for postgraduate study) or other external funding, you are strongly encouraged to contact the Student Funding Unit and your external funder to discuss the implications for your support.

Postgraduate and Research students receiving funding from external bodies (and all international students sponsored by external bodies) should follow the guidance for their particular scheme, or contact their funding body or sponsor for further advice. Research students in receipt of a University Research Studentship (URS) should also consult URS policy and guidelines.

The [Student Union Advice Centre](#) can also give you confidential advice on benefits and statutory entitlement.

10. International students

In addition to speaking to your Personal Tutor or Director of Studies regarding the Student Parent Support Plan, you **must** contact [International Student Advice Service \(ISA\)](#) to discuss the impact of your pregnancy on your visa arrangements. If you suspend your study or are absent for any period, we are required to report this to the UKVI – and you may be required to leave the UK during this period of absence.

If you are an international student with a financial sponsor, you must contact your sponsors and agree a plan of action (such as deferring study/ when to resume study etc).

11. Accommodation

The University does not offer shared or family accommodation suitable for parents. If you become pregnant whilst living in University accommodation, you will need to consider your requirements as soon as possible in your pregnancy to ensure you are fully supported. It may be that University Accommodation is no longer suitable for your needs, or, if you prefer to remain in halls until your baby is born, you may wish to consider a room swap, for example if you are in a building with several stairs.

Please contact Accommodation Services residencelife@plymouth.ac.uk who can work with you ensure your accommodation needs are met during pregnancy.

12. Babies/children on campus

You can bring babies and children onto the University campus, but they must be supervised at all times.

For health and safety reasons (of the baby as well as others), as well as to avoid the disruption of classes, study or work, babies and children must not normally be brought into teaching, research, offices or learning areas without an appropriate risk assessment. For instance, laboratories or areas of high-risk.

If in an emergency situation you need to bring your baby or child to a meeting, we recommend you discuss this with the staff or other students you are meeting in advance to see if any alternative arrangements can be made.

You must not bring babies or children to University with the expectation that any staff member will take responsibility for caring for them whilst you are in classes or meetings.

On the main campus, the University operates 'Freshlings Nursery' which caters for children aged between 0-5 years and is registered with Ofsted. It is well-equipped and offers a safe, varied and stimulating learning environment. A team of qualified staff are ready to help and the facilities offer a flexible service at competitive rates. Places are in very heavy demand and there is a waiting list system, so you will need to contact the nursery early to avoid disappointment: <https://www.plymouth.ac.uk/your-university/life-at-plymouth/campus-and-facilities/childcare>

13. Breastfeeding

You are welcome to breastfeed your child in public areas in the University including cafes. We also provide private facilities for breast feeding in line with the Health and Safety Executive recommendations.

These are located in the Occupational Health building on Kirkby Terrace and in the family room at the John Bull Building (JBB). These are warm, comfortable and private rooms, equipped with a comfortable chair and a fridge for storing expressed milk. There is an electric point if you wish to use an electric pump and facilities for washing and for sterilising equipment.

If you wish to use the on campus facilities, you will need to request that your university identity card is upgraded to enable access to the room; the University Card Office can facilitate this. The JBB family room is accessed through requesting the access card from the main reception.

Arrangements will be made for students on other campuses who need this facility.

For students on placement, students should discuss relevant facilities with their placement provider.

14. Adoption and Fostering

If you are planning/about to become a parent through adoption or fostering we strongly encourage you to let us know as soon as possible.

Whilst your Personal Tutor/Director of Studies is normally your first point of contact, you can choose to speak to another member of staff with whom you feel more comfortable if you prefer to do so. In this case, we will keep your Personal Tutor/Director of Studies informed about your circumstances.

Your Programme Manager and or Director of Studies for research degree students will meet with you to discuss how your parental leave is likely to impact on your study and to draw up a written Student Parent Support Plan, detailing any special arrangements required and the likely timescale for your return to study.

15. Support for partners

We are committed to supporting students whose partners become pregnant or take on parental responsibility for a child. If this applies to you, you will be entitled to request time out of study. This will include time to attend appointments with your partner as well as a period of parental support leave immediately following the birth/adoption/fostering. We will be as flexible as possible, but the specific nature of your programme may mean that this is more limited in certain circumstances than others.

If you wish to take a longer period of parental leave in order to care for your child, you should discuss this with your Personal Tutor or Director of Studies.

Whilst your Personal Tutor or Director of Studies is normally your first point of contact, you can choose to speak to another member of staff with whom you feel more comfortable if you prefer. In this case, we will keep your Personal Tutor or Director of Studies informed about your circumstances (as above).

Appendix 1- Further guidance for internal use

It is not possible to provide a definitive list of special arrangements that might be considered reasonable in every possible situation because the decisions about which arrangements are appropriate in each particular case will vary according to a wide range of factors. These factors include the student's individual circumstances, the time of year, the structure and content of the particular programme of study, restrictions imposed by professional bodies and any related health and safety matters.

Staff members are advised to take into account the following when considering what might be appropriate in a given case:

- A student's own views on the options available are very important and it is vital that staff consult openly on the way forward, rather than seeking to implement a predetermined set of adjustments.
- There may be some situations in which it is impossible or unreasonable for the School/Faculty or Doctoral College Quality Sub-committee to agree to a particular request and consideration should be given to suitable alternatives.
- The School/Faculty should not decline a request from a pregnant student for particular special arrangements solely on grounds that they are too costly to implement (although this may be one factor taken into account when deciding on the overall reasonableness of meeting the request).
- If a School/Faculty decides to decline a request from a pregnant student, it must document the reasons for refusing the request and discuss with the student why this particular request is not considered "reasonable" in the particular circumstances.
- In cases where deferring studies would lead to a student taking longer to complete a degree programme than would normally be permissible, the School/Faculty may decline a request for further time out from studies (in order to ensure that the information gained in previous parts of the programme remains current enough to count towards the qualification in question). However, in these circumstances the School/Faculty should still strive to demonstrate a flexible approach, where practicable, in relation to this deadline for programme completion, whilst ensuring that the student does not exceed the overall time limit allowed for the programme of study by the University or a relevant professional body.

Occasionally, a situation may arise in which the School/Faculty is already making allowances for an individual student for reasons not related to pregnancy (for example, for reasons linked to disability). This does not mean that the student cannot receive separate/additional flexibility relating to pregnancy. It is important that, in these situations, the School/Faculty strives to separate out these different issues and clarify with the student what flexibility relates to which reasons.

Appendix 2 - Legal protection for students during pregnancy and maternity

(Source Advance HE/ Equality Challenge Unit July 2018)

The Equality Act 2010 introduced new protection from discrimination for students during pregnancy and maternity, by extending the protection that exists for women in employment to education. This includes students who:

- are existing or prospective parents (through pregnancy, paternity, adoption or surrogacy)
- decide not to proceed with a pregnancy, or
- have a miscarriage or still birth

The Equality Act 2010 significantly strengthened legal protection for students (including applicants to higher education) during pregnancy and maternity in England, Scotland and Wales. Section 17 of the Act expands the protection from discrimination on the grounds of pregnancy and maternity, which already exists for women in the workplace and vocational training, to women outside the workplace. In doing so, the explanatory notes to the Act specifically mentions the education sector. Under the Act, discrimination can occur against a student because of her pregnancy or because she has given birth if:

- the student is treated unfavourably because of her pregnancy.
- within 26 weeks of the day of giving birth the student is treated unfavourably because she has 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 she is 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 woman's partner is treated unfavourably because of the pregnancy or because she has given birth, this may constitute sex discrimination.

Under the Act, it is unlawful for higher education institutions and colleges to discriminate against applicants and students in relation to admissions; the provision of education; access to any benefit, facility or service; and disciplinary proceedings.

Staff and students can access other general information in relation to supporting student parents through the following web pages:

- Advance HE website
<https://www.ecu.ac.uk/guidance-resources/student-recruitment-retention-attainment/student-retention/pregnant-students-student-parents/>
- NUS website

<https://www.nus.org.uk/en/news/information-for-student-parents/>

Appendix 3 - Sources of advice and support outside the University

General organisations

When you are pregnant or about to become a parent, it is important that you receive consistent, objective and unbiased support and advice to enable you to make informed choices. The University cannot provide all the advice relating to pregnancy and maternity that you might need: Appendix 1 contains information on other organisations which you may find helpful.

= **Direct Gov**

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

= <https://www.gov.uk/browse/childcare-parenting>

= <https://www.childcare.co.uk/information/childcare-link>

= **Family Planning Association**

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

www.fpa.org.uk

= **National Health Service**

Provides information relating to pregnancy, abortion, health in pregnancy and maternity, and services provided by the NHS.

www.nhs.uk

= **National Union of Students**

Provides information and advice to students and students' unions about student finance, rights and welfare. Information for student parents is available on its website, along with research and publications about students with dependent children.

www.nus.org.uk

Specific organisations

= **Adoption UK**

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

www.adoptionuk.org.uk

= **Antenatal Results and Choices**

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

www.arc-uk.org

= **British Pregnancy Advisory Service**

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

www.bpas.org

- = **Family and Childcare Trust**
- = Provides support and resources to parents in bringing up their children
- = www.familyandchildcaretrust.org/
- = **The Miscarriage Association**
Offers support and information to anyone affected by the loss of a baby in pregnancy.
www.miscarriageassociation.org.uk
- = **SANDS**
The still birth and neonatal death charity – provides support to anyone affected by the loss of a baby and conducts research into the causes of still and neonatal death.
www.uk-sands.org

Appendix 4 - Pregnancy Notification Form

SEE NOTES ON REVERSE

Name:	Student Reference Number:
Programme:	Stage:
Expected Due Date:	

Evidence Provided:

Please provide evidence to confirm your pregnancy (Maternity Certificate (form MAT B1), doctor's letter, midwife letter):

Additional Information:

Please provide details of any additional information that may be relevant.

Student signature: Date:

Pregnancy Disclosure

(Details will be kept as confidential as possible)

Yes
I agree to relevant information about my health and/or support needs being disclosed to those teaching and administrative staff (including placements) who have a need to know.
Signature: _____ Date: _____

No
I do not agree to disclosure about my health and understand that this may limit the support I receive.
I agree to inform the Faculty Office if I reconsider this decision.
Signature: _____ Date: _____

NOTES

This form should be used in order to inform your Faculty of a pregnancy that may affect your studies and assessments. We are aware that pregnancy may result in various pregnancy related symptoms that could impact your studies.

This form must be accompanied by evidence to confirm your pregnancy such as Maternity Certificate (form MAT B1), doctor's letter or a midwife letter. Once evidence is authorised, you will continue to be required to submit an extenuating circumstances claim for any missed assignment submission deadline, test, or examination which is directly attributable to pregnancy related symptoms or illness, but you will not be required to resubmit evidence. This will be valid for the duration of your pregnancy and up to 12 weeks post-partum. Further details regarding this can be found in [Extenuating Circumstances policy and procedures](#).

If, due to pregnancy related symptoms or illness, you have an unacceptable level of extenuating circumstances claims or significant issues with engagement with your programme then it may be considered appropriate convene a meeting under the [Study and Wellbeing Review Policy](#) to consider your fitness to study.

Office Use Only

INITIAL DECISION	Date:	Initials:
Decision	VALID	INVALID
If invalid, request further information?	YES	NO
What information is required?		
Further information received (date):		

CONFIRMED DECISION	Date:	Initials:
Decision	VALID	INVALID
Reason for INVALID decision:		

To submit your pregnancy notification form by email, please use these email addresses

All Post-graduate research students doctoral.college@plymouth.ac.uk

Students in the Faculty of Arts and Humanities: artshumadmin@plymouth.ac.uk

Students in the Faculty of Science and Engineering:
science.engineering@plymouth.ac.uk

Students in the Faculty of Business:

School of Law, Criminology and Government: foblcg@plymouth.ac.uk

Plymouth Business School – fobpbs@plymouth.ac.uk

Students in the Faculty of Health and Human Sciences

Students at Exeter - ExeterSON@plymouth.ac.uk

Students at Truro (Knowledge Spa) KSPAreception@plymouth.ac.uk

Students at the Peninsula Allied Health Centre pahcreception@plymouth.ac.uk

Students on the main Plymouth campus rollestudentreception@plymouth.ac.uk

Students in the Faculty of Medicine and Dentistry

Post-graduate taught programmes: meddent-pgt@plymouth.ac.uk

Bachelor of Medicine and Bachelor of Surgery programmes:

Year 1&2 students: psqfacultyoffice@plymouth.ac.uk

Year 3-5 students: jbbfacultyoffice@plymouth.ac.uk

Dental Surgery, Dental Therapy & Hygiene programmes:

DentalAdministration@plymouth.ac.uk

Physician Associate (PA) programme: physicianassociate@plymouth.ac.uk

School of Biomedical and Health Sciences biom.sci@plymouth.ac.uk

Appendix 5 - Student Parent Support Plan

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 all the form should be completed at a first meeting as initially a student may be unable – and should not be expected – to respond to all the issues raised. Directors of Studies of postgraduate research students should contact the Doctoral College Manager should they have any questions or require advice prior to, or while, developing this plan with a student.

If the student's circumstances change, the plan will need to be reviewed.

CONFIDENTIAL

Student Parent Support Plan and Pregnancy Risk Assessment

To be completed by the student and Programme Leader and forwarded to the Faculty Registrar (for taught students) or student and Director of Studies and forwarded to the Doctoral College Manager and School PGR Coordinator (for PGR students)

About you
Name:
Student Number:
Programme:
Stage:
Are you (tick):
<ul style="list-style-type: none">• A pregnant student (please complete Sections 2 and 3 below)
<ul style="list-style-type: none">• Partner of a pregnant student (please complete Section 4 below)
<ul style="list-style-type: none">• Adopting/fostering/taking parental responsibility for a child (please complete Section 4 below)
Your health (for pregnant students only) If you are pregnant, we ask you for your due date and an indication of when you might wish to stop study before the birth and return to study afterwards. This helps us to start planning your support - we know that the exact dates might change.
If you are pregnant, what is your due date?
Date which you estimate you will commence maternity leave:
Estimated date of return to study (NB you are required to take a minimum of 2 weeks away from study after giving birth):

	YES	NO
Do you have any pre-existing health conditions which may be/are being affected by your pregnancy? (if "yes", please say what these are below)		
Have you talked you your GP, midwife or other health support worker about what impact your pregnancy may have on these conditions?		
What information and advice have they given you about this?		
Is there anything that you think you will need to make a claim of extenuating circumstances about at the moment (e.g. pregnancy related health conditions, time off for any medical appointments)?		
Risk assessment (for pregnant students only) Some programmes will involve activities which may pose an increased risk for you and your child. This section helps to identify those activities and determine what steps can be taken to manage the risk. Not all of these will apply to you - for example, you may not be involved in laboratory work.		
3.1 Will your programme involve ...	YES	NO
...having to lift or push heavy objects?		
... having to stand/sit for long periods without a chance to change position/rest (eg taking a formal exam)?		
... having to walk for long periods (e.g more than just normal walking between lectures)?		
... having to work at heights?		
... having to take part in prolonged strenuous physical activity eg dance?		
... having to access areas with limited space?		
... lone working?		
... having to work in a remote location?		
... having to participate in workshops, laboratories, or clinical skills sessions which may expose you to hazardous materials eg ionising radiation, electromagnetic fields and waves, extremes of temperature, lead and lead derivatives, biological/chemical agents?		
... having to participate in workshops, laboratories, or clinical skills which may expose you to greater than normal levels of vibration or noise?		
... having to participate in any workshops, laboratories, or clinical skills sessions which require the use of heavy machinery?		

... having to undertake any other kind of work which may be potentially hazardous/problematic during pregnancy?		
If "yes" to any of the above, describe the tasks below (length, location, nature of activities to be undertaken)		
What risks do these activities pose?		
If any of the activities will become more hazardous as the pregnancy goes on, describe what these are:		
What steps can be put in place to manage the risks identified above?		
Are these steps sufficient to permit the student to undertake the tasks safely?	YES	NO
If "no", what alternative arrangements, if any, may be possible to enable the student to meet the learning outcomes associated with the task?		
3.2 Fieldwork		
Are you scheduled to go on fieldwork during the pregnancy?	YES	NO
If "yes", describe the fieldwork below (length, location, nature of activities to be undertaken)		
What risks does this present? (eg exposure to hazardous environments, reduced access to medical care)		
What steps can be put in place to manage the risks identified above?		
Are these steps sufficient to permit you to undertake the fieldwork safely?	YES	NO
If "no", what alternative arrangements, if any, may be possible to enable you to meet the learning outcomes associated with the fieldwork?		
3.3 Work/Study Placement		
	YES	NO

Are you scheduled to go on work/study placement during the pregnancy?		
If "yes", describe the nature of the placement below (length, location, nature of activities to be undertaken)		
What risks does this present? (eg exposure to hazardous environments, prolonged physical activity)		
Has the placement provider been made aware of the pregnancy? (NB They will need to undertake their own risk assessment).		
What steps can the provider put in place to manage the risks identified above?		
Are these steps sufficient to permit you to undertake the work/study placement safely?	YES	NO
If "no", what alternative arrangements, if any, may be possible to enable you to meet the learning outcomes associated with the placement?		
For students whose partners are pregnant, or who are adopting/fostering/taking parental responsibility for a child:		
Date on which you estimate you will commence parental leave:		
Date on which you estimate you will return to study:		
Is there anything that you think you will need to make a claim of extenuating circumstances about (e.g. to cover attendance at social services/adoption agency meetings)?		
Other issues/comments		
If there any other issues/comments not identified above, please note these here (eg additional information needed, date of any follow-up meetings, actions to be completed and by whom):		

I agree to information contained in this Plan being disclosed to those University academic and professional services staff who have a need to know in order to put in place appropriate support.

Student signature

Date

Programme Leader/Director of Studies signature

Date

Faculty Registrar/Doctoral College Manager signature

Date