Policy and Guidance on support of students who are pregnant or require maternity or paternity support

Background

This policy was formulated with input from academic colleagues involved in admissions and personal tutoring work and student support staff in central and faculty areas. It was endorsed by the Equality & Diversity Committee in 2012 and approved by Senate in early 2013.

Structure of the document

The document comprises a brief Policy Statement, followed by a more detailed Guidance Note (which may be presented separately).

The usefulness and practical impact of the document centres around the co-creation, by the student and a relevant member of staff, of an individual plan for support and adjustments required.

The document includes therefore a template to guide staff and students through the collaborative creation of a personal assessment of needs and a plan for any support and adjustments. The document has been designed to be easily completed without necessitating additional staff training (although advice and support on all aspects of the process is readily available from the Centre for Wellbeing or Student Services Centre).

Implementation

Support services work with colleagues to ensure appropriate awareness among staff and students of the new policy.

Copies of this policy are available online for students & staff on the webpage below:
www.surrey.ac.uk/currentstudents/regulations/regulations.htm

Updated:
Craig Lowe, July 2015
Policy statement regarding maternity support for students

1. The University is committed to ensuring that it adheres fully to all aspects of the Equality Act 2010, and especially that does not treat a student (or applicant) less favourably than other students or applicants on the grounds of pregnancy, maternity or paternity.

2. The University’s intention is to provide students who are pregnant or who have caring responsibility for very young children (which is defined as children who are breastfeeding or who are under 6 months old) with access to a range of support services and appropriate study-related adjustments in order to ensure that these matters are not of themselves barriers to starting, succeeding in, or completing a programme of study.

3. University staff have a role to enable students to make informed choices, and should always approach these situations in an open-minded and non-judgmental way, being careful to avoid influencing a student’s decisions. University staff will seek at all times to avoid treating a student less favourably on pregnancy related grounds.

4. Students are strongly encouraged to disclose a pregnancy as early as possible to an appropriate member of staff (e.g. their Personal Tutor, Director of Studies, Supervisor or a member of Programme Administration staff), and discuss support available with staff in the Centre for Wellbeing. Students are not obliged to disclose, but if they choose not to disclose their pregnancy, the University may not be able to provide protection from certain hazards; take a fully flexible and planned approach to their programme of study, including offering time off; or provide specific support or study adjustments. Students must notify the University no later than 15 weeks before their expected due date and provide appropriate supporting evidence, if they would like a maternity or paternity-related absence from studies.

5. Planning support and adjustments: A flexible and personal approach will be taken to supporting students who are pregnant or who have very young children. In each case a relevant staff member will draw up, in close consultation with the student and with advice from the Centre for Wellbeing, an Individual Support and Adjustments Plan, which includes a risk assessment. This should be supported by appropriate evidence and agreed between the student and staff member, before being reviewed and signed off by a senior member of academic staff (e.g. Associate Dean (Learning & Teaching), or Director of Studies). It should be reviewed regularly throughout the pregnancy by the staff member and the student. The full list of suggested areas to be covered in the Plan are set out in a template within the Guidance Note.

6. The University provides private facilities in the Centre for Wellbeing, and the Student Health Centre for breastfeeding and nursing mothers. Further information is available from the Centre for Wellbeing (centreforwellbeing@surrey.ac.uk).

7. Students who have been matched for adoption are asked to inform their Personal Tutor or Supervisor as soon as possible in order that provision for adjustment and support may be made available. Students who intend to seek adoption for their baby are covered by all relevant aspects of this policy.
8. Students may disclose that they have had, or are expecting to have, difficulties related to a pregnancy. These may be one or more of a wide range issues, including difficult choices regarding continuation of the pregnancy; medical complications; miscarriage, still births and neonatal death; or issues surrounding surrogate parenthood, for example. Although each situation is unique, in general all relevant aspects of this policy should be considered to apply. This is especially true of the principles of staff seeking at all times to avoid treating the student less favourably on pregnancy related grounds; adopting an open-minded and non-judgmental approach; being careful to avoid influencing a student’s decisions; and providing context and advice to the student to enable them to make informed choices. Consideration should be given to the impact of a pregnancy or neo-natal difficulty on a student’s ability to participate fully in the programme, including meeting deadlines and sitting exams, and the appropriate Extenuating Circumstances procedures should be utilised as relevant.

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1 Regulations for Extenuating Circumstances are available in the General regulations section of the Learning & Teaching area of the University website (www.surrey.ac.uk/quality_enhancement/regulations/)
**Guidance regarding maternity support for students**

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### Intention

1. The University is committed to ensuring that it adheres fully to all aspects of the Equality Act 2010, and especially that does not treat a student (or applicant) less favourably than other students or applicants on the grounds of pregnancy, maternity or paternity.

2. The University’s intention is to provide students who are pregnant or who have caring responsibility for very young children (which is defined as children who are breastfeeding or who are under 6 months old) with access to a range of support services and appropriate study-related adjustments in order to ensure that these matters are not of themselves barriers to starting, succeeding in, or completing a programme of study.

3. Further information and advice on interpretation of this Guidance is available from the Centre for Wellbeing or Student Services Centre (contact details in *Selected sources of further information and advice* at the end of this document).
Overview

4. **University staff** have a role to enable students to make informed choices, and should always approach these situations in an open-minded and non-judgmental way, being careful to avoid influencing a student’s decisions. University staff will seek at all times to avoid treating a student less favourably on pregnancy related grounds.

5. **Students** are encouraged to familiarise themselves with this policy and are strongly encouraged to disclose a pregnancy to an appropriate member of staff (e.g. their Personal Tutor, Director of Studies, Supervisor or a member of Programme Administration staff), and discuss support available with staff in the Centre for Wellbeing. Risks in respect of healthy development are highest during the first 13 weeks of pregnancy, and students are encouraged to disclose a pregnancy as early as possible.

6. Disclosing a pregnancy will enable there to be consideration of issues such as:

   a. health & safety;
   b. time off for maternity or paternity related issues;
   c. arrangements for being kept informed of missed lectures, etc;
   d. consideration of accommodation needs and support, if appropriate, for allocation to, or move within, University residencies;
   e. any potential problems related to examination or assessment deadlines;
   f. arrangements for support after the birth (including for breastfeeding); and
   g. access to other more specialist information and advice if needed.

Unless advised otherwise (because of the demands of specific programmes) students are not obliged to disclose, but if they choose not to disclose a pregnancy, the University may not be able to provide protection from certain hazards; take a fully flexible and planned approach to their programme of study.

7. **Planning support and adjustments:** A flexible and personal approach will be taken to supporting students who are pregnant or who have very young children. In each case a relevant staff member (e.g. Director of Studies or Personal Tutor, with advice from the Centre for Wellbeing) will draw up, in close consultation with the student, an Individual Support and Adjustments Plan, which includes a risk assessment. This preliminary plan should be supported by appropriate evidence and agreed between the student and staff member, before being reviewed and signed off by a senior member of academic staff (e.g. Associate Dean (Learning & Teaching), or Director of Studies). It should be reviewed regularly throughout the pregnancy by the staff member and the student. The full list of suggested areas to be covered plan are detailed in the template below, and cover confidentiality and communication; study adjustments, breaks and extenuating circumstances, amongst other things.

Staff responsibilities

8. Seek at all times to avoid treating the student less favourably on pregnancy related grounds.

9. Adopt an open-minded and non-judgmental approach and be careful to avoid influencing a student’s decisions.
The staff role is to provide context and advice to the student to enable them to make informed choices. Information provided by the student should be treated sensitively and only passed onto others on a need-to-know basis (for example, in order to organise appropriate accommodations for the student relating to learning and teaching, assessment, placements, fees etc.).

10. Be familiar with the procedures for maternity support for students and support for students with very young children. Seek advice from colleagues or central support services (contact details are in the Selected sources of further information and advice section at the end of this document) if they are unsure of how best to support the continued study of a pregnant student. Ensure accurate information is given to prospective students regarding the availability of support for students who are pregnant or have very young children.

11. Treat any disclosure of a pregnancy seriously and make students aware of appropriate sources of support; ensure the student is aware of the need to tell both their Academic Department, the Centre for Wellbeing, and/or International Student Support (Student Services Centre), or the Safety Office as appropriate.

12. Respect the student’s right to confidentiality and verify that the student has no objections to their pregnancy being discussed with others – particularly when information needs to be passed on to other staff members to arrange any agreed accommodations to the programme of study or adjustments to fees.

**Note:** To ensure that they are given appropriate and comprehensive support and information, it is important that the student receives advice from both their Academic Department and a Healthcare Practitioner in the Centre for Wellbeing. When a student discusses a pregnancy with either of these areas, in every case, they should be referred to the other to ensure a joined up approach.

**Student responsibilities**

13. Ensuring that they have a clear idea of what will be expected of them on their programme of study in order to understand the potential impact of pregnancy related absence. Reading this policy in order to understand the University’s approach to supporting pregnant students; students who require maternity or paternity leave; and students with very young children. Co-operating proactively with this policy, and especially the individual support and adjustments planning process.

14. Although not a requirement, a student who is pregnant is strongly advised to disclose this to an appropriate member of staff (e.g. their Personal Tutor, Director of Studies, Supervisor or a member of Programme Administration staff within their Faculty) at an early stage of their pregnancy, with a view to discussing any necessary support arrangements or adjustments – particularly where elements of their programme of study might present potential hazards to the health or safety of the student or their baby. If a student’s programme involves access to hazardous substances such as radioactivity or
other teratogenic agents\textsuperscript{2}, disclosure of pregnancy is required by the University in order to fulfil legal obligations.

15. Notifying the University no later than 15 weeks before their expected due date and providing appropriate evidence, usually in the form of the NHS Mat\textsuperscript{1B} form, if they would like a maternity or paternity-related absence from studies or research or placement. If absence is included in the Individual Support and Adjustment Plan, the Extenuating Circumstances procedures are not required unless unexpected circumstances force a change to the Plan in respect of any significant study adjustments and maternity or paternity absences.

16. Applicants are advised to inform the Head of Admissions (via email admissions@surrey.ac.uk) so that consideration can be given to appropriate support being available from the commencement of their programme of study. Consideration of any support or study related adjustments will be conducted confidentially and entirely separately from consideration of the student’s application for admission.

17. If the expected due date is during or within 10 weeks of the end of their programme of studies, non-UK students should discuss the impact of a pregnancy on their visa with the International Student Support team in the Student Services Centre.

\begin{quote}
\textit{Note: Any temporary withdrawal, change to hours of study, or change to length of programme (expected finish date) can have significant implications for visa and immigration status and permission to remain in the UK.}

\textit{It is the University’s understanding of NHS eligibility rules that students who are resident in the UK for more than 6 months, are entitled to NHS antenatal care, including if they are on a temporary suspension of studies on health or other grounds, as long as they intend to be resident here for the required period. Students who intend to be in the UK for less than 6 months, would be charged for all treatment (other than immediately necessary), including antenatal care. However, in all cases, students are recommended to seek the particular advice of a medical practitioner (which could be the Student Medical Centre on campus).}
\end{quote}

18. Ensuring the safe supervision of any child they may bring onto campus. Certain areas of the campus (e.g. laboratories, workshops, etc) are inappropriate environments for children to be present in, even with close supervision.

19. Discussing any concerns they have relating to their pregnancy with an appropriate healthcare practitioner (e.g. a midwife or a general practitioner in the Student Medical Centre or their own GP) and, if required, staff in one or more of the following services: Student Services Centre (Student Support in campus accommodation or International Student Support), Centre for Wellbeing (Counselling, Physical and Mental Health Support), Safety Office, Accommodation Services and the Chaplaincy.

\textsuperscript{2} Advice on which specific Programmes involve access to hazardous materials is available from the Safety Office (safety@surrey.ac.uk)
Support and adjustments plan

20. A relevant member of staff (e.g. Director of Studies or Personal Tutor, with advice from the Centre for Wellbeing) should, in close consultation with the student, draw up an Individual Support and Adjustments Plan specific to the needs and preferences of the student, and taking into account the requirements of the programme. Once these preliminary arrangements have been agreed between the student and the staff member, this should be forwarded, along with accompanying evidence, for review and sign off on behalf of the Faculty by a senior member of academic staff (e.g. Associate Dean (Learning & Teaching), or, where agreed locally, the relevant Director of Studies).

21. The Plan should be reviewed regularly throughout the pregnancy by the staff member and the student.

22. A template for the Plan is attached. The Plan should cover, as relevant:
   a. Health and Safety Risk Assessment
   b. Communication about a pregnancy
   c. Communication with the student during pregnancy
   d. Antenatal care
   e. Examinations and assessments
   f. Placements and fieldwork
   g. Study and placements abroad
   h. Maternity or paternity-related absence (including provision of appropriate evidence)
   i. Communication with the student during maternity or paternity-related absence
   j. Financial, Accommodation and Practical Planning
   k. Review dates

Breastfeeding facilities

23. The University provides private facilities in the Centre for Wellbeing, and the Student Health Centre for breastfeeding and nursing mothers. Further information is available from the Centre for Wellbeing (centreforwellbeing@surrey.ac.uk).

Adoption

24. Students who have been matched for adoption are asked to inform their Personal Tutor or Supervisor as soon as possible in order that provision for adjustment and support may be made available. Only one member of a couple jointly adopting may take adoption leave. This applies regardless of whether one or both members of the couple are students. The other member of the couple may be entitled to take Statutory Paternity Leave / Maternity Support Leave. Students taking Adoption Leave have the same entitlements as students taking Maternity Leave.

25. Students who intend to seek adoption for their baby are covered by all relevant aspects of this policy.
**Pregnancy related difficulties**

26. Students may disclose that they have had, or are expecting to have, difficulties related to a pregnancy. These may be one or more of a wide range issues, including difficult choices regarding continuation of the pregnancy; medical complications; miscarriage, still births and neonatal death; or issues surrounding surrogate parenthood, for example.

27. Although each situation is unique, in general all relevant aspects of this policy should be considered to apply. This is especially true of the principles of staff seeking at all times to avoid treating the student less favourably on pregnancy related grounds; adopting an open-minded and non-judgmental approach; being careful to avoid influencing a student’s decisions; and providing context and advice to the student to enable them to make informed choices.

28. Consideration should be given to the impact of a pregnancy or very young child related difficulty on a student’s ability to participate fully in the programme, including meeting deadlines and sitting exams, and the appropriate Extenuating Circumstances procedures should be utilised as relevant.\(^3\)

*Advice on the interpretation of this policy can be provided by the Centre for Wellbeing.*

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\(^3\) Regulations for Extenuating Circumstances are available in the General regulations section of the Learning & Teaching area of the University website (www.surrey.ac.uk/quality_enhancement/regulations/). In respect of Maternity or Paternity related absences from core elements of the programme, and especially assessment and examinations, appropriate evidence would usually be required.
### Selected sources of further information and advice

<table>
<thead>
<tr>
<th>Source</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Wellbeing</td>
<td><a href="mailto:centreforwellbeing@surrey.ac.uk">centreforwellbeing@surrey.ac.uk</a> 01483 689498</td>
</tr>
<tr>
<td>Student Health Centre</td>
<td><a href="http://www.guildowns.nhs.uk/">www.guildowns.nhs.uk/</a></td>
</tr>
<tr>
<td>(Guilddowns Medical Practice)</td>
<td></td>
</tr>
<tr>
<td>Government information on rights and entitlements</td>
<td><a href="http://www.gov.uk/browse/working/time-off">www.gov.uk/browse/working/time-off</a></td>
</tr>
<tr>
<td>Student Services Centre</td>
<td><a href="mailto:ask@surrey.ac.uk">ask@surrey.ac.uk</a></td>
</tr>
<tr>
<td>(Money/International Advisors)</td>
<td>01483 68 68 68</td>
</tr>
</tbody>
</table>

**Policy owner:** Student Support Services  
**Date of next review:** September 2015

The University is indebted to the following institutions for source material for this guidance: the Universities of Brighton, Canterbury, Leeds, Plymouth, and Sheffield, Edinburgh Napier University, and the Equality Challenge Unit.
Support and Adjustments Plan (Template)

For completion by a staff member in discussion with the student. Advice on risk assessment and individual action planning is offered by the Safety Office and Centre for Wellbeing. For any significant study related adjustments or absences, appropriate evidence should also be provided and attached.

<table>
<thead>
<tr>
<th>Student Details:</th>
<th>Student’s nominated emergency contact details:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>URN</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td>Pref’d email</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Programme Details:</th>
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</thead>
<tbody>
<tr>
<td>Programme Title</td>
</tr>
<tr>
<td>Department and</td>
</tr>
<tr>
<td>Faculty</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student’s Point of Contact at University:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Location</td>
</tr>
<tr>
<td>Date of signing</td>
</tr>
</tbody>
</table>

**Signed (staff)**

| (signature) | Staff name |

**Signed (student)**

| (signature) | Signed (Title) |

| (signature & date) |
**Risk Assessment**

A health and safety focussed risk assessment should be carried out for each individual case; this is especially important if the student is undertaking a programme which entails exposure to additional risks, such as hazardous materials or activities.

Generic relevant hazards are identified in the template, and these should be discussed between the student and staff member and updated / expanded as appropriate. Advice on completion is available from the Safety Office or Centre for Wellbeing.

<table>
<thead>
<tr>
<th>Significant Hazard</th>
<th>Perceived Nature of Risk</th>
<th>Generic Control Measures</th>
<th>Residual Risk</th>
<th>Additional Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Display Screen Equipment</td>
<td>Increased susceptibility to musculoskeletal disorders and deep vein thrombosis (DVT)</td>
<td>DSE assessment to be undertaken if not already in place. Workstation should provide adequate adjustment to allow for increase in abdominal size.</td>
<td>To be discussed and agreed with the student</td>
<td>Review DSE assessment as pregnancy progresses</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Advice on posture to prevent musculoskeletal problems, including adjusting working practices to avoid continuous sitting at workstation (risk of DVT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Slips, Trips &amp; Falls</td>
<td>Increased risk of injury due to physical change and or hormonal changes</td>
<td>Extra caution should be taken when moving about the site. Individual may have difficulty negotiating stairs during later stages of pregnancy</td>
<td>To be discussed and agreed with the student</td>
<td>Review as pregnancy progresses</td>
</tr>
<tr>
<td>Fatigue</td>
<td>Fatigue from prolonged standing or physical activity, or as a consequence of sleep disturbance</td>
<td>Avoid long periods of time standing. Allow for more frequent periods of rest. Aspects of any group, project, laboratory or field work may need to be modified as physical capability will reduce as a result of pregnancy</td>
<td>To be discussed and agreed with the student</td>
<td>Review as pregnancy progresses</td>
</tr>
<tr>
<td>Work Related Stress</td>
<td>Individual vulnerable to stress due to hormonal, psychological and physiological changes during pregnancy</td>
<td>Monitoring and reduction of risks in relation to work demands, relationships with other students or staff and requirements of studies. Study situations which may reasonably be anticipated to present heightened stressors may require further adjustment.</td>
<td>To be discussed and agreed with the student</td>
<td>Review as pregnancy progresses</td>
</tr>
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<td>---------------------</td>
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<td>---------------------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Out of Hours Working</td>
<td>Long working hours or shift work patterns can affect the health of pregnant women.</td>
<td>Allowance made for tiredness and nausea at early stages of pregnancy.</td>
<td>To be discussed and agreed with the student</td>
<td>Review as pregnancy progresses</td>
</tr>
<tr>
<td>Personal Safety</td>
<td>Unsafe situations or fear of unsafe situations can increase risks associated with pregnancy</td>
<td>If there is a perceived risk of an unsafe situation, the student should remove herself from the situation immediately and seek the assistance of Security and / or a member of staff.</td>
<td>To be discussed and agreed with the student</td>
<td>Review as pregnancy progresses</td>
</tr>
<tr>
<td>Access / Egress</td>
<td>Mobility may be impaired during later stages of pregnancy</td>
<td>The student should be advised to use her own assessment as to her mobility and energy levels throughout her pregnancy and adjust her work pattern and approach accordingly. She should be advised not to exceed her physical comfort zone and should always bear emergency access in mind during her work and movement around campus.</td>
<td>To be discussed and agreed with the student</td>
<td>Review as pregnancy progresses</td>
</tr>
<tr>
<td>Exposure to hazardous materials</td>
<td>Risk to the health of the mother and child.</td>
<td>Assess risk and avoid exposure.</td>
<td>To be discussed and agreed with the student</td>
<td>Review as pregnancy progresses</td>
</tr>
</tbody>
</table>
### ACTION PLAN

Develop and agree with the student a prioritised action plan to support the risk assessment

<table>
<thead>
<tr>
<th>Action to be taken to further reduce risk</th>
<th>Person responsible for completing action</th>
<th>Completion date (Prioritized on risk)</th>
<th>Action closure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review DSE assessment as pregnancy progresses</td>
<td>DSE Assessor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Study planning (especially regarding group work) to take account of potential decreases in capabilities as pregnancy progresses</td>
<td>Student in consultation with staff member</td>
<td></td>
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<tr>
<td>Action:</td>
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<td></td>
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<td>Action:</td>
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</tbody>
</table>

### Communication about a pregnancy

1) Discuss and record the members of staff who will need to be informed about the pregnancy, and whether they also want fellow students to know | In normal circumstances, these would include Personal Tutors, Directors of Study, Faculty Registrars, Chair of the Board of Examiners |

2) When is the student happy for members of staff and fellow students to be informed? | Date or point in pregnancy: |

3) Who will be responsible for informing members of staff and fellow students? | Informing staff members: |
<table>
<thead>
<tr>
<th>Informing fellow students:</th>
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</table>

**Communication with the student during a pregnancy** *(regarding the pregnancy, and before any maternity or paternity absence)*

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<tbody>
<tr>
<td>4) Identify and record any information which will need to be communicated to the student <em>(e.g. regarding relevant procedure, deadlines, etc)</em></td>
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<tr>
<td>5) Discuss and record the student’s preferred method of communication, and who should they contact if they have any concerns or their circumstances change</td>
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**Antenatal care**

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<tbody>
<tr>
<td>6) When are the student’s antenatal appointments?</td>
<td></td>
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<tr>
<td>7) What arrangements will be made to enable the student to catch up if any appointments coincide with seminars and lectures?</td>
<td></td>
</tr>
</tbody>
</table>
### Examinations and assessments

| 8) | Will the pregnancy affect the student’s ability to meet coursework deadlines or sit examinations? | If ‘yes’ which ones: |
| 9) | If so, what measures can be taken to ensure the student meets the requirements of the programme? *For example, would alternative methods of assessment, a changed deadline, etc be appropriate?* | |
| 10) | Has appropriate evidence been provided to enable the University to justify the adjustments? 

*NB: The policy assumes that the Extenuating Circumstances procedures and evidence requirements will only need to be applied if unforeseen circumstances require a change to the agreed plan.* | Y/N and attach |

### Placements, fieldwork and study abroad

| 11) | Is the student required to undertake a placement or fieldwork as part of the programme? | |
| 12) | If so, will the pregnancy affect their ability to complete the required placement or | |
13) Does an additional risk assessment need to be undertaken in relation to the placement / fieldwork (e.g. to satisfy employer’s requirements)?

*Note detail of any specific arrangements to make*

14) If yes, what measures can be taken to ensure they can fulfil these requirements? For example, could the student undertake the placement or fieldwork at an earlier stage of the pregnancy, or on their return from maternity or paternity-related absence?

15) If the student is already abroad, do they wish – and are they able – to complete the programme of study or placement?

16) If they return home, what arrangements will be made for them to resume their programme of study or placement?

17) If the student is required to undertake a programme of study or a placement abroad that has not started, what arrangements will need to be made with the host institution?
Maternity or Paternity-related absence

The student may wish to interrupt their study for up to a year, or they may wish to return as soon as possible after giving birth. In the latter case the University’s policy would be to adhere, as a minimum, to the provision within employment legislation which prevents people from working within two weeks of giving birth. The agreed date of return should take account of the student’s preferences and the requirements of the programme.

To ensure arrangements can be made, students are asked to notify the University at least 15 weeks before the expected birth of their child as to when they would like their maternity or paternity absence to commence. If appropriate evidence is provided (e.g. the standard from Mat1B), the agreement of this plan supersedes the need for Extenuating Circumstances procedures to be followed; unless unforeseen circumstances subsequently require a change to the agree plan.

When is the student likely to start their maternity or paternity-related absence, and when are they likely to return?

Is it appropriate in view of the demands of the programme for there to be a review by Occupational Health before return to study? (and detail of any specific arrangements to make)

Communication with the student during maternity or paternity-related absence

18) Identify any information that will need to be communicated to the student.

19) Discuss and record the student’s preferred method of communication during maternity or paternity absence, and when, how and to whom will they confirm their
Financial, accommodation and practical planning

For students funded by Student Finance England, the Student Loan can continue for up to 60 days from the beginning of any period of interruption of studies. The student will, however, need to inform the Student Loans Company of their circumstances, and give an indication of when they expect to return to study.

For students funded by the NHS, the Dance & Drama Award scheme (DADA), or by sponsorship or a stipend, the rules are different, and students are advised to seek an individual assessment from the Student Money Advisers in the Student Services Centre. All students who have interrupted their studies are eligible to apply for maternity or paternity benefit, and information about this can be obtained through their ante-natal clinic.

Does the student’s current accommodation arrangement require consideration? If so, and the student wishes to leave Accommodation before the end of their current agreement, they should discuss the matter with the Accommodation service. If the student is not currently in University accommodation and wishes to have access to the residences, the Preferential Accommodation on Medical Grounds process may be utilised to assess the student’s needs and apply for appropriate adjustments. Information and advice is available from Accommodation Services (accommodation-eng@surrey.ac.uk).

Review

Support plans should be reviewed at key stages, such as around the 20 and 30 weeks stages, and prior to her return to study, or at key points of the academic year, such as prior to examinations and field trips.

Regular review is important as some decisions cannot be made at the start of a pregnancy, for example the length of maternity or paternity-
related absence required.

Key dates must be agreed with the student and communicated in writing.

<table>
<thead>
<tr>
<th>Dates for planned reviews of the support and adjustment plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date for contacting the student to discuss return to study (minimum 8 weeks before agreed planned return date).</td>
</tr>
<tr>
<td>Contact to be made by (name of staff member)</td>
</tr>
</tbody>
</table>

Once completed and signed off, copies of this document should be retained by the student and the Academic Department / Faculty, and forwarded to the Faculty Registrar, Chair of the Board of Examiners, etc, as appropriate.