



UNIVERSITY_{OF}
WINCHESTER

STUDENT PREGNANCY AND NEW PARENTHOOD GUIDELINES

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| Indicate whether the document is for public access or internal access only Indicate whether the document applies to collaborative provision? <i>(Strikethrough text, as appropriate)</i> | Public Access Internal Access Only Applies to Collaborative Provision |
| Summary: These Guidelines relate to the academic and non-academic support available for students during and after pregnancy, adoption, surrogacy, fostering or <i>in vitro</i> fertilisation (IVF) treatment. | |

| Equality Impact Assessment | |
|--|---|
| Summary of process undertaken to determine equality impacts: | Review of guidelines with appropriate colleagues and review of sector policies and guidelines. Reference to the Equality Act 2010. |
| University Committee (name/ date) where equality impacts discussed (may be Committee of approval, or another): | Academic Regulations, Policies and Procedures Committee |
| Identified equality impact(s) on colleagues and students (i.e. any specific impacts related to this policy that may cause disadvantage for people due to one or more particular protective characteristic) | |
| Protected Characteristic | Impact(s) identified and any action(s)/mitigation(s) to address these impact(s), as necessary. |
| Age | None identified |
| Disability | None identified |
| Gender Identity | Potential for transgender parents being disadvantaged in access to baby care facilities – mitigated by reference to chest feeding included alongside references to breast feeding. Terminology is gender neutral except when relating to statutorily related elements, in which case terminology mirrors that of the statute to avoid confusion. |
| Marriage/Civil Partnership | None identified |
| Pregnancy and Maternity | Risk of pregnant students and those with young infants being treated unfavourably in comparison with other students – Guidelines created to ensure effective support is in place to mitigate |
| Race (incl. nationality) | Risk of international students being put at disadvantage through incorrect advice regarding immigration visa implications of maternity related absence – mitigated by international students' PSPs being managed by the International Student Journey Co-ordinator (section 10) |
| Religion and Belief | None identified |
| Sex | None identified |
| Sexual Orientation | Potential for same sex partners to be considered disadvantageously to opposite sex partners – mitigated by reference to same sex partners being included in consideration of partners |

STUDENT PREGNANCY AND NEW PARENTHOOD GUIDELINES

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1. PURPOSE

The University is committed to ensuring that students who are undergoing IVF treatment, pregnant or who have caring responsibilities for babies under 26 weeks of age are not treated less favourably than other students because of their pregnancy and maternity.

This duty is compliant with the Equality Act 2010, which introduced new protection from discrimination for students (including applicants) during pregnancy and maternity by extending the protection that exists for women in employment to education. These Guidelines are intended to act in concert with and complementary to existing University student facing regulations and policies.

Terminology throughout these Guidelines and related documents is gender neutral. However, where the terminology relates to statutorily related elements such as leave and pay, the terminology mirrors that of the statute to avoid confusion.

2. SCOPE OF THESE GUIDELINES

These Guidelines apply to all undergraduate, taught postgraduate and postgraduate research students including applicants who are:

- existing or prospective parents (through IVF treatment, pregnancy, paternity, adoption, fostering or surrogacy),
- students or partners of students (including same sex partners) who decide not to proceed with a pregnancy and
- students or partners of students (including same sex partners) who have a miscarriage or still birth.
- students who are breastfeeding/ chest feeding.

The Guidelines are also supported by an advice leaflet 'Guidance for staff and students –Student Pregnancy and New Parenthood Guidelines'

3. NOTIFYING THE UNIVERSITY

In the case of pregnancy, students are encouraged to notify the University as early as possible so that a risk assessment can be carried out. The risk assessment will be carried out by the Academic Support Contact (usually the Programme Leader) supported by the Institutional Health and Safety Manager. The student can choose to inform someone in their Faculty (a member of academic staff or their Student Support and Success Adviser) or a Student Journey Co-ordinator in Student Support and Success.

When a student notifies the University they may not have made a decision whether or not to continue with the pregnancy. Staff should treat this information sensitively and refer on to internal and external support if appropriate.

When deciding whether to inform the university students are encouraged to consider the following:

- a) There may be elements of their programme that could present a health and safety risk to a pregnant student and the University will not be able to arrange an appropriate risk assessment unless it is aware of their pregnancy
- b) If a student's pregnancy-related absence (e.g. for IVF treatment or antenatal appointments) impacts significantly on the student's studies, the University will not be able to take proper account of the reasons for absence unless it is aware of their pregnancy

- c) In some cases, a student's pregnancy-related absence from University might be something that needs to be discussed with other organisations, e.g. a separate risk assessment may be required for a placement
- d) Sometimes, the absence of a student can adversely affect the work of other students they are working alongside (e.g. on a group project or in a research team), which might make it more important to notify the University so that plans can be made to deal with any such issues arising from the absence.

4. CONFIDENTIALITY

Information regarding a student's pregnancy will be treated sensitively and information will only be passed on with the student's consent.

5. HEALTH AND SAFETY

Risk Assessment

When a student informs the University that they are pregnant, or that they have given birth within the previous six months or are breastfeeding/ chest feeding a specific risk assessment must be carried out (Appendix 2).

The level of risk to which a student is exposed will depend on the requirements and nature of their programme.

The Academic Support Contact shall arrange for a Risk Assessment to be conducted (supported by the institutional Health and Safety and Business Continuity manager) usually within 10 working days of notification of pregnancy to the University. The Risk Assessment shall consider the student's involvement in:

- a) teaching & learning sessions
- b) laboratory work
- c) assessments
- d) exposure to infectious diseases
- e) fieldwork activities
- f) planned excursions off campus
- g) placements*
- h) study abroad*

**If the student is undertaking work as a volunteer or as part of a placement that contributes to their degree programme, then the University will liaise with the employer/placement provider to ensure they conduct their own Risk Assessment.*

Where risks are identified during a health and safety assessment, the student and, if necessary, their midwife or medical advisor may be consulted on ways to alleviate or minimise the identified risk. Likewise, if their midwife or medical advisor advises the student of any additional risk factors for the birthing parent and/or the baby, the student is strongly advised to share these with their Academic Support Contact, Parenthood Liaison Contact and Health and Safety and Business Continuity Manager, as appropriate, to ensure that additional support may be put in place.

For staff seeking advice when completing the Risk Assessment Form, please refer to the:

[Health & Safety Executive Guidance for Pregnant Workers and New Mothers](#)

Staff may also contact the Health and Safety Manager for advice (safety@winchester.ac.uk)

Study Abroad

Fieldwork and overseas placements

Students should contact the organiser of the fieldwork/ placement and the Health and Safety and Business Continuity Manager for advice. Students should also check:

- with their airline as they may not be allowed to travel beyond 32 or 36 weeks.
- visa terms and conditions.
- Insurance policies (for details of University insurance policy contact insurance@winchester.ac.uk)

Liaison with study abroad

If a student is studying abroad during their pregnancy or maternity, the student should contact studyabroad@winchester.ac.uk for advice.

6. ARRANGING A PREGNANCY/NEW PARENTHOOD SUPPORT PLAN

A Pregnancy/ Parenthood Support Plan (PSP) is used to help, plan and co-ordinate support for the student during pregnancy, and 6 months following the birth. For students who have interrupted study the support will continue for 3 months after return to the programme.

The PSP should be developed jointly by the student, their Academic Support Contact (ASC) and a Parenthood Liaison Contact (PLC). The ASC would usually be the Programme Leader. The PLC would usually be a Student Journey Co-ordinator in Student Success and Support.

The PSP will need to be reviewed at key stages to be decided by the student, ASC and PLC.

The PSP should cover:

- Methods of communication,
- Examinations and assessments,
- Placements and fieldwork
- Apprenticeship leave protocols (degree apprenticeships)
- Maternity absence including the option of interrupting study
- Student Visa implications (student route)
- Accommodation, Childcare and Breast-feeding rooms
- Financial implications (student finance)

7. EXAMINATIONS AND ASSESSMENTS

If a student is due to take a centrally organised exam while pregnant then the PLC should liaise with Registry to ensure appropriate exam arrangements are in place such as regular breaks. For exams at Faculty Level the ASC should ensure that the relevant staff in the Faculty are aware of necessary exam arrangements.

Whilst pregnancy on its own is not a valid reason for Exceptional Circumstances (ECs), a student may apply in certain circumstances for exceptional circumstances to extend deadlines.

8. ARRANGING PREGNANCY AND CHILDBIRTH RELATED ABSENCE

Students are entitled to time off for medical appointments prior to and after the birth. As per the [Attendance Policy](#), students should inform the person leading any sessions missed for IVF treatment or ante-natal/post-natal appointments.

Students are required to take two weeks compulsory leave of absence immediately following childbirth and are not permitted to engage with any teaching or learning sessions during this period. When the baby is born, students should inform either the ASC or PLC who will share this information as appropriate and put an exemption on the Academic Engagement Dashboard for the two-week mandatory Maternity Absence period.

As part of the Pregnancy/New Parenthood Support Plan, assignment deadlines affected by the two-week mandatory Maternity Absence may be adjusted. If post-birth complications lead to prolonged absence or difficulty in completing assignments within the Exceptional Circumstances guidelines, [Support to Study Procedures](#) may be initiated (with the same staff members supporting).

Students may also interrupt their studies returning up to a calendar year after the birth of their child.

Please refer to [Academic Regulations for Taught Programmes](#) and [Academic Regulations for Postgraduate Research Programmes](#).

Students who are employed by the University should contact the HR Department for advice on maternity related absence.

9. ABSENCE FOR STUDENTS STUDYING DEGREE APPRENTICESHIPS

Apprentices on maternity, adoption or parental leave *may* use all or some of their 10 statutory Keep In Touch (KIT) days for off-the-job training. Apprentices must be aware that they will lose their entitlements to statutory maternity pay and may bring their statutory maternity leave to an end if they engage in more than 10 days' work (KIT entitlement) during their maternity leave. Therefore, apprentices should only request to use KIT days when they are within six months of the end of the practical period and end-point-assessment, or within the end-point-assessment period.

Where the length of the time left on the apprenticeship falls outside of these timescales, requests to use KIT days are to be discussed with the ASC, with advice from the Centre for Degree Apprenticeships.

During a period of maternity, adoption or parental leave, only off-the-job training that is delivered on the actual KIT day(s) can be included towards the minimum off-the-job training requirement. At all other times during the leave period, the apprentice is not 'working' and therefore any training delivered during this time would not meet the definition of off-the-job training. Where KIT days are to be used for the off-the-job training during their period of maternity, adoption or new parental leave, this must be both recorded on the PSP as well as a formal agreement signed by the University, the apprentice and the employer via the Apprenticeship Management System.

A Break in Learning must be used if there is no plan for any active learning to take place on a KIT day within a calendar month or where the apprentice was not able to undertake off-the-job training and will not have any active learning during that calendar month.

Breaks in Learning should be discussed with the ASC, with advice from the Centre for Degree Apprenticeships.

10. STUDENTS HOLDING STUDENT VISAS FOR STUDYING IN THE UK

If an international student becomes pregnant during their studies and requires a period of interruption this may impact their ability to remain in the UK. Students on a Student Route visa must be actively engaged on their course and an interruption in study is likely to result in the University being required to withdraw sponsorship. This would require the student to leave the UK and return to study when they are able to attend in full.

If the student is able to continue their study without interruption, then they may be able to do so within the immigration provided by UKVI. However any additional time may not be sufficient for some students to take post-birth-related absence. If there is an academic need then the student may be able to apply for an extension to their immigration permission.

Any international student who becomes pregnant while registered with a programme at the University of Winchester should consult the [International Student Success Team](#).

Further information on student visas can be found on the Home Office website:
<https://www.gov.uk/student-visa>

<https://www.ukcisa.org.uk/Information--Advice/Studying--living-in-the-UK/Health-and-healthcare>

11. ARRANGING RETURN TO STUDY FOLLOWING PREGNANCY AND CHILDBIRTH RELATED ABSENCE

All taught students who have interrupted study should make contact with their ASC and PLC before their return to study to discuss any concerns they have and any changes such as to the mode of study. Students will be supported back to study at a time that is in their best interests whilst meeting course requirements, taking into account the point at which they interrupted study and whether there are outstanding assessments for any modules.

For apprentices, the DfE funding rules require that funding can only be applied for **new** learning and/or training. Therefore, it *may* be permitted for an apprentice to return to study to complete partially completed modules. This must be discussed and agreed with the ASC and PLC before their return, alongside a new apprenticeship learning plan being agreed with the apprentice, the university and the employer.

The PSP continues until 3 months after return to study or 6 months after the birth whichever is longer.

12. FINANCIAL IMPLICATIONS AND ENTITLEMENTS, INCLUDING STUDENT LOANS

Sources of financial support for students during pregnancy and post-birth

This section focuses on sources of support for UK home undergraduate students. EU and international students are advised to contact their home government and/or sponsor for information on pregnancy and post-birth entitlements.

Regulations on undergraduate student financial support in England, Wales and Northern Ireland contain provisions for discretion when determining if all or part of a student's **loan** is payable when a student is absent from their course for reasons other than illness. When deciding whether it would be appropriate to pay all or part of the grant or loan, consideration is given to:

- a) the reasons for the student's absence
- b) the length of absence and
- c) the financial hardship caused by not paying all or part of the loan

Students should contact the [Students and Money team](#) (Student Support and Success) for guidance about continuing payments through Student Finance.

Students may be eligible to apply for the University's Student Support Fund. The Fund may be able to support eligible students where they are absent from their course for reasons other than illness and would be unable to return to their course due to financial hardship. For further information, please contact studentsandmoney@winchester.ac.uk.

Some students may be entitled to government benefits such as Universal Credit. For further information and guidance, please contact the Universal Credit helpline, or your local Citizens Advice.

Change to Mode of Study

If a full-time undergraduate student opts to change to a part-time mode of study upon their return to study, students remain eligible to apply for a part-time maintenance loan, but the loan amount will be pro-rata according to intensity of study e.g., 50% intensity would equate to 50% maintenance loan of the full-time equivalent rate.

Part-time undergraduate students are not eligible to apply for any additional financial support, such as [Parents' Learning Allowance](#) or [Childcare Grant](#). Students can only apply for this additional financial support when enrolled on a **full-time** mode of study.

Students in receipt of NHS Training Grant

For students in receipt of the NHS Training Grant, eligible students may receive a maternity award for up to 12 months for maternity leave, as long as this period of leave is agreed in advance with the University. Further information can be found on the [NHS Knowledge Base](#).

Students in receipt of Social Work Bursary

If students are interrupting their course for any reason, they must inform the NHSBSA as soon as possible, which they can do via your MyFunding account. The NHSBSA will hold any future bursary payments on your account to prevent an overpayment.

Students in receipt of PG Master's Loan or Doctoral Loan

Where a student is absent for more than 60 days due to illness or for any period for any other reason, this will be notified to Student Finance and no further loan payments will be paid to the student until the student has resumed study. Student Finance has discretion to continue paying a student their standard payment(s) while the student is suspended if the student can supply evidence of a Compelling Personal Reason.

13. NURSERIES AND CHILDCARE

Students are advised to begin to make arrangements as soon as possible as some childcare facilities hold waiting lists.

West Downs Day Nursery run by [Child Base Ltd](#) at the West Downs campus will take children from the age of 6 weeks.

A website address is provided below for other sources of childcare.

[Family Information and Services Hub | Childcare Options \(hants.gov.uk\)](#)

14. ACCOMMODATION

Students shall not be asked to leave their existing University accommodation because they are pregnant. However, some University accommodation may be unsuitable for children. The University has a small number of flats suitable for family accommodation but there is generally a waiting list for these. If a student wishes to discuss such issues, they should approach the [Housing Office](#) in the first instance.

Where a student decides to interrupt their study and needs to end their contract for University housing early because of pregnancy or maternity, this shall normally be approved, subject to the normal procedures. Where a student is in private accommodation, the [Housing Office](#) is available to provide support and advice on their rights and obligations.

15. BREAST FEEDING, CHEST FEEDING, EXPRESSING AND STORAGE OF EXPRESSED MILK

The University provides rooms for breast feeding/ chest feeding¹ and expressing. There are fridges for storage of expressed milk. Details are in the Guidance for Students Leaflet.

16. BRINGING BABIES ON TO CAMPUS

The presence of babies under 26 weeks of age on University premises should only occur exceptionally, and then only in low risk areas and where their presence does not disrupt the normal business operations of the University. This can only be arranged at the discretion of the Head of Department or Director of Professional Services, taking into account the needs of other students who may be affected by the presence of babies in the learning environment.

Students who are breastfeeding/chest feeding or have with them a baby under 26 weeks old are protected under the Equality Act 2010 and should contact their ASC and the Health and Safety Manager to make appropriate arrangements, should they wish to bring their baby to a lecture, meeting or assessment.

17. STUDENTS WHOSE PARTNER IS UNDERTAKING IVF TREATMENT OR SURROGACY, PREGNANT, EXPLORING ADOPTION OR ADOPTING, EXPLORING FOSTERING OR FOSTERING

If a student wants to take time off from their studies to accompany their partner (including same sex partners) to IVF, surrogacy, adoption, fostering, ante-natal and post-natal appointments and/or take leave once the baby is born, adopted or fostered, they should inform their Programme Leader who can initiate a Pregnancy/New Parenthood Support Plan to ensure appropriate support can be put in place in good time. As per the *Attendance Policy*, students should inform the person scheduled to teach any sessions missed for IVF treatment, ante-natal or post-natal appointments. When the baby is born, adopted or fostered, students should inform either the ASC or PLC who will share this information as appropriate and put an exemption on the Academic Engagement Dashboard for a period of absence of up to two weeks.

Students who are/ whose partner (including same sex partners) is exploring or on a waiting list for adoption/ fostering/ IVF treatment/ surrogacy, should contact the Student Journey team to discuss their individual situation and support available.

18. MISCARRIAGE, STILL BIRTHS AND NEONATAL DEATH

Students who experience/ whose partner experiences (including same-sex partners) a miscarriage, still birth or if their baby dies shortly after it is born, are encouraged to inform their Parenthood Liaison Contact, or if they had not already informed the University of their pregnancy, a Student Journey Co-ordinator in Student Support and Success for support. The PLC/ Student Journey Co-ordinator shall take responsibility for ensuring other staff, who may have been aware of the

¹ Refers to feeding through chest lactation.

pregnancy beforehand, are informed so that the student is not distressed by subsequent queries about their/their partner's (including same-sex partners) pregnancy.

If the student experiencing a miscarriage, still birth or whose baby dies shortly after it is born does not directly inform the University of their situation but the Parenthood Liaison Contact becomes aware of the event, they may approach the student directly out of concern for their health and remind them that support may be available should they wish to seek it.

Students may need time off from study. If so, they should inform either the ASC or PLC who can share this with teaching staff as appropriate and put an exemption on the Academic Engagement Dashboard for a period of absence of up to two weeks. If assignment deadlines are affected, students should seek support at the earliest opportunity. If the student would prefer to keep the reason for their request confidential, they should request support from their PLC.

Student Journey Co-ordinators can provide support and signpost to internal and external support services.

19. TERMINATION OF PREGNANCY

A student who is/whose partner (including same-sex partners) is terminating their pregnancy may need time off from study. If so, as per the *Attendance Policy* they should contact the member/s of staff scheduled to teach the session/s or request support from one of the Student Journey Co-ordinators who can put an exemption on the Academic Engagement Dashboard for a period of absence of up to two weeks. If assignment deadlines are affected, the student should seek support at the earliest opportunity. If the student would prefer to keep the reason for their request confidential, they should request support from one of the Student Journey Co-ordinators in Student Support and Success.

Student Journey Co-ordinators can provide support and signpost to internal and external support services.

20. RETAINING RECORDS FOLLOWING THE CONCLUSION OF SUPPORT ARRANGEMENTS

Following the conclusion of the support provided to students under the terms of these Guidelines, records shall be retained for the current academic year plus a further 3 years. At the end of this period, the records shall be deleted from electronic storage and any hard copies shall be disposed of as confidential waste.

As a minimum, the records shall include the Pregnancy/ New Parenthood Support Plan, all Risk Assessments undertaken and any supporting paperwork or electronic communications. In the case of students who request that no support is provided, a copy of this request shall be retained instead.

Student Support and Success shall be responsible for retaining these documents.

APPENDIX 1 PREGNANCY/NEW PARENTHOOD SUPPORT PLAN

| Personal Details | |
|--|---|
| Name of student | |
| Student Number | |
| Programme | |
| Year of study | |
| Expected Completion Date for Award (mmm/yyyy) | |
| Parenthood Liaison Contact | |
| Academic Support Contact | |
| Academic Support Contact (2 nd subject for CHP) if appropriate. May be included purely as point of contact for ASC for 1 st subject | |
| Date Pregnancy /New Parenthood Notified to University | |
| Due date/ placement of fostered/adopted child | |
| | |
| | |
| Risk Assessment <i>Ensure actions listed are incorporated into this Plan and Post up Risk Assessment with Plan on the Learning Network</i> | Must normally be undertaken within 15 days of Pregnancy notified to University |
| Date undertaken | |
| Is a separate Risk Assessment required for Placement, study abroad or other | Yes / No |
| Date undertaken | |
| Additional Comments | |
| | |
| Communication | |

| | |
|---|--|
| Who will need to be informed about the student's pregnancy/adoption and when would the student like them to be informed? | Student Journey Co-ordinator/ Programme Lead/ PAT/ Course Admin/ Technician/ other Academic staff. |
| Apart from those who need to know, is the Pregnancy /Adoption to remain Confidential? <i>If Yes, the person responsible for informing those who need to know (see above) must stress the need for confidentiality.</i> | Yes / No (delete as appropriate) |
| Email communication via Unimail List additional communication channels here <i>(indicate which channel to be used during pregnancy, maternity-related absence, return to study, as appropriate)</i> | |
| Emergency contact in case student taken ill on campus. Is this the same as the contact given during the enrolment process? <i>(name, relationship to student, 1 or preferably 2 contact numbers)</i> | |
| Additional Comments | |
| | |
| Ensuring student is informed of support | |
| Has student been informed of the following? | <i>(delete as appropriate; add notes where relevant)</i> |
| The student is responsible for informing their Academic Support Contact and Parenthood Liaison Contact of any changes; | Yes / No |
| The financial implications and entitlements, including student loans, benefits and maternity pay, if any; | Yes / No / Not applicable |
| Childcare facilities on campus or in the local community | Yes / No / Not applicable |
| Breast feeding / Chest feeding rooms/ storage | Yes / No / Not applicable |
| Student Visa implications (for international students) | Yes/ No / Not applicable |
| | |
| Additional Comments | |
| | |
| Pregnancy and childbirth related absence | |
| Have you explained options for pregnancy and childbirth related absence? | Yes/ No |

| | |
|--|---------|
| Pregnancy and childbirth related absence | |
| Have you explained the expectation of face to face study? | Yes/ No |
| Is a period of interruption required? | Yes/ No |
| Have you explained the financial implications / programme requirements of interrupting study? | Yes/No |
| Additional Comments (incl. PSRB accredited course requirements to consider) | |
| | |
| | |
| Action proposed / agreed Additional pages may be added to provide more details of the actions listed below. | |
| Arrangements for Antenatal visits (including mandatory sessions to consider) | |
| | |
| Exceptional Circumstance applications/ alternative arrangements | |
| | |
| Arrangements for Exam(s) and Assessment(s) affected/ alternative arrangements | |
| | |
| Arrangements for Placement/Fieldwork/Study abroad Affected (delete as appropriate) if any | |
| | |
| Arrangements for change of mode of study on return to study, if any (eg moving from FT to PT) | |
| | |
| Reviewing accommodation arrangements during pregnancy and/or following childbirth related absence | |

| | |
|--|--|
| Action proposed / agreed Additional pages may be added to provide more details of the actions listed below. | |
| | |
| Arrangements for additional support during first six months following childbirth, if any | |
| | |
| Other arrangements, as appropriate | |
| | |
| Review dates | |
| Review date 1 | |
| Review date 2 (as appropriate) | |
| Review date 3(as appropriate) | |
| Signature and Date | |
| ASC | |
| PLC | |
| Student | |

APPENDIX 2 RISK ASSESSMENT FORM FOR NEW AND EXPECTANT BIRTHING PARENTS

A Word version of this Plan can be downloaded from the Student Policies and Regulations intranet site.

Instructions for completion

1. The Academic Support Contact (ASC) or their nominee within the Faculty, RKE or Collaborative Partner should complete this form
2. The Parenthood Liaison Contact (PLC) should be involved if the PLC holds any information that may be relevant to a risk assessment
3. Once completed the form should be shared with the student and the Parenthood Liaison Contact (PLC) to inform the Pregnancy-Parenthood Support Plan and the Student Journey Co-ordinators in Student Support and Success.
4. A copy to be retained in the Faculty Office
5. A copy to be sent to: safety@winchester.ac.uk

There are specific risks and hazards present in the learning environment that may affect people that are either pregnant or of a childbearing age.

Managing the risks

Academic staff are best placed to inform the student of potential hazards and risks because they are familiar with the programme.

The student is responsible for discussing the potential hazards and risks identified with their midwife/medical advisor(s) to ensure that the control measures suggested are sufficient, given the student's personal circumstances and wellbeing.

To help you identify the hazards and appropriate ways of controlling them, use this template Risk Assessment Form for New and Expectant Birthing Parent Form. It covers the generic hazards and suggests control measures to reduce the risks to an acceptable level.

For students who may be working in University laboratories and asserted specialist spaces, please follow the guidance in the [Laboratory Health and Safety Guide for Pregnant Staff and Students](#). You should ensure that your document only addresses 'significant' hazards, i.e. any that could and more importantly are likely to, cause an accident or injury.

Don't include activities in your document that simply don't need to be there. Work to the principle that if there is any chance of a new or expectant mother being unaware of the safe way of doing something, then you will need to make the safe way clear on this form either in the Risk Control column or the additional Comments box at the end. Finally, always ensure any control measures you identify are followed up and only go so far 'as is reasonably practicable'.

Stress levels are individual: students should discuss this separately with their Academic Support Contact/ Parenthood Liaison Contact where they have concerns.

Note: The list of potential hazards is not exhaustive and you should draw upon your knowledge of the student's academic programme to add to the form any additional hazards and / or risk control measures that could be taken to eliminate or reduce any potential risks.

For staff seeking advice when completing the Risk Assessment Form, please refer to the:
[***Health & Safety Executive Guidance for New and expectant mothers***](#)

| | | | |
|-------------------------|--|------------------------|-----------------------|
| Personal Details | | | |
| Name of student | | Student Number | |
| Programme | | Date baby due/was born | First Child Yes/No |

Note: The list of potential hazards below is **not** exhaustive and you should draw upon your knowledge of the student's academic programme to add to the form any additional hazards and / or risk control measures that could be taken to eliminate or reduce any potential risks.

For students who may be working in University laboratories and asserted specialist spaces, please follow the guidance in the [Laboratory Health and Safety Guide for Pregnant Staff and Students](#).

| Key for defining Risk and Residual Risk below | | |
|---|--|--|
| L Likelihood Scale: 5 – Frequent 4 – Probable 3 – Occasional 2 – Improbable 1 - Remote | S Severity Scale: 5 – Catastrophic 4 – Major 3 – Reportable 2 – Serious 1 - Minor | DR Degree of Risk = Likelihood x Severity For example, if manual handling is rated 4 for likelihood and 2 for serious then DR = 8 (ie 4 x 2) |

| | | | | | | | | | | |
|---------------------------|----------------|--|------------|------------|------------|------------|---|-------------------|------------------------|--|
| Assessment Ref. No | | Activity Assessed | | | | | | | | |
| Assessment Date | | Faculty | | | | | | | | |
| Assessor | | Professional Service | | | | | | | | |
| Version No. | 1 | Additional individuals involved in developing the R.A | | | | | | | | |
| Risk Score Matrix | | | | | | | Risk Score and Description | | | |
| Severity | | | | | | | Risk Score | Risk Level | Category | Description |
| Likelihood | | Insignificant | Minor | Moderate | Major | Fatal | | | | |
| | Very Unlikely | 1 Green | 2 Green | 3 Green | 4 Green | 5 Amber | 1 - 4 | Low | Acceptable | No further action needed |
| | Unlikely | 2 Green | 4 Green | 6 Amber | 8 Amber | 10 Red | 5 - 9 | Medium | Tolerable/ Adequate | Should be reviewed to ensure that there is nothing else which could be done |
| | Possible | 3 Green | 6 Amber | 9 Amber | 12 Red | 15 Red | 10 - 15 | High | Undesirable | Immediately review current control measures, and where appropriate decide on further actions |
| | Likely | 4 Green | 8 Amber | 12 Red | 16 Red | 20 Red | 16 - 25 | Very High | Unacceptable | Stop activity and make immediate improvements |
| | Almost Certain | 5 Amber | 10 Red | 15 Red | 20 Red | 25 Red | <i>Likelihood (L) x Severity (S) = Risk Score (RS)</i> | | | |

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|------------------------------------|--|---|---|---|---|---|---|---|---|
| R1 Display Screen Equipment | Increased susceptibility to musculoskeletal disorders and deep vein thrombosis (DVT) | DSE assessment completed on 12 April 2021 so should be completed again. Chairs provide maximum adjustment and allow for increase in abdominal size. DSE advice on posture to prevent musculoskeletal problems is included in workrite course. Adjust working practices to avoid continuous sitting at workstation (risk of DVT) | 3 | 3 | 9 | Review DSE assessment as pregnancy progresses | 1 | 3 | 3 |
|------------------------------------|--|---|---|---|---|---|---|---|---|

| | | Risk | | | | Residual Risk ² | | |
|---|---|------|---|----|--|----------------------------|---|----|
| Does the programme involve any of the following | Potential Hazards (add/delete/amend as appropriate) | L | S | DR | Risk control measures to be taken (add/delete/amend as appropriate) | L | S | DR |
| Manual Handling | Postural problems through excessive manual handling operations may increase as pregnancy progresses | | | | <ul style="list-style-type: none"> All manual handling activities to be re-assessed for pregnant students The nature of the task may need to be altered to reduce the risk of injury The amount of physical activities to be reduced accordingly and lifting aids to be provided Any specific recommendations from a GP to be observed | | | |
| Activities where there is a risk of exposure to shocks, vibration or sudden movements | Regular exposure can increase risk of miscarriage. Long-term exposure to vibration may | | | | <ul style="list-style-type: none"> Activities likely to involve uncomfortable whole body vibration to be avoided, especially at low frequencies. Also, where the | | | |

² Residual risk is the level of risk that remains after suitable and sufficient risk control measures (identified in column 4 above) are introduced

| | | Risk | | | | Residual Risk ² | | |
|---|---|------|---|----|---|----------------------------|---|----|
| Does the programme involve any of the following | Potential Hazards (add/delete/amend as appropriate) | L | S | DR | Risk control measures to be taken (add/delete/amend as appropriate) | L | S | DR |
| | lead to risk of premature birth or low birth weight | | | | abdomen is exposed to shock or jolts | | | |
| Activities causing physical fatigue | Fatigue caused by excessive standing and/or by physical activities may lead to miscarriage, premature birth or low birth weight | | | | <ul style="list-style-type: none"> Hours of activity and type of activity should be reviewed to minimise the risk | | | |
| Using chemical agents during the work process | Use of chemical substances that may cause ill-health etc. to pregnant people | | | | <ul style="list-style-type: none"> The use of substances labelled as being likely to cause injury to a pregnant student, nursing parent, unborn child or child of a nursing parent should be avoided COSHH assessments and Material Hazard Data Sheets to be obtained to indicate safe use of chemical substances | | | |
| Work with display screen equipment | Stress, anxiety or postural issues may occur causing health problems | | | | <ul style="list-style-type: none"> Workstations to be assessed with regard to pregnant students (additional space etc.) Sufficient rest breaks to be taken away from the screen Tasks to be reviewed to alleviate stressful situations | | | |
| Activities in extremes of heat and cold | Pregnant students may be more susceptible to heat stress and breast- | | | | <ul style="list-style-type: none"> Pregnant students not to be placed in areas where temperatures are either too hot or too cold | | | |

| | | Risk | | | | Residual Risk ² | | |
|---|---|------|---|----|--|----------------------------|---|----|
| Does the programme involve any of the following | Potential Hazards (add/delete/amend as appropriate) | L | S | DR | Risk control measures to be taken (add/delete/amend as appropriate) | L | S | DR |
| | feeding/chestfeeding may become impaired | | | | <ul style="list-style-type: none"> Additional rest and refreshment breaks to be provided | | | |
| Stress in relation to workload | | | | | <ul style="list-style-type: none"> Workload to be reviewed to alleviate stress | | | |
| Using Ionized Radiation during the work process | Use of Ionized radiation above 1 mSv may have an increased risk of harm to the pregnant person and fetus. | | | | <ul style="list-style-type: none"> Universities Radiological Protection Supervisor (RPS) is to be informed immediately, and will contact the external Radiological Protection Advisor (RPA) for advice (as per XRF Local Rules). RPA advice on the matter to be abided by in line with IRR17, to maintain the Health and safety of the pregnant person and fetus. | | | |

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| Additional Comments if any |
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| Signature Section | | | |
|-----------------------------------|--|------------------------------------|--|
| Name of person(s) completing form | | Position/Faculty | |
| Time and date completed | | Date for revision (as appropriate) | |