

Pregnancy, Maternity, and Parenthood Procedure for Students	
Enabling Policy Statement; Executive Owner; Approval Route:	Our Students - Chief Student Officer - Executive Board
Is the Procedure for internal use only (Non- disclosable) ?	Disclosable
Associated Policy Statements:	Our Education - Pro-Vice Chancellor, Education
Authorised Owner:	Chief Student Officer
Authorised Co-ordinator:	Director of Student Life
Effective date:	July 2025
Due date for full review:	July 2028
Sub documentation:	Individual Support and Adjustments Plan (ISAP)

Approval History

Version	Reason for review	Approval Route	Date
1.0	Policy out of date and migration to POPP template	UEC>EB	26 June 2025

Contents

1. Purpose.....	2
2. Scope and Exceptions to the Procedure.....	3
3. Definitions and Terminology	3
4. Procedural Principles	4
4.1 Individual Support and Adjustments Plan	4
4.1.2 Risk Assessment	5
4.2 Breastfeeding Facilities	6
4.3 Family Study Room	6
4.4 Applicants	6
4.5 Submissions of Assessments	7
4.5.1 Extenuating Circumstances (ECs).....	7
4.5.2 Maternity, Paternity and Partner's Leave (Temporary Withdrawal)	7
4.6 Timetabling and Absence	8
4.7 Family Accommodation	8
4.8 Complaints and Grievances	9
4.9 Source of information and advice	9
5. Governance Requirements	9
5.1 Implementation: Communication Plan	9
5.2 Implementation: Training Plan	9
5.3 Review	10
5.4 Legislative Context and Higher Education Sector Guidance or Requirements	10
5.5 Sustainability	10
6. Stakeholder Engagement and Equality Impact Assessment	11

1. Purpose

- The University of Surrey celebrates and values the diversity of its university community including its staff and students. The University is committed to treating all employees and students with dignity and respect and seeks to provide a positive working and learning environment free from discrimination, harassment or victimisation.
- This procedure aligns with the *Our Students* policy statement which states that the university will comply with employment and equality laws, foster Surrey community identity that will foster pride, belonging, and champion diversity and togetherness.
- The University is committed to ensuring that it adheres to the Equality Act 2010, this includes fairly treating students who are pregnant, going through adoption and on maternity or paternity leave.
- The University intends to provide students who have parental responsibilities, especially those who are new or expectant parents (i.e. students who are pregnant, have given birth within the last six months or are breastfeeding, plus students who have adopted a child) with access

to a range of support services and appropriate study-related adjustments to ensure that barriers are reduced in starting, succeeding in, or completing a programme of study.

- Students are strongly encouraged to disclose a pregnancy as early as possible or if they are breastfeeding to an appropriate member of staff (e.g., their Personal Tutor, Supervisor, or a MySurrey Hive Case Coordinator). There may be elements of the programme of study that could present a health and safety risk to the pregnant student and/or their child. A student's School/Department will not be able to arrange appropriate risk assessments unless it is aware of their pregnancy.
- Disclosing a pregnancy will enable there to be consideration of support needs, and any necessary protective measures can be taken to protect them and their child. These will be discussed and outlined in an Individual Support and Adjustments Plan (appendix 1).
- Unless advised otherwise (because of the demands of specific programmes) students are not obliged to disclose a pregnancy or parental responsibility. However, if they choose not to disclose this, the University may not be able to provide protection from certain hazards or to take a fully flexible and planned approach to their programme of study.

2. Scope and Exceptions to the Procedure

- The university understands that their students have different life experiences and situations which may impact their studies in a variety of ways and the university strives to support its students as much as possible to enable their success and progression.
- This procedure is intended for students who have children under the age of 18, are expecting children, or may require additional support during their educational journey at Surrey, whether that be on-campus, off-campus or online. It encompasses various circumstances, including biological children, adopted or fostered children, children born through in-vitro fertilisation (IVF), and children born pre-maturely. It also applies to partners of expectant mothers.
- The university acknowledges that every parenting or birthing experience is unique and is committed to providing further support. Students are encouraged to access relevant university support services, such as Chaplaincy, Centre for Wellbeing, or their personal tutor for further assistance.
- This procedure does not apply to students who have experienced miscarriage, stillbirth, or decided not to proceed with a pregnancy. However, support is available through the university, including bereavement support offered by Chaplaincy, the Centre for Wellbeing, and MySurrey Hive Case Coordinators. Students in such situations can also apply for extenuating circumstances and a temporary withdrawal (see section 4.5) if these events coincide with any assessments or course-related responsibilities.
- This procedure does not apply to staff at the University of Surrey. Staff can find relevant procedures and guidance under [Family Friendly Procedures](#) on SurreyNet.
- External organisations who offer support are listed in section 4.9 of this procedure.

3. Definitions and Terminology

- **Extenuating circumstances:** During their studies, students may experience circumstances that

temporarily diminish their ability to meet a deadline, revise for or attend an exam or assessment, or participate in their programme as might be reasonably expected'. Students can apply for extenuating circumstances, for example, to request a deadline extension or exam deferment. More information can be found in the [regulations](#).

- **Individual Support and Adjustments Plan (ISAP):** A support plan to support students who have parental responsibility for a child under 18, are pregnant, have recently given birth, are supporting someone who has recently given birth, or are adjusting to family changes due to the arrival of a child. or have recently welcomed a child to the family.
- **Personal Emergency Evacuation Plan (PEEP):** An evacuation plan for students in the event of an emergency. Students who may require a PEEP are usually those who are more vulnerable and may need additional support evacuating from the university buildings.
- **Temporary withdrawal:** A prolonged period of absence which allows students to take up to 12 months off their studies. If students would like to take more than 12 months off their studies, they will need to submit evidence.

4. Procedural Principles

4.1 Individual Support and Adjustments Plan

- Students must consult with their personal tutor as soon as they find out that they are pregnant, as some courses require an additional or separate support plan and risk assessment. If the course does not have a separate or additional support plan, then the Individual Support and Adjustments Plan (ISAP) found in the appendix can be used.
- It is then advised that the personal tutor, senior personal tutor or programme director organises a meeting with the student from twelve weeks of pregnancy to put this plan in place. Students can request to be accompanied to the meeting by a member of staff from the Students' Union or a MySurrey Hive Case Coordinator to be present.
- It is important to note that any adjustments requested by the student must be authorised by the personal tutor, senior personal tutor or programme director and must comply with the requirements of an accreditation or regulatory body and adheres to the validation of the programme. The feasibility of adjustments will vary depending on the specific course and accreditation or regulatory body's requirements.
- If a student is dissatisfied with the outcome of this meeting, they should first discuss their concerns with their personal tutor, senior personal tutor, or programme director. Further support is available from the Students' Union.
- If students have disclosed that they have parental responsibility, or their partner is undergoing pregnancy or adoption, it is their choice if they would like to have an ISAP to understand what support or adjustments can be put in place.
- If a student does not want an academic present at the meeting and the student is **on a non-accredited course**, the student can opt to meet with a Case Coordinator. The Case Coordinator must stress that not having an academic present will lengthen the process of the ISAP as an academic is needed to sign off any adjustments before they are made. Case Coordinators must not promise any adjustments to the student unless verified by academics and other relevant departments.

- This plan will aim to, as much as possible, meet the needs of the student and the requirements of the programme.
- If there are any areas of concern, these should be resolved with the School/Department programme director.
- The plan should be reviewed a minimum of every three months for students undergoing a pregnancy or throughout the postpartum period by the student's personal tutor or the staff who supported the student filling out the ISAP.
- For other students who have parental responsibility but have *not* just been through pregnancy or postpartum, their ISAP should be reviewed a minimum of once per semester by the personal tutor or the staff member who supported the student filling out the ISAP, especially should difficulties occur throughout their time at Surrey.
- The Plan should cover, as relevant:
 - Health and Safety Risk Assessment, including the need for a PEEP (Personal Emergency Evacuation Plan) and students on courses in contact with hazardous materials and on placements.
 - Communications with staff and students and with the student during any periods of temporary withdrawal.
 - Examinations and assessments
 - Placements and fieldwork
 - Study and placements abroad
 - Visa implications
 - Financial, accommodation and practical planning
 - Review dates
- A copy of the ISAP template can be found in Appendix A following the risk assessment. It is important to note that not all elements of the ISAP may be relevant to the student.

4.1.1 Risk Assessment

- The risk assessment is a document which is to be filled out by the student and can be done with the member of staff as part of their ISAP meeting.
- Support and guidance is available for staff and students undertaking risk assessments on elements of the programme of study that are likely to result in a risk to the health and safety of the student or unborn child. Please contact the student's Faculty/Professional Services Health and Safety Manager/Advisor:
 - Faculty of Arts, Business and Social Sciences (FABSS): FABSSsafety@surrey.ac.uk
 - Faculty of Engineering and Physical Sciences (FEPS): fepssafety@surrey.ac.uk
 - Faculty of Health and Medical Sciences (FHMS): FHMSHealthandSafety@surrey.ac.uk
- Risk assessment training is already provided to a range of staff within faculties. If staff from Professional Services would like training, they can contact safety@surrey.ac.uk to have this arranged.
- The risk assessment identifies general relevant hazards, and other specialised risks such as work with chemicals, radiation, biological agents, animals and so on, would be picked up and added by academics in departments.
- Where the requirement for a PEEP is established, this should be completed with the

University Fire Safety Officer: firesafety@surrey.ac.uk

4.2 Breastfeeding and Baby Change Facilities

- The university provides dedicated private facilities for breastfeeding and/or expressing milk. These facilities are available at:
 - Stag Hill: 11SE02 -Senate House Level 2, room 11 – this room will finish being built in mid 2025.
 - Manor Park:
 - 03MP00 – the key can be collected from Manor Park Hive
 - 29HSM00 – not a dedicated space but a quiet and prayer space that mothers can use if they need.
 - Surrey Sports Park –The accessible change room.
- Baby change facilities and nappy bins can be found in:
 - Stag Hill:
 - 11SE02
 - Senate House ground floor in the accessibility toilets
 - Level 2 of the Library
 - GSA ground floor (nappy bin only)
 - PATS Fields building (nappy bin only)
 - 00 Hall Complex (nappy bin only)
 - All floors of the MS (Rik Medlik) building (nappy bin only)
 - Manor Park:
 - 03MP00, Kate Granger building in the ground floor
 - Kate Granger building 1st floor.
 - Surrey Sports Park in the accessible changing room.
- Other spaces for breastfeeding/expressing milk/baby change units may be sourced by Faculty Operation Managers who can be contacted below:
 - Faculty of Business, Arts and Social Sciences (FABSS): mr0017@surrey.ac.uk
 - Faculty of Health and Medical Sciences (FHMS): fhmsfacilities@surrey.ac.uk
 - Faculty of Engineering and Physical Sciences (FEPS): m16060@surrey.ac.uk

4.3 Family Study Room

- The University has a Family Study Room located on Level 2 of the Library. The room is located close to accessible toilets and baby changing facilities. Students are required to undergo an induction before first use of the room and students can bring a nominated guest when they visit with their child. More information can be found [here](#).

4.4 Applicants

- The Admissions team should encourage students with parental responsibility/expectant parents to read through this procedure to familiarise themselves with the support that is available to them and get in touch with their personal tutor upon enrolment.
- Students are encouraged to read through the support they are able to access which can be found on the [Student Communities](#) and [Equality, Diversity and Inclusion](#) webpages.
- If students would like to talk to a member of staff at the university pre-entry or upon

enrolment, they can contact the Student Success and EDI team (SSEDI@surrey.ac.uk). SSEDI will ensure that an ISAP is created during this meeting or liaise with the MySurrey Hive Case Coordinator team for an ISAP to be devised upon the student's enrolment.

- After enrolment, students are advised to speak with their Personal Tutor in the first instance for any general questions or for an ISAP or any school/department specific plan to be created. Students can also choose to speak with a MySurrey Hive Case Coordinator.

4.5 Submissions of Assessments

The University strives for all students to excel in their programmes of study and aims to support students within the various institutional parameters. Students have the option and opportunity to apply for extenuating circumstances, and at times, take a temporary withdrawal so they can study effectively at a later date.

4.5.1 Extenuating Circumstances (ECs)

- If a student is pregnant or has given birth which renders them unable to complete an assessment/exam to the best of their ability, the student can apply for extenuating circumstances (ECs).
- If a student is on a temporary withdrawal (see section 4.5.2), they will not be expected to submit any work for assessment.
- Students can seek advice from the [Students' Union webpage](#) to understand how to apply for ECs and book a meeting with a Students' Union adviser for any further queries.
- It is important for students to understand the implications of deferring exams, especially for those in their final year, or on certain courses. It is advised for students to speak to their personal tutor or seek advice from the Students' Union.

4.5.2 Maternity, Paternity and Partner's Leave (Temporary Withdrawal)

- Maternity, Paternity and Partner's Leave will follow the same regulations as a temporary withdrawal (TW).
- A temporary withdrawal is also known as an "interrupt" in some courses.
- Students have the option to take up to 12 months off their studies to focus on any childcare responsibilities and recovery and can resume their studies after this time off. If students would like to return as soon as possible after giving birth, the University's guidance would be to adhere, as a minimum, to the provision within employment legislation which prevents people from working within two weeks of giving birth.
- If students would like to take more than one year off, they will need to provide the University with their MATB1 form.
- 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.

- During this time students will not pay tuition fees for that period and therefore will not be eligible for any tuition or to submit any work for assessment.
- For international students, taking a temporary withdrawal may affect their visa status and right to stay in the UK. It is advised that students seek advice from the International Student Advice team who can be contacted via [Surrey Support](#) as soon as possible to gain clear information and plan next steps.
- The University will communicate with the student via email once their temporary withdrawal request has been approved, and then 6-8 weeks before their return date. Students can opt to receive more communication with their personal tutor or programme director and this should be detailed in their ISAP.
- More information can be found on [MySurrey Help](#) and students can also seek independent guidance and advice from the Students' Union.

4.6 Timetabling and Absence

- The University understands that some timetabled lectures and seminars may conflict with childcare responsibilities and will strive to timetable students as flexibly as possible.
- If students are struggling with the timetabling of lectures, they should first speak to the Timetabling team as soon as possible to see if any change can be made to their schedule. Students can reach out to Timetabling by raising a ticket on Surrey Support.
- It is important to note that due to certain restrictions and requirements, it may not be possible to make any changes to timetabled lectures. In this instance, it is recommended for the student to see if they can make any arrangements for childcare or watch any recorded materials.
- If students need to miss timetabled sessions due to parental responsibilities, then the student should approach their personal tutor to seek advice on catching up on any work.
- If the absence is pro-longed (i.e. more than 1 month of consecutive timetabled sessions missed), then the University may recommend that the student takes a period of temporary withdrawal.
- In the event that a temporary withdrawal is not appropriate or the student does not want to take this option, the university advises the student to seek support from their personal tutor and the Academic Skills and Development team to catch up on any missed work and meet any upcoming deadlines.
- If the student is required to do a placement as part of their course, priority should be given to ensure the placement is within decent travelling distance so they can continue their childcare responsibilities, however students must be aware that this may not always be possible.

4.7 Family Accommodation

- The University has family accommodation on campus which the student can request subject to availability.
- If a student is living on campus with dependents under the age of 18, it is the student's responsibility to ensure the safety of their child/children and that they are not left unaccompanied at any point on university grounds.

- Students are recommended to have a PEEP that includes their child/children to ensure their safety.

4.8 Complaints and Grievances

- If a student feels that the University has failed to adhere to this procedure, they may raise a complaint following the complaints procedure found on [OSCAR webpage](#).
- If students would like support with this procedure, they can contact the [Students' Union](#).
- Students can also make complaints using the university's [Report and Support](#) tool.

4.9 Source of information and advice

- Centre for Wellbeing, centreforwellbeing@surrey.ac.uk 01483 689498
- Guildowns Medical Centre, www.guildowns.nhs.uk
- NHS Pregnancy guide, <https://www.nhs.uk/pregnancy/>
- SANDS (Stillbirth and neonatal death charity), <https://www.sands.org.uk/>
- Miscarriage Association, <https://www.miscarriageassociation.org.uk/>
- Marie Stopes (Reproductive choices), <https://www.mschoices.org.uk/>
- BPAS <https://www.bpas.org/>
- Perinatal Mental Health Support
 - MIND, <https://www.mind.org.uk/information-support/types-of-mental-healthproblems/postnatal-depression-and-perinatal-mental-health/about-maternal-mentalhealth-problems/>
 - PANDAS, <https://pandasfoundation.org.uk/>

5. Governance Requirements

5.1 Implementation: Communication Plan

- This procedure will be shared directly with various stakeholders who are likely to have direct contact with students in the first instance:
 - MySurrey Hive, particularly the Case Coordinator team
 - Centre for Wellbeing
 - Associate Deans of Education
 - Campus Safety
 - Events and Communities team
 - Admissions teams
 - Student Success and EDI team
- The procedure, and the accompanying student guidance will be added to the knowledge base for MySurrey Help under [the Students with Children](#) page of the Equality, Diversity and Inclusion section.
- The Student Success and EDI team will release an article on SurreyNet the following month to announce the updates to this procedure and the accompanying student guidance. At the same time, to ensure all staff receive the message, it will be signposted in the Staff Briefing email.

5.2 Implementation: Training Plan

- Existing staff will be encouraged by their line-managers to familiarise themselves with the new guidance and direct any questions to the Student Success and EDI team

- Training on how to complete the ISAP and risk assessment will be offered to MySurrey Hive Case Coordinators and a number of programme directors or personal tutors.
- New staff will not require any specific training outside the usual onboarding training.

5.3 Review

- A full review of the procedure should take place by January 2028.
- Interim, minor changes, such as change of a role title or other titles or names which do not change the meaning of the procedure will be dealt with by the operational owner and approval sought from the Executive Owner
- Major changes that alter the meaning of the procedure or are substantial rewrites will be submitted via the full approval route.

5.4 Legislative Context and Higher Education Sector Guidance or Requirements

This procedure aligns with the following legal and sector-specific frameworks to ensure compliance and best practice for supporting students undergoing a pregnancy, post-partum or those with parental responsibilities:

- *Equality Act 2010:*
 - [The Equality Act 2010](#) protects individuals from discrimination on the grounds of pregnancy and maternity, or other protected characteristic; it also protects individuals against unfair treatment due to their parental responsibilities.
 - Whilst the Act does not specifically protect partners of someone who is pregnant or in a period of pregnancy from discrimination, if someone is treated unfavourably because their partner's pregnancy or maternity, this may be deemed as sex discrimination.
- *Office for Students (OfS) 2024:*
 - Students with parental responsibility are part of the [OfS' Equality of Opportunity Risk Register](#), specifically pertaining to the following risks:
Risk 5 – Limited choice of course type and delivery mode
Risk 6 – Insufficient academic support
Risk 7 – Insufficient personal support
Risk 12 – Progression from Higher Education
 - The OfS highlights the need for institutions to identify and address barriers faced by under-represented groups, including students with caring and parental responsibilities.
- Office of the Independent Adjudicator (OIA) 2022: [Good Practice Framework](#):
 - Recommends Higher Education providers to have a maternity policy which outlines support which can be made upon a disclosure of student pregnancy.
 - Recommends for providers to undertake a risk assessment to assess whether adjustments are needed due to health and safety reasons.

5.5 Sustainability

- This procedure does not have any implications on the environment, energy consumption or carbon emissions.

6. Stakeholder Engagement and Equality Impact Assessment

- An Equality Impact Assessment was completed on 15/01/2025 and is held by the Authorised Co-ordinator.
- Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Request EB Approval (Y/N)	Date	Name of Contact
Governance			21/01/2025	Kelley Padley, Governance Officer
H&S		N	18/11/2024	Matt Purcell, Director of Health and Safety
Sustainability				
Academic Freedom and Freedom of Speech		N	Feb 2025	Abi Bradbeer, AFFE Project Manager
OSCAR	Consultation – Email and review of draft procedure		Jan 2025	Amy Scott
Wellbeing and Welfare	Consultation – Email and review of draft procedure		Nov -Dec 2024	Laura Smythson Chris Steer
MySurrey Hive	Consultation – Email and review of draft procedure		Nov -Dec 2024	Bryony Turner
Estates and Facilities	Consultation – Email and review of draft procedure		Nov -Dec 2024	Susan Keirle
Students' Union	Consultation		Nov -Dec	Zoe Wilkes

	– Email and review of draft procedure		2024	
Academic Administration	Consultation – Email and review of draft procedure		Nov -Dec 2024	Camilla Davies Terri Parish
EDI team	Consultation – Email and review of draft procedure		Nov -Dec 2024	Jo McCarthy Holland
FHMS Academics	Consultation – Email and review of draft procedure		Nov -Dec 2024	Claire Tarrant, Jackie McBride
Accommodation	Consultation – Email and review of draft procedure		Nov -Dec 2024	Kim Hart
Employability and Careers	Consultation – Email and review of draft procedure		Nov -Dec 2024	Vickey Ransley
International Engagement Office	Consultation – Email and review of draft procedure		Nov -Dec 2024	Elizabeth Lynch

Appendix 1- Risk Assessment and Individual Support and Adjustments Plan

POPP Sub Doc Cover Sheet	
Individual Support and Adjustments Plan	
Enabling Policy Statement Executive Owner:	Our Students - Chief Student Officer
Authorised Owner:	Chief Student Officer
Authorised Co-ordinator:	Director of Student Life
Effective date:	April 2025
Due date for full review:	April 2028
Owning Procedure:	Pregnancy, Maternity, and Parenthood Procedure for Students

Approval History

Version	Reason for review	Date
1.0	Policy out of date and migration to POPP template	

Name of Student	
URN	
Name of person (s) Meeting with Student	
Date	
<i>Risk Assessment – to be filled out by the student</i> 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. Please contact the student's Faculty/Professional Services Health and Safety Manager/Advisor for any advice and guidance filling out this risk assessment (see section 4.1.2 on the procedure for a list of contacts).	

If a PEEP is deemed to be a required, please liaise with the Fire Safety Officer: firesafety@surrey.ac.uk				
Significant Hazard	Perceived Nature of Risk	Generic Control Measures	Residual Risk Low/Medium/High	Additional Control Measures
Display Screen Equipment	<i>Increased susceptibility to musculoskeletal disorders and deep vein thrombosis(DVT)</i>	• DSE assessment to be undertaken if not already in place. • Workstation should provide adequate adjustment to allow for increase in abdominal size. • Take regular breaks • Advice on posture to prevent musculoskeletal problems, including adjusting working practices to avoid continuous sitting at workstation (risk of DVT)	<i>To be discussed and agreed with the student</i>	<i>Review DSE assessment as pregnancy progresses</i>
Slips, Trips & Falls	<i>Increased risk of injury from slips/trips due to physical and / or hormonal changes to the new or expectant mother.</i>	• Extra caution should be taken when moving about the site. • Individual may have difficulty negotiating stairs during later stages of pregnancy. Where available, expectant mothers are encouraged	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>

		<i>to use the lift rather than the stairs.</i>		
<i>Lifting and carrying loads</i>	<i>Hormonal changes may increase any risks associated with manual handling e.g. musculoskeletal injury due to the weakening of the skeletal structure.</i>	• <i>Reduce amount of physical work that may be associated with your studies</i> • <i>Avoid any lifting or carrying of heavy loads</i> • <i>Assistance should be made available for any manual handling tasks</i>	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>
<i>Welfare</i>	<i>Access to toilets to protect against risk of infection and kidney disease</i>	• <i>Provision of easy access to toilet facilities and more frequent breaks from work activity.</i> • <i>Consideration should be given to providing access to quiet area where the individual can rest as necessary</i>	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>
<i>Temperature / humidity</i>	<i>Lower tolerance to heat and humidity resulting in discomfort and/or fainting</i>	• <i>Individual may require more breaks to access fresh air for periods during the day</i> • <i>Individual to have access to fresh drinking water</i> • <i>Individual may require a desk fan/local cooling</i>	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>

<i>Fatigue</i>	<i>Mental and physical fatigue generally increase during pregnancy and following birth. Additional fatigue from prolonged standing or physical activity</i>	• <i>Avoid long periods of time standing.</i> • <i>Allow for more frequent periods of rest.</i> • <i>Aspects of any group, project, laboratory or field work may need to be modified as physical capability will reduce as a result of pregnancy or postnatal period</i> • <i>Allowance made for tiredness and nausea during pregnancy</i>	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>
<i>Work Related Stress</i>	<i>Individual vulnerable to stress due to hormonal, psychological and physiological changes during pregnancy and postnatal period</i>	• <i>General check ins with personal tutor to provide support as required</i> • <i>Monitoring and reduction of risks in relation to work relationships with other students or staff and requirements of studies.</i> • <i>Study situations which may reasonably be anticipated to present heightened stressors may require further adjustments.</i>	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>

<i>Out of Hours Working</i>	<i>Long study hours can affect the health of pregnant women and may cause implications in childcare responsibilities</i>	• Allowance made for tiredness and nausea at the early stages of pregnancy. • Adjustments of timetable where possible	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>
<i>Personal Safety</i>	<i>Unsafe situations or fear of unsafe situations can increase risks associated with pregnancy.</i>	• If there is a perceived risk of unsafe situation, the student should remove themselves from the situation immediately and seek the assistance of Security and/or a member of staff. • A PEEP should also be discussed • The expectant mother should not be placed in a confrontational situation with staff / students or members of the public.	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>
<i>Access/ Egress</i>	<i>Mobility might be impaired during later stages of pregnancy</i>	• The student should be advised to use her own assessment as to her mobility and energy levels throughout the pregnancy and adjust her work pattern and approach accordingly. • She should be advised to not exceed her physical comfort zone and should always bear emergency	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>

		<i>egress in mind during her work and movement around campus.</i> <i>• If lifts are not available, use of the stairs should be limited.</i>		
Working at Height	<i>Loss of agility and/or balance</i>	<i>Modify tasks to avoid aspects of working at height</i>	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>
Exposure to Hazardous Materials	<i>Risk to the health of the mother and child</i>	<i>Assess risk and avoid exposure</i>	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>
Travel Health	<i>Increased medical risk from travel. Poor posture / prolonged sitting increased risk of deep vein thrombosis (DVT). Risk from infectious diseases in some countries.</i>	<i>Assess risk and adequate provision for rest breaks during journeys should be included.</i>	<i>To be discussed and agreed with the student</i>	<i>Review as pregnancy progresses</i>

Exposure to infectious diseases	<i>Infections like seasonal influenza (the flu) and pneumonia can cause more serious illness in pregnant women. Some infections can also pass to a foetus during pregnancy and cause a miscarriage or birth defects, e.g.:</i> - Chicken Pox - CMV (cytomegalovirus)~ - Group B Strep - Slapped Cheek syndrome - Rubella	• <i>Contact with infectious staff/students should be avoided</i> • <i>Where a student or staff member has been diagnosed with an infectious disease, the pregnant member of staff should be advised and seek medical advice from their doctor or midwife.</i> • <i>In the case of Covid-19, the risk of getting seriously ill is higher when more than 28 week pregnant. Social distancing, respiratory hygiene, and enhanced hand-washing applies to all pregnant women to reduce the risk of transmission.</i>		
--	---	---	--	--

Action Plan	
Develop and agree with the student a prioritised action plan to support the risk assessment	
Communication about pregnancy or parental responsibility	
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.	<i>It is recommended that a student's Personal Tutor is made aware, if they are not completing the ISAP with them</i>
When is the student happy for	

members of staff and fellow students to be informed?	
Who will be responsible for informing members of staff and fellow students?	
<i>Communication with the student during a pregnancy (regarding the pregnancy, and before any maternity or paternity absence)</i>	
Identify and record any information which will need to be communicated to the student (e.g. relevant procedure, deadlines, etc)	
Discuss and record the student's preferred method of communication, and who should they contact if they have any concerns, or their circumstances change	
<i>Antenatal Care/Childcare responsibilities</i>	
If pregnant, when are the student's antenatal appointments?	
What arrangements will be made to enable the student to catch up if any appointments or childcare responsibilities coincide with seminars and lectures?	
<i>Examinations and Assessments</i>	
Will the pregnancy or childcare responsibilities affect the student's ability to meet coursework deadlines or sit examinations?	<i>If yes, which ones? Ensure the student is aware of the EC process</i>
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?	<i>If students require adjustments and they have a disability, the Disability and Neuroinclusion team will need to be involved to implement temporary adjustments, and they will share this with the Exams team. Students who require adjustments but do not have a disability will need to liaise with their personal tutor.</i>

Placements, Fieldwork and Study Abroad <i>Employability and Careers have their own risk assessments/support plans they put in place for PTY – it is recommended that the student gets in touch with them to undertake this risk assessment/support plan.</i> <i>For students going abroad, there is a specific Risk Assessment for Travel Abroad available on the SurreyAbroad pages and there may be funding available to them.</i> <i>For students on a study exchange, any adjustment decisions may need to be take in conjunction with the partner host university and the student's Academic Exchange Coordinator at University of Surrey. Regulations around attendance, visa requirements, assessment and reassessment will vary across institutions.</i>	
Is the student required to undertake a placement, study exchange or fieldwork as part of the programme?	
Does an additional risk assessment need to be undertaken in relation to the placement/ fieldwork (e.g. to satisfy employer's requirements)?	
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, or perhaps have shorter shifts to accommodate childcare responsibilities?	
If the student is already abroad, do they wish – and are they able – to complete the programme of study or placement?	<i>Student should be advised to check there is adequate access to appropriate health care, and should check coverage under their insurance policy and potential cost implications</i>
If they return home, what arrangements will be made for them to resume their programme of study or placement?	
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 two years (first year they do not need to provide evidence, but if they would like to extend this beyond a year they will need to submit a MATB1 form), or they may wish to return as soon as possible after giving birth. In the latter case the University's guidance 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.	
Would the student like to take a prolonged period of absence (temporary withdrawal)? If so, when is the student likely to start their temporary withdrawal, and when are they likely to return? If they do not want to take prolonged period of absence, but may be need to be away from their studies for a short period of time, it is important that the personal tutor is aware and there is a plan in place for the student to catch up on missed work.	<i>There may be visa implications for international students, and therefore it is strongly advised for these students to seek support from the International Student Advice team as soon possible.</i>
Is it appropriate in view of the demands of the programme for there to be a review by Occupational Health before return to study? (Detail of any specific arrangements to make)	
PEEP <i>It is highly recommended that the student gets in touch with firesafety@surrey.ac.uk to organise a Personal Emergency Evacuation Plan to ensure they are supported if there is a need to evacuate a university premises.</i>	
Has the student been signposted/ have they filled out a PEEP?	
Financial, Accommodation and Practical Planning	

<i>Where relevant, the student should be advised on finance, accommodation, scholarships, UKVI. This can be facilitated through the student's Personal Tutor or through the MySurrey Hive Case Coordinator team and noted here, as required.</i>	
Is the student worried about financially supporting themselves and their family?	
Was the student working previously and are they aware of their rights in terms of maternity/paternity pay?	
Does the student have any concerns surrounding their accommodation?	<i>Students who are studying are entitled to accommodation, and at times may be able to move into family flats if available. If a student decides to take a temporary withdrawal then they may not be eligible to stay in university accommodation.</i>
<i>Other important points to consider</i>	
Has the student sought advice from the International Student Advice team if they're on a student visa?	
Has the student spoken with their general practitioner (GP) about relevant NHS support and potential cost of care?	

Once this plan has been completed by the MySurrey Hive Case Coordinator in collaboration with the relevant departments, and the students' personal tutor/programme director, please fill out the below.

Date of ISAP completion	
Name and signature of MySurrey Hive Case Coordinator who wrote the plan	
Name and signature of academic staff who reviewed the plan and confirmed adjustments	
Name and signature of student	

The support plan should be reviewed at key stages and prior to return to study. Key dates should be agreed with the student and communicated in writing.

Dates for planned reviews of the Individual support and adjustment plan	
Date for contacting the student to discuss return to study (minimum 8 weeks	

before agreed planned return date). Contact to be made by (name of staff member)	
--	--