



## Student Pregnancy and Maternity Policy

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<b>Published on website</b>	Yes	<b>Related policies and/or procedures</b>	Student Protection Plan Student Handbook Student Disciplinary Policy Complaints Policy Grievance Procedures

## Student Pregnancy and Maternity Policy

### Guidance and Support Plan

Pregnancy and Maternity are protected characteristics under the Equality Act 2010. The College will ensure that students who are pregnant, on maternity leave or breastfeeding will not be treated unfavourably because of their pregnancy, termination of a pregnancy or any reason connected to these.

The College will take steps to make sure pregnant students and student parents are supported to continue with their studies in a way that works for them.

#### Part 1: Guidance

These guidelines aim to provide information about the arrangements in place to support students in relation to pregnancy, maternity, adoption and paternity.

The guidance covers:

- Guidelines for students:
  - ✚ What to do if you think you're pregnant
  - ✚ Fathers, partners and secondary carers
- Guidelines for staff: Supporting a student who thinks they are pregnant
- An overview of the Student Pregnancy and Maternity Support Plan
- Maternity and Paternity Leave
- Extenuating Circumstances

## **Part 2: Student Pregnancy and Maternity Support plan**

The student pregnancy and maternity plan is designed to help co-ordinate support for students who become pregnant whilst at college.

The plan is designed to provide a means of sharing information between departments and to ensure the student is aware of all the support available to them. It can be initiated by the Student Health Adviser or Programme Leader and sections can be completed by different support services and teams across the London College.

**Please Note: The Student Pregnancy and Maternity Support Plan is a suggested resource which can be used if helpful. It is not a requirement.**

## **Guidelines for students**

### **What to do if you think you're pregnant**

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When you find out you're pregnant, or think you may be, you may feel happy and excited, or fearful, and upset. Deciding what to do next can be difficult, so the early days of pregnancy can be an extremely emotional time. It is important to talk to people you trust and make sure you get accurate information.

- Make an appointment with your General Practitioner (GP) to discuss the options available to you.
- Get in touch with the College Health Adviser, who can advise you about NHS services as well as how the College can support you during pregnancy and maternity.
- If you decide to continue with the pregnancy, the College can develop a Pregnancy and Maternity support plan to help co-ordinate any support you may need and to agree an approach to taking maternity leave (should you want it).
- Speak to your Programme Leader about arranging time off to attend medical appointments relating to your pregnancy.
- If you decide to have a termination, please speak to your Programme Leader about arranging time off.

### **Fathers, partners and secondary carers**

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The College aims to support students whose partners are pregnant or who have recently given birth. Where it is feasible to do so, students may request two weeks leave following the birth / placement of their child. Any further

leave should be arranged in line with the College's Full or Partial Year Out arrangements.

## Guidelines for staff

### Supporting a student who thinks they are pregnant

- Encourage the student to get in touch with their GP.
- Be supportive, listen and offer to put the student in touch with appropriate agencies.
- Do not give students advice about continuing or terminating a pregnancy, this is an extremely sensitive time and even if you've been through this yourself, it is best for the student to speak to an expert.
- Offer to arrange a follow-up meeting to discuss what support the course team can offer in the short term, for example, time off for medical appointments.
- If the student decides to continue with the pregnancy, the Course Team will be encouraged to contribute to the **Student Pregnancy and Maternity plan**.
- Please ensure students are supported to attend hospital or other medical appointments during their pregnancy. Absences should be noted as authorised and support should be offered to enable the student to catch up on missed lectures or seminars.

### Maternity Leave and Adoption Leave

The College recommends that students take a minimum of two weeks Maternity Leave. Students who experience complications with the birth, or are likely to be working in high risk situations, should seek advice from their GP and the College Health and Safety advisor to agree an appropriate return date.

#### **Taking time out**

Students can apply for a maximum of one calendar year out at a time. If at the end of the approved period the student wishes to take further time out, a new application must be made. A student can take a maximum of 2 years out.

All time out requests are subject to the rules on Maximum Registration. This means that the course must be completed within the normal course length plus 2 years.

A student may request a **full year** out when they have successfully completed a stage of the course. The student will return at the beginning of the next academic year. Students will not normally be granted a full year out if they have any outstanding referrals or deferrals, unless there are valid extenuating circumstances. Any outstanding assignments must be submitted and passed before a full year out can be fully approved.

A student may request a **partial year** out when they have started the year, but wish to withdraw part way through the year with the intention of returning at the same point at which they left. A partial year out will not normally be granted beyond the half way point in any academic year. Where a student is more than halfway through the academic year, they will need to complete the year before a request can be made.

Students will not be readmitted or progressed to the next stage of the course until they have successfully completed all units. Any outstanding referrals or deferrals must be completed before the student returns to college

Students will preserve any grades for fully completed units (i.e. where the student has been summatively assessed) and carry these forward. Incomplete units cannot be carried forward and the student will be expected to return at the start of such units and pay additional course fees pro-rata for any repeated tuition.

Students can apply for a maximum of one calendar year out at a time. If at the end of the approved period the student wishes to take further time out, a new application must be made. A student can take a maximum of 2 years out.

### **Student Finance**

If you take time out from your course the College will confirm this to student finance agencies. You should tell whoever pays your fees and maintenance that you are no longer attending College, in order to ensure that you do not end up owing fees or having to repay any funds you have received. The Student Advice Service can provide information and advice to students as required.

### **Extenuating Circumstances**

You may be able to submit an extenuating circumstances claim if you experience health issues which are unexpected and which may have affected your ability to meet an assessment deadline or the level of your performance at assessment.

Whilst being pregnant may not in and of itself be considered valid grounds for an EC, you may experience health issues associated with pregnancy which may entitle you to consideration under this procedure.

For advice about submitting Extenuating Circumstances, please contact your College Administrator or Registrar Dr B Morris Ext 6080.

## **Student Pregnancy and Maternity Support Plan**

The student pregnancy and maternity plan is designed to help co-ordinate support for students who become pregnant whilst at College. The plan is designed to provide a means of sharing information between departments and to ensure the student is aware of all the support available to them.

### **Who contributes to the plan?**

The key contributors to the plan are the SEN Officer and the Programme Leader. Other teams who may also contribute to the plan e.g. Health and Safety, Student Advice and Funding, or other Student Support Services.

### **Who initiates the plan?**

The plan can be initiated by the SEN Officer or the Programme Leader; each person should notify the other when a plan has been initiated.

### **How is the plan shared?**

The plan can be completed as a hard copy or electronically. The student can take the plan to meetings with different teams, who can then contribute notes to the plan as and when necessary. These notes can be seen by other teams.

Should there be any actions or referrals made, these should be noted electronically (e.g. via email confirmation to the student, or to other teams).

### **Key contacts:**

**Student Health Adviser** : Janice Dempster-Ellis  
**Phone** : 0208 243 4000 **Ext** 1041  
**Email** : j.dempsterellis@lcuck.ac.uk

**Key dates (TLC Health Adviser)  
(to be reviewed and added to over the course of pregnancy)**

**Student Pregnancy and Support Maternity Plan**

<b>Contact details</b>	
<b>1</b>	<b>Student's details</b>
	Name
	Telephone
	Address
	Email address
	Student ID Number
<b>3</b>	<b>Course details</b>
	Course title
	College
	Programme Leader
	Year of course
<b>2</b>	<b>Emergency contact details</b>
	Name
	Telephone

5	Expected due date:	
6	Antenatal Appointments (list as necessary):	
7	<p><b>Date of Meeting with TLC Health Adviser:</b>  <b>Name of Staff member:</b>  <b>Date:</b>  <b>Contact:</b></p> <p><b><u>Notes</u></b>  Please include notes of your conversation and any recommendations for other teams/departments to consider.</p>	

**Health and Safety Assessment (Health and Safety Advisor)**

<b>8</b>	<b>Staff member name:</b>
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9	Date:	
10	Has a Health and Safety Risk Assessment been completed?	Yes / No
	Please provide details of the outcome of the risk assessment or attach notes where necessary.	

## Financial Support (Student Funding and Advice Team)

11	<b>Staff member name:</b>
12	<b>Date:</b>
13	<p><b><u>Notes</u></b> Please include notes of your conversation and any recommendations for other teams/departments to consider.</p> <ul style="list-style-type: none"><li>▪ Access to student funding</li><li>▪ Benefits for parents</li></ul>

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## Managing Attendance (Programme Leader/ Tutor)

- |           |                                                                                                                                                                                                                                                     |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>17</b> | Please outline the agreed arrangements to enable the student to 'catch up' on any missed lectures or seminars. You may want to consider re-scheduling tutorials or offering additional tutorials, providing lecture or seminar notes / video files. |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<b>Assessments (Programme Leader)</b>	
<b>18</b>	<b>Staff member name:</b>
<b>19</b>	<b>Date:</b>
<b>20</b>	<b>Dates of scheduled assessments taking place prior to due date:</b>
<b>21</b>	<b>Does the student foresee any challenges to completing assessed work as a result of her pregnancy? Yes / No</b>
<b>22</b>	<b>Has the student been informed of the Extenuating Circumstances Procedure? Yes / No</b>
<b>23</b>	<b>Notes:</b>
<b>24</b>	<b>Please attach the results of any Extenuating Circumstances applications.</b>

**Part 2: Support on the course**

This section should be completed by the Programme Leader. The purpose of this section is to note what arrangements will be made to support the student

**Students on placement (Programme Leader)**

on the course and to manage the student's maternity leave.

This section can be updated over time, depending on the needs of the student.

25	Is the student required to undertake a placement whilst pregnant?	
26	Staff member name:	
27	Date:	
28	<p><b>Notes</b></p> <p>Please set out arrangements for ensuring the student is supported during the placement, e.g. agreeing time off for appointments, pregnancy related sick leave, ensuring health and safety assessments are undertaken.</p> <p>Who is responsible for liaising with the placement provider?</p>	
29	Will the student be able to complete her placement?	
30	If not, what alternative arrangements will be made?	

## Maternity leave (Programme Leader)

Students should inform the College of their intention to take maternity leave at least **15 weeks prior** to their due date.

The exact length of maternity leave should be agreed...

31	<b>Expected date of maternity leave commencing:</b> *Students are advised to take a minimum of 2 weeks maternity leave.	
32	<b>Expected date of return:</b>	
33	<b>Has the student submitted a request for year out / partial year out?</b>	
34	<b>Arrangements for taking time out</b> (Please attach year out / partial year out request form where available).	
35	<b>Keeping in touch days</b> What arrangements can be made to ensure the student is able to keep in touch with the course whilst on maternity leave, in order to prepare them for return?	



**Returning to study (Programme Leader)**

<b>36</b>	<b>Date of return:</b>	
<b>37</b>	What support will be provided to the student on their return to study? (e.g. meetings with key staff, put in contact with other student parents, etc.)	

**Informing other staff and students**

**39** 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**