

ACADEMIC POLICY 2:

Student pregnancy and maternity policy

2015-2016

This document is available in hard copy and on the University intranet and internet sites. Please contact the Student Life Centre (John Galsworthy Building, Penrhyn Road campus) or the Kingston University Students' Union (KUSU) Student Support Centre if you have any difficulty in obtaining a copy that you can read, or find any aspect of these regulations difficult to understand.

Introduction

1. Kingston University will ensure that pregnancy and maternity are not in themselves a barrier to a student starting or continuing their studies.
2. This policy includes arrangements for a student who becomes pregnant, has a baby or suffers a miscarriage or stillbirth after accepting a place at the University. The University's [Admissions policy](#) includes information on student pregnancy and maternity. Partners of students, who are either pregnant or in a maternity period and who need to take related time off, can make an application using the University's mitigating circumstances procedure.
3. This policy does not cover Post-graduate or Research student who will need to liaise with their supervisor(s) to consider the impact of the pregnancy on their studies.
4. This policy is part of [One Kingston](#), our strategy for equality, diversity and inclusion and has been developed through consultation with the University's lawyer, staff and students and is informed by good practice in the sector.

Principles

5. A student who is pregnant, or has given birth within the last 26 weeks, is protected from unfavourable treatment in the areas of education and provision of services by the Equality Act 2010.
6. The University will be flexible in its approach to facilitating a student's continuing studies while ensuring that academic standards are upheld and that agreed arrangements are in line with the requirements of external professional bodies.
7. The health and safety of the unborn child and mother will always take priority over the right to flexibility in the study plan.
8. Information given by students will be treated as confidential and with sensitivity. The Personal Tutor should normally **only** disclose information if they need to and have the student's written permission to do so, for example in helping a student to make a mitigating circumstances claim. Exceptionally, if the Personal Tutor is concerned that the student is at risk or a risk to others, they must alert the relevant student support services whether or not they have the permission of the student. Staff must also meet the requirements of the Data Protection Act 1998.
9. Whilst every effort will be made to accommodate a student's pregnancy and maternity related absence or to enable them to continue their studies, it may not always be possible. Clear reasons will be given in writing if this is the case. If a student is not satisfied with the reasons given, they may wish to follow the [Student Complaints' procedure](#).

Key actions, roles and responsibilities

(See Appendix A for a visual representation of key roles and responsibilities)

The student

10. Confirms their pregnancy. A student who has confirmed or thinks they may be pregnant, is strongly advised to register with a local GP either at the University's Health and Wellbeing service (see Appendix C) or locally to where they live. This will ensure the student's access to full ante-natal care and advice about the impact on studies as the pregnancy progresses.
11. Informs their Personal Tutor of their pregnancy or maternity, and takes part in completing and reviewing the risk assessment and study plan.

If the personal tutor is male and the student prefers to speak to a trusted female staff member they can do so. This staff member with the agreement of their line manager will then assume the responsibilities assigned to the Personal Tutor in this policy. The student should inform their Personal Tutor of their pregnancy or maternity as soon as possible so that a risk assessment (see points 15-17) can be conducted. The student will work with the Personal Tutor and the Risk Assessor to ensure the study plan (see Appendix B) and risk assessment is completed and reviewed regularly (see point 25). The student agrees in writing who their information can be shared with. The greatest risk to an unborn baby is during the first 13 weeks of pregnancy and so it is important that the student informs the University as early as possible. Students in the Faculty of Health, Social Care and Education should complete the Personal Plan Request form available in Appendix D.

The University can only develop a study plan and take measures to safeguard a student when they have been made aware of the pregnancy or maternity.

12. Seeks advice on accommodation if relevant.

Having a baby may have implications on a student's accommodation arrangements. The University has no accommodation suitable for babies or children and, therefore, a student who has a baby may breach their accommodation licence conditions. The student should notify the Accommodation Advisers (see Appendix C) who may be able to offer information about alternative, suitable accommodation providers in the local area.

13. Seeks advice on money matters. Having a break from studies may have implications on funding. The student should contact the Student Life Centre Money Advisors (see Appendix C) as soon as possible to get further advice.

UK and EEA students may be eligible for various welfare benefits in the final stages of pregnancy or upon the birth of their baby. The Student Life Centre Money Advisors can advise students if they are likely to be eligible depending on their circumstances.

14. Seeks advice from other relevant bodies if relevant. A list of the departments and bodies that a pregnant student may need to contact can be found in Appendix C.

15. Checks, if they are a pregnant Tier 4 international student, what effect a break in studies will have on their immigration status. The student can contact the International Students Advisory Centre (details in Appendix C) for more information. Study plan arrangements made with the University will need to take into account any visa restrictions and authorised absence allowed.

The Personal Tutor, Risk Assessor and student conduct risk assessment

16. The Personal Tutor will notify their Head of School who, in line with the University's [Health and Safety Policy](#), will ensure a suitable and sufficient risk assessment is made through the collaboration of the Personal Tutor, a trained Risk Assessor and the student. A list of staff that have undergone risk assessment training can be found on the [Student Pregnancy and Maternity Risk Assessment Staff Space](#) page along with the associated forms and guidance. The Faculty can consult the University's Health and Safety Manager when completing the risk assessment.
17. The risk assessment must be carried out as soon as possible and **not later than 10 working days** after the student has confirmed the pregnancy or maternity to the University. This is to identify and put in place measures to manage any risks within the programme of study. The risk assessment informs the study plan.
18. The risk assessment form must be updated **regularly** (see point 25) as risks may change throughout pregnancy or maternity and approved by the Head of School.
19. The student can seek advice and guidance from University's Health and Wellbeing service (see Appendix C).
20. For students who become pregnant before or during a period of **study abroad** or a **work placement** there may be circumstances where the University is limited in the support it can realistically offer to the student. Where this is judged to present a particular risk to the student or her unborn child, she may be strongly advised to take time out or transfer to a different programme of study:
 - a. Study abroad - If a student becomes pregnant before, or during a period of study abroad, advice may be taken from the Study Abroad Office.
 - b. Placements - If a student becomes pregnant before, or during a work placement it is the responsibility of the placement provider to ensure that appropriate measures including risk assessments are put in place. There may be particular risks associated with the placement and the student should discuss this fully with the placement provider, preferably before the placement begins. The School/Faculty should ensure this is carried out and issue this policy to the placement provider for information.
21. **Field trips** - Where the student plans to take part in field work as part of her studies, the School will identify the level of risk associated with the pregnancy.

There may be particular risks associated with the field work and the student should discuss this fully with the Personal Tutor or Course Director.

The Personal Tutor agrees and reviews the study plan with the student.

(See Appendix B for the study plan template)

22. The Personal Tutor together with the student will draw up a study plan for the months ahead, recognising that they will need to review it and ensure implications from the risk assessments for the study plan are incorporated immediately.
23. The plan will consider the impact of the pregnancy or maternity on the student's programme of study, including arrangements for ante-natal appointments and maternity-related leave.
24. The study plan should detail any specific arrangements agreed during the student's pregnancy, and the timescale and arrangements for returning to study.
25. If reasonable adjustments need to be made the student will need to agree in writing that the study plan/information can be shared with key people involved in delivering the programme of study.
26. The study plan should be reviewed at key stages during the pregnancy and if any circumstances change during the pregnancy or maternity (see point 25). The study plan should be agreed by the Head of School.

The student confirms when they will resume their studies

27. Where feasible, the student should contact their Personal Tutor no less than 10 working days before their start date, to confirm that they are ready to return. This will allow the Personal Tutor to make any necessary arrangements to facilitate the student's return to study and schedule a meeting with the student to ensure that the study plan and risk assessment form are updated accordingly.
28. Maternity related absence must be in line with the University Fees policy. The requirement for particular courses will be confirmed in the study plan.

Reviewing the study plan and risk assessment

29. Completing and reviewing the study plan and risk assessment is an iterative and collaborative process involving the Personal Tutor, the student and the Risk Assessor. The study plan and the risk assessment need to be completed as soon as possible after the pregnancy or birth has been notified. They also need to be reviewed regularly:
 - At key stages of the pregnancy e.g. 12-16 weeks pregnant, 17-24 weeks pregnant, and when the student returns to study.
 - At key points of the academic year e.g. prior to examinations, field trips, placements or study abroad.

- If the student's circumstances change, they have any worries or there has been an incident.
- If there has been any specific change e.g. a new module started, a different building used or a different process involved.

Associated Procedures

30. Any impact on examination or assessments will be dealt with under the following procedures:
 - [Modified Exam Arrangements](#)- This procedure should be used for a pregnant student who knows in advance that modified arrangements will be required during an examination e.g. extra time allowed for comfort breaks. The student should make an application within the stated timescales and provide the required evidence.
 - [Mitigating Circumstances](#)- This procedure should be used when a student is unable to complete an assignment or sit an exam due to pregnancy or maternity related illness. The student should make an application within the stated timescales and provide the required evidence.
31. Other University procedures which support the Pregnancy and Maternity policy can be found in Appendix C.

Babies on campus

32. For health and safety reasons, as well as to avoid the disruption of classes or study, babies and children must not be brought into teaching or learning areas. Students must ensure they have suitable childcare arrangements in place at times when they are expected to be at University. The University has a nursery for children aged 2-5 which is available to students and staff (See Appendix C).

Breastfeeding

33. There are facilities for expressing and storing milk or breastfeeding on the Penrhyn Road campus. Requests for the digital access code to use these facilities should be made to the University's Health and Safety Manager.

Adoption and paternity

34. The University does not wish to treat adoptive and biological parents unequally. It is customary for arrangements for adoption leave to parallel those made for maternity and paternity leave, in that the main carer takes 'maternity leave', regardless of gender, and the carer's partner takes 'paternity' leave.
35. Same sex couples - In cases which do not fall under the arrangements for adoption the woman who gives birth to the child will be eligible to take maternity leave while her partner will be eligible to take paternity leave.
36. Students whose partners are pregnant or in their maternity period are permitted to take 2 weeks (10 working days) leave either at the time or within 3 months of the birth. A student who wishes to take time away from their studies to support their partner through pregnancy or maternity should speak with their Personal Tutor or if relevant, apply through the [Mitigating Circumstances procedure](#).

37. Appendix A: Student and Faculty roles and responsibilities

Student responsibilities

Confirms pregnancy

Informs Personal Tutor confirming through email consent to share information. Informs other relevant areas eg accommodation, finance office

Completes and reviews study plan and risk assessment with the Personal Tutor and the Risk Assessor

Applies for Modified Exam Arrangements or Mitigating Circumstances if applicable

Leaves for maternity related absence

Contacts the University if possible at least 2 weeks before returning

Updates, with assigned member of staff, the risk assessment and study plan and resumes study

Faculty responsibilities

Personal Tutor informs the Head of School

Head of School ensures suitable and sufficient risk assessment is made through the collaboration of the Personal Tutor, a trained Risk Assessor and the student

Personal Tutor works with the student and other relevant people to complete and review the study plan taking into account implications from the risk assessment

The Personal tutor arranges to meet with the student who is returning from maternity related absence to ensure that the risk assessment form and study plan are updated. Personal Tutor ensures updates take place thereafter as the student's needs may change

Faculty provides quantitative and qualitative information to the Equality, Diversity and Inclusion Unit to support policy review and enhancement

Appendix B: Study Plan – Pregnancy and Maternity

This form is a tool to ensure important discussions with a student during pregnancy and maternity take place and are recorded for reference. The form should be completed and agreed with the student. Completing this form is an iterative process involving the Personal Tutor and the student, reflecting the implications of the risk assessment. Personal Tutors can refer students to appropriate support mechanisms using the Personal Tutor Dashboard.

The study plan incorporating the implications from the risk assessment needs to be completed as soon as possible after the pregnancy or birth has been notified. It has to be reviewed regularly:

- At key stages of the pregnancy e.g. 16 weeks pregnant, 24 weeks pregnant, and when the student returns to study.
- At key points of the academic year e.g. prior to examinations, field trips, placements or study abroad.
- If the student's circumstances change, they have any worries or there has been an incident.
- If there has been any specific change e.g. a new module started, a different building used or different process involved.

Examples of flexibility

While it is recognised that each request must be dealt with on an individual basis, there are a number of measures that can be used in order to facilitate a pregnant student's continuation of study. These include:

- Allowing time out of study in line with the University's Fees policy.
- Absence for medical appointments prior to and after the birth.
- Flexibility regarding assignment deadlines if the student's pregnancy makes it difficult for them to be met.
- Additional support when sitting exams e.g. extra time for breaks, allowed to bring food and drink, being seated close to an exit (Modified Exam Arrangements).
- Allowing re-sit examinations to be counted as first attempts where the pregnancy or birth prevents the student from taking them at the usual time.
- Consideration of a request to transfer to part-time study, where this is possible (although the student should bear in mind the financial implications of this course of action). Staff should refer the student to Appendix C.
- Offering support to help the student continue their studies after any period of prolonged absence.

Student Pregnancy and Maternity Policy		
Study Plan		
Contact details		
1	Student's details	
	Name	
	Address	
	Telephone	
	Email address	
	Student K number	
2	Emergency contact's details	
	Relationship to student	
	Telephone	
3	Course details	
	Course title	
	School / Faculty	
	School / Faculty contact	
	Year of course	
4	Details of member of staff responsible for ensuring arrangements are in place	
	Name	
	Title	
	Office address	
	Telephone	
	Email	
Key dates (to be reviewed and added to over the course of pregnancy and maternity)		
5	What is the student's due date?	
6	How many weeks pregnant was the student when	

	she notified the University of their pregnancy? (record date of receipt of information and method, e.g. email or telephone.	
Communication with the student		
7	What is the student's preferred method of communication:	
	Email	
	Telephone	
Informing other staff and students		
8	Who needs to be informed about the student's pregnancy and when would the student like them to be informed?	
	Name and title	Date
	Head of School (must be notified)	
Health and safety risk assessment (attach copy to this form)		
9	Has a risk assessment been conducted that covers (where relevant):	
	The student's course?	
	Course placements or study abroad?	
	Examinations or other assessments?	
	Field trips?	
	Return from maternity-related absence?	
	Breastfeeding?	
10	When was the Head of School notified so they can ensure actions/changes are taken to alleviate or minimise risks?	
Pregnancy-related absence		
11	Will the dates or times of antenatal appointments affect the student's study?	
12	Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?	

13	If yes to either of the above questions (11 or 12), what arrangements have been made to enable the student to catch up?	
Assessments		
14	Is the student unable to complete any assessments due to their pregnancy or maternity?	
15	If so, provide details:	
16	What alternative arrangements have been made for any outstanding or incomplete assessments?	
Maternity-related absence		
17	How much maternity-related absence does the student intend to take?	
18	When does the student intend to start maternity-related absence?	
19	When does the student intend to return from maternity-related absence?	
20	Will the dates of maternity-related absence affect the student's ability to complete any course module requirements?	
21	If so, what arrangements can be considered to enable the student to complete the module?	
22	What information will the student require during maternity-related absence to keep up to date on course developments?	
23	Who will be responsible for providing the information about the course to the student?	
24	Is the student aware that she needs to contact the University no less than 10 working days before the agreed date of return to confirm, where feasible?	
25	Does the student know who to contact before returning to study?	
Financial support		
26	Has the student spoken to a Student Life Centre Money Advisor, or any other provider of funding, about possible financial implications? (e.g. student loan, bursary)	

27	Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa?	
28	Specify any follow-up required:	
Breast feeding		
29	Does the student intend to breastfeed? If so, see health and safety risk assessment section above.	
Childcare		
30	Has the student been informed that the University Nursery does not take babies under two years old? Refer them to the Royal Borough of Kingston Council will have list of registered nurseries and child minders.	
31	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	
International students/those on placement abroad		
32	Have international students or students on placement abroad been informed about the need to check visa implications of returning home or extending their stay due to pregnancy and maternity?	
Students on placement		
33	Has the placement provider been notified of the student's pregnancy?	
34	Has the placement provider conducted a health and safety assessment?	
35	Is the placement provider aware of the HEI's policy on supporting students during pregnancy and maternity?	
36	Will the student be able to complete their placement?	
37	If not, what alternative arrangements will be made?	
38	Who is responsible for liaising with the placement provider?	
Extenuating circumstances		
39	Has the student been made aware of the Modified Exam Arrangements procedure and the Mitigating	

	Circumstances section of Academic Regulations 5?	
Accommodation		
40	If the student is in University Halls of Residence have they received advice on alternative accommodation and or terminating existing accommodation contracts via the Accommodation Service?	
Return to study		
41	What support will be provided to the student on their return to study? (e.g. meetings with key staff, put in contact with other student parents, etc). Has the study plan and the risk assessment been updated?	
Further information		
42	Any other information or comments	
Signatures (this confirms that the student has given permission for the information to be shared with other University contacts as per section 8)		
Plan to be reviewed next on		
Agreed by staff member		
Name		
Title		
Signature		
Date		
Review dates and signatures		
Agreed by student		
Name		
Signature		
Date		

Review dates and signatures	
Agreed by Head of School	
Name	
Signature	
Date	
Review dates and signatures	

Appendix C: Sources of information and support

At Kingston University		
University Department	Staff links	Student links
Accommodation	Accommodation	Accommodation
Faith and spirituality	Faith and spirituality team	Faith and spirituality team
Equality, diversity and inclusion	Equality, Diversity and Inclusion Unit on staff space	Equality, Diversity and Inclusion Unit
Health and Wellbeing	Student Health and Wellbeing	Student Health and Wellbeing
Kingston University Students Union	Student Union advice and support	Student Union Advice and Support
Money Advice	Student Life Centre Money Advisors	Student Life Centre Money Advisors
University Nursery	University Nursery	University Nursery
University procedures and policies supporting the Student Pregnancy and Maternity policy		
Health and Safety	Health and Safety Policy	Health and Safety Policy
Student Complaints	Student complaints procedure	Student complaints procedure
Mitigating Circumstances	Mitigating circumstances	Mitigating circumstances
Exam Arrangements	Modified Exam Arrangements	Modified Exam Arrangements

External sources of information and support	
Brook	<p>Free and confidential information for under 25's on all issues relating to pregnancy. Telephone: 0808 802 1234.</p> <p>http://www.brook.org.uk/pregnancy</p>
Crossways	<p>The Crossway Pregnancy Crisis Centre is a free and confidential service, formed to help women facing an unplanned pregnancy, or dealing with an abortion or miscarriage. They have a team of trained listeners, available to provide you with confidential, unbiased support. Telephone: 0208 892 8483</p> <p>http://www.crosswaypregnancy.org.uk/</p>
Wolverton Centre	<p>The Wolverton Centre provides a free, comprehensive and confidential sexual health service in Southwest London to anyone who may need it. Telephone: 0208 974 9331.</p> <p>http://www.sexualhealthkingston.co.uk/</p>
NHS Pregnancy Care Planner	<p>This care planner contains all you need to know to have a healthy and happy pregnancy and to make sure you get the care that is right for you. It has over 125 pages of NHS-accredited information, including videos and interactive planning tools. You will also find all the facts you need to choose the best maternity services in your area.</p> <p>http://www.nhs.uk/Planners/pregnancyareplanner/Pages/PregnancyHome.aspx</p>
Tommy's Pregnancy helpline	<p>Speak to a Tommy's midwife for free expert advice on healthy pregnancies on 0800 0147 800, or email them at info@tommys.org.</p> <p>http://www.tommys.org/pregnancyline?gclid=CK2kvLPTgasCFSlhtAodmG0n2w</p>

Appendix D: For students in Healthcare

Personal Plan Request

Personal plans are intended to spread the workload for those students with an SoN or enable students to 'catch up' with assessments in a timely manner and enable them to complete on time. **Exam dates should not** be adjusted and assignment dates should be scheduled from the cohort assessment calendar i.e. give a 2nd or 3rd attempt date in place of the 1st attempt date etc.; it is possible to stagger assignments further by requesting unscheduled dates for hand-in from the SL for Assessments. Once the student has agreed the plan it should be presented to the Mitigation Panel for agreement. Please remind students that deferrals in submissions could seriously impact on their ability to progress/ complete.

Name of student:

Cohort:

KU No:

Please identify the reason for completing the personal plan:

Reason identified	Please tick/name		Comments
Recommencement following:			
Sickness			
Maternity leave			
Successful appeal			
Reasonable adjustments			
Other (please indicate)			
Proactive re:			
Sickness i.e. booked surgery			
Maternity leave			
Reasonable adjustments			
Other – please identify			
Evidence has been requested (please circle/highlight where appropriate)	Yes	No	
Evidence has been provided (please circle/highlight where appropriate)	Yes	No	

Please identify plan agreed with the student

Outstanding modules to be completed	Attempt	Date	Date agreed	Comments/Board Date: Please note that any deferral in assessment may impact on completion
Practice assessments to be completed: If the student is making up practice assessments please liaise with Placements Team as to whether they need an extra placement/time				
Future assessments that need to be considered i.e. next semester				

Practice assessments to be completed: If the student is making up practice assessments please liaise with Placements Team as to whether they need extra placement/time				