

<b>STUDENT PREGNANCY, MATERNITY, ADOPTION AND SECONDARY CARER (PATERNITY) PROCEDURE</b>			
<b>Department</b>	Academic Registry/Student Services		
<b>Author</b>	Academic Registry/Student Services		
<b>Authorised By:</b>	PVC Operations		
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## 1. PURPOSE AND SCOPE OF THE PROCEDURE

This procedure is intended to be read and used in conjunction with the Glyndwr University policy on student pregnancy, maternity, adoption and secondary carer (paternity) policy, and the associated guidance document. Staff and students may also refer to the guidance on student pregnancy, maternity and paternity published by the Equality Challenge Unit.

This procedure provides information for staff and students in the case of a student becoming pregnant or a parent during their time at University, including helping students who are about to become parents understand their rights and the processes for arranging maternity, adoption and secondary carer (paternity) leave.

The procedure applies to prospective Glyndwr University students who have been offered a place and who become pregnant or a parent during the admissions process; and all Glyndwr University students regardless of their level of study, the status of their programme or their campus location. It applies to all individuals regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), gender, gender identity/expression and sexual orientation and trans identity.

Students studying at partner institutions should refer to the policies and procedures in place at their own institution.

## 2. PROCEDURAL STEPS

### 2.1 Disclosure of pregnancy

- a. Whilst it is not compulsory, students are encouraged to disclose the fact that they are pregnant to their programme leader or personal tutor at the earliest possible opportunity to enable the university to give due consideration to their health and safety and ensure the student is aware of the support available to them.
- b. Students are advised to inform their programme leader or personal tutor of their pregnancy in writing at least 15 weeks before the baby is due.
- c. If a student is uncomfortable about talking to their programme leader or personal tutor, they may seek support from the Department of Student and Campus Life, or from the Students' Union.
- d. Following disclosure staff must ensure that the following are completed, in discussion with the student, as soon as possible, ideally within 2 weeks after a disclosure had been made:
  - The **student pregnancy, maternity or adoption support form** (this will need to be reviewed periodically) – appendix 1;
  - The **risk assessment form** – appendix 2.
- e. The programme leader or personal tutor will need to provide information on a range of matters related to the student's programme, to enable them to access and complete their studies; and signpost the student to the appropriate services within the University where they can seek any other non-academic related advice they will need (see appendix 3). The agreed arrangements will be recorded in the student support plan (appendix 1). Examples of such information includes :
  - Arrangements for assessments
  - Catching up on missed lectures
  - Course placements
  - Maternity leave
  - Time to attend maternity related appointments
  - Feasibility for accessing lectures remotely for a short period e.g. via skype, in exceptional circumstances.
- f. Information concerning pregnancy must be treated sensitively. It is suggested that if, when and who informs staff and fellow students about the pregnancy, is agreed with the student as part of the discussion of the student support plan.

### 2.2 Students who choose not to continue with their pregnancy

If a student decides not to continue with their pregnancy there is no need for any staff or students to be made aware of this. However, if a student is absent from classes they are advised to inform their programme leader or personal tutor that they will be away for 'medical reasons'.

### **2.3 Miscarriage, Still Births and Neo-natal death**

- a. A student who has a still birth or whose baby dies shortly after birth is entitled to the same length of maternity leave and support as a student whose baby does not die, provided that more than 24 weeks of pregnancy has passed.
- b. If a student miscarries, has a still birth or their baby dies shortly after birth, the staff member to whom they disclose this information will direct them to the University's Student Counselling Service if they requires support, in order to identify what, if any, further support the University may be able to provide.

### **2.4 Adoption**

- a. Students who have been matched for adoption should inform their programme leader or personal tutor as soon as possible. Only one member of a couple jointly adopting may take adoption leave. This applies regardless of whether one or both members of the couple are students. The other member of the couple may be entitled to take statutory secondary carer (paternity) leave.
  - b. There will be discussion and completion of the sections of the support plan (appendix 1) as it relates to 'Maternity or Adoption' leave.
- a. Students taking Adoption Leave have the same entitlements as students taking Maternity Leave.

### **2.5 Risk Assessment and Health and Safety for pregnant students**

- a. Health and safety measures may need to be put in place in order to protect the student and ~~her~~ their unborn baby. This will be particularly relevant in certain departments, e.g. where a student could be exposed to harmful chemicals or be expected to lift heavy objects or undertake other strenuous activity.
- b. Once the student has disclosed their pregnancy, a risk assessment must be carried out by the programme leader or personal tutor (see appendix 2) as soon as possible and ideally within 2 weeks of disclosure (*Note for staff: advice on carrying out a risk assessment can be found on the staff WGYOU site or from the health and safety department*).
- c. This assessment will identify any risks that may be present that could cause harm to the student or their unborn baby, and detail any steps that need to be put in place to alleviate or minimise these risks. This should also include any risks that may arise from any placement period or fieldwork due to be undertaken. The outcome of the risk assessment should be shared and discussed with the pregnant student.
- d. The risk assessment will need to be reviewed periodically by the programme leader or personal tutor. The frequency of this review is likely to be different in each case depending on the student's study environment. Particular activities that will trigger a review include examination and assessment periods, and placements. Should a student's circumstances change, and the University is not aware of the changed situation, they are advised to approach their programme leader or personal tutor to seek a review of their risk assessment.

### **2.6 Time off for Doctor's, Ante-Natal Care and Pre Adoption Appointments**

- a. The pregnant student is entitled to reasonable time off to attend ante-natal care on the advice of a registered medical practitioner, midwife, or health worker. A student who has pre-adoption appointments is also entitled to reasonable time off to attend such

appointments.

- b. The student is required to provide evidence in advance of such appointments to their programme leader or personal tutor which will be noted by the SPC. The student should try wherever possible to arrange appointments outside of scheduled teaching or at the start or end of the placement working day. Where this is not possible, the programme leader or personal tutor will seek to support the student to catch up missed time. The student is encouraged to ensure that they are proactive in catching up on missed time.

## **2.7 Maternity and Adoption Leave**

- a. Maternity/adoption leave will be unpaid unless the student is entitled to Maternity Allowance or Statutory Maternity Pay. The University recommends that the student meets with an advisor from the Student Funding and Welfare Team to discuss what is available to them.
- b. Students must take a minimum of two weeks Maternity Leave or four weeks if placed in a factory or other strenuous high risk work placement. If a student wishes to return immediately following their two weeks maternity leave, they should provide a letter from their GP or midwife confirming they are well enough to return, given that they will not have their required health check until six weeks after the birth.
- c. Students should be allowed to take a minimum of a year out of study. However, how long a student will want to take will depend on their personal circumstances and the structure and content of their programme of study. The programme leader or personal tutor should not automatically require students to suspend for a year, but should work with the student to establish a suitable return to study date.
- d. Where course structure or content indicates the need for a student to return to study sooner than she would like to, the University must have a legitimate and clear reason why this is necessary and it will need to be justified in writing to the student. As students will be protected under the Equality Act 2010 from discrimination on the grounds of pregnancy and maternity, the University will need to be able to justify the reasons to a third party.
- e. Students should be enabled, as far as possible, to complete the requirements of their programme or module before they take maternity/adoption leave. In some cases, the student may wish to undertake examinations or submit assessments during their maternity/adoption leave. If examinations are to be taken, the University will seek to make arrangements to enable students to do so.
- f. The programme leader or personal tutor will discuss the options available, including the academic implications, with the student to enable them to make an informed decision. Where a student is unable to complete their programme or module before taking maternity leave, the programme leader or personal tutor will discuss and make arrangements to allow the student to complete the programme or module on their return.
- g. The programme leader or personal tutor may make reasonable contact with the student (and vice-versa) while they are on maternity/adoption leave to discuss a range of issues e.g. plans for return to study or to keep the student informed of important developments with their programme of study. The agreed method of communication will be recorded on the student support plan. Students are advised to consider checking their student e-mails and student MyUni portal/Moodle periodically to help them keep up to date with information about their programme.

### ***i. Starting maternity/adoption leave***

Maternity/adoption leave can begin at any time from the start of the 11th week before the expected week of childbirth up to the day the childbirth occurs.

The student is advised to decide when they start their maternity/adoption leave in discussion with their programme leader or personal tutor.

When the student is close to their due date but unable to study as planned, the programme leader or personal tutor will initially explore alternative ways that the student can meet the programme requirements or, in discussion with the student, agree that she starts maternity or adoption leave earlier.

## **ii. Returning from maternity/adoption leave**

The date that the student intends to return from maternity/adoption leave needs to be agreed before the start of the absence. However, this date may change during the course of the student's maternity period.

Before the student returns from maternity/adoption leave, consideration must be given to their needs upon return. Options should be discussed with the student before and during their leave and these will need to be reviewed if the student's circumstances change. Such options might include, for example, returning to their studies on a part time basis. If a student requests to study part-time rather than full-time, and this is not possible, the reasons for declining the request must be provided in writing and be justifiable to a third party.

It is possible that a student may need to extend their period of maternity leave in exceptional circumstances, for example due to postnatal depression. Where illness as a result of pregnancy or maternity is the reason for the extension, the student should advise their programme leader or personal tutor and submit a doctor's fit note. Staff should refer to the University's guidance on student illness and, at the appropriate time, discuss options for the student's return to study.

## **2.8 Secondary Carer (Paternity) Leave**

a. The secondary carer is normally defined as:

- The baby's father, or
- Civil partner/same sex partner to the mother, or husband or partner
- Adoption – civil partner/same sex partner, husband, or partner to the primary carer for adoption.

b. The student (secondary carer) may want to attend their partner's antenatal appointments and staff should be flexible in allowing students to attend. The student (secondary carer) will be required to provide evidence in advance of such appointments to their programme leader or personal tutor which will be noted by the SPC. Where such appointments cannot be made outside scheduled teaching or at the start or end of the placement working day, the programme leader or personal tutor will seek to support the student to catch up on missed time. The student is encouraged to ensure that they are proactive in catching up on missed time.

c. The secondary carer may apply for a reasonable leave of absence from study or placement to support the birth parent, primary carer or care for the child. Leave of absence would normally be no more than two weeks in total and can be applied for within 56 days of the child being born.

d. The programme leader/personal tutor will discuss and advise the student (secondary carer) on study and placement considerations, and the student wishing to take secondary carer leave must complete and return to their programme leader or personal tutor the **Secondary**

## **Carer (Paternity) Leave form – appendix 4.**

- e. SPC should write to the student within 28 days confirming any arrangements that might have been agreed in respect of the student's studies during the leave period. The student should notify the University of any revision to secondary carer/paternity leave dates as soon as possible.

### **2.9 Financial Considerations**

- a. Students need to consider any financial implications and the support they can access. A student's funding may stop when a leave of absence begins. Students should seek advice from the University's Student Funding and Welfare team in the department of Student and Campus Life and/or from their funding body (for English Students this is Student Finance England, and for Welsh Students this is Student Finance Wales). Each individual's case will be different.

### **2.10 International Students**

- a. International students should seek immigration advice as soon as possible, particularly if they require a visa to remain in the UK longer than originally planned.
- b. Given visa restrictions, in exceptional circumstances and with consideration of health and safety, the University may need to be flexible when requesting that International students take a minimum of two weeks maternity related absence.
- c. International students with financial sponsors should contact their sponsors and agree a plan of action.
- d. International students should seek further advice from the University's international compliance team or staff in the department of Student and Campus Life.

### **2.11 Research Council-funded postgraduate students**

- a. Research students who are funded by the Research Council may be entitled to maternity, adoption and secondary carer (paternity) leave and pay, and should seek further information and guidance from the SPC.

### **2.12 Students in receipt of NHS Bursaries**

- a. NHS student bursaries recommends a minimum of 12 weeks' maternity absence, but allows students to return earlier if they have approval from the GP or health worker. Students enrolled on NHS pre-registration programmes should seek further information and guidance from their programme leader.

### **2.13 Accommodation**

- a. Students should not be asked to leave their existing accommodation because they are pregnant. However, students who become pregnant whilst living in University student accommodation or shared accommodation may find this is no longer suitable for their needs, and they should seek advice from the University's accommodation team. Accommodation contracts can be terminated prematurely without penalty if a pregnant student feels the need to find alternative accommodation.

- b. The University does not have family accommodation. However, the University will seek to support existing students who become parents to find suitable privately rented or local authority housing. Further advice may be sought from the University's Accommodation Team.

## **2.14 Baby feeding and changing facilities**

- a. Baby feeding facilities are intended for milk feeding only.
- b. Students who are breastfeeding are required to notify their programme leader or personal tutor as part of the discussion regarding their return to study. This will be noted on the student support plan and a health and safety risk assessment will be carried out. See appendix 2.
- b. Students who are breastfeeding should not be declined access to University facilities or services because they are breastfeeding or have with them a baby under 26 weeks old. As long as the baby is supervised at all times by the student parent and they are considerate of the needs of others, babies and children are allowed on University premises. See the University's policy 'Babies and Children on Campus'.
- c. The University should be aware that tensions could arise if other students feel uncomfortable, for example for religious reasons, when students breastfeed in public. Where this occurs, the needs of the breastfeeding student should take precedence.

### **i. Accessing baby feeding and changing facilities**

If the student requires private quiet facilities to feed their baby, or express and store breast milk, the University has a dedicated baby room on the ground floor of the Edward Llwyd Building which is cleaned daily. The room has a lockable door and contains a comfortable chair, hand washing facilities, baby changing and nappy disposable facilities.

There are refrigeration facilities in the department of Student and Campus Life on the second floor of the Edward Llwyd Building, to enable the storage of expressed milk between 2 and 4 degrees Celsius.

There are also a number of rest facilities on campus which can be booked through Student and Campus Life.

There are currently no dedicated baby facilities available at the Northop campus. If students at these campuses require access to suitable baby feeding and baby changing facilities they should speak to their programme leader or personal tutor, who will seek advice from the site reception function as to the availability of suitable private rooms. Requests for these facilities will be monitored and, if permanent facilities are deemed to be required, the Director of Operations should be contacted by the relevant staff member.

## **3. REFERENCES**

4.1 This procedure should be read in conjunction with the following documents:

- Student pregnancy, maternity, adoption and secondary carer (paternity) policy
- Guidance for staff on pregnancy, maternity and secondary carer (paternity)
- Babies and children on campus policy

- Glyndŵr University safeguarding children, and protection of vulnerable adults policy

#### **4. EVALUATION**

The University will monitor the effectiveness of this procedure through its Equality and Diversity Forum Action Group.

#### **5 . REVIEW**

This policy and procedure will be reviewed every three years, or in line with changes to relevant legislation or University Practice, whichever is sooner.

#### **6. EQUALITY IMPACT ASSESSMENT**

The Equality Act 2010 includes a requirement for all HE Institutions to carry out impact assessments on all policies. This policy has been screened to determine equality relevance for the following equality groups: grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), gender, gender identity/expression and sexual orientation and trans identity.

*Updated for nomenclature changes resulting from restructuring October 2018*

#### **Appendices:**

- Appendix 1: Student Support Form
- Appendix 2: Risk Assessment Form for new and expectant mothers
- Appendix 3: University and external services available
- Appendix 4: Secondary carer (paternity) leave form
- Appendix 5: Flowchart for students
- Appendix 6: Flowchart for staff



## Student support form

This form aims to guide discussions with students during pregnancy and maternity. It should be completed and agreed with the student. It is not intended that the form should be completed in full at a first meeting as initially a student will be unable – and should not be expected – to respond to all the issues raised.

The form should be reviewed at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant, and prior to return to study); or at key points of the academic year (e.g. prior to examinations and field trips). If the student’s circumstances change, the plan will also need to be reviewed.

Contact details	
<b>1</b>	<b>Student’s details</b>
	Name
	Address
	Telephone
	Email address
	Student number
<b>2</b>	<b>Emergency contact’s details</b>
	Relationship to student
	Telephone
<b>3</b>	<b>Programme details</b>
	Programme title
	Department
	Departmental contact
	Year of course
<b>4</b>	<b>Details of the student’s first point of contact within the HEI</b>
	Name
	Title

	Location	
	Telephone	
	Email	
<b>Key dates (to be reviewed and added to over the course of pregnancy and maternity)</b>		
<b>5</b>	What is the student's due date?	
<b>6</b>	How many weeks pregnant was the student — when they notified HEI of pregnancy?	
<b>Communication with the student</b>		
<b>7</b>	What is the student's preferred method of communication:	
	during pregnancy?	
	during maternity-related absence?	
	on return to study?	
<b>Informing other staff and students</b>		
<b>8</b>	Who will need to be informed about the student's pregnancy and when would the student like them to be informed?	
	<b>Name and title</b>	<b>Date</b>
<b>Health and safety risk assessment (attach copy to this form)</b>		
<b>9</b>	Has a risk assessment been conducted that covers (whererelevant):	
	the student's programme?	
	programme placements or study abroad?	
	examinations or other assessments?	
	field trips?	

	return from maternity-related absence?	
	breastfeeding?	
	safety of baby if less than 26 weeks old if attending seminars and lectures with a parent?	
<b>10</b>	Where changes are required to alleviate or minimise risks, who is responsible for ensuring they are implemented?	
<b>Pregnancy-related absence</b>		
<b>12</b>	Will the dates or times of antenatal appointments affect the student's study?	
<b>13</b>	Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?	
<b>14</b>	If yes to either of the above questions, what arrangements have been made to enable the student to catch up?	
<b>Assessments</b>		
<b>15</b>	Is the student unable to complete any assessments due to her pregnancy or maternity?	
<b>16</b>	If so, provide details:	
<b>17</b>	What alternative arrangements have been made for any outstanding or incomplete assessments?	
<b>Extenuating circumstances</b>		
<b>18</b>	Have students been informed about the HEI's extenuating circumstances policy in the event that their pregnancy or maternity affects examinations and assessments?	
<b>Maternity or adoption-related absence (students should provide information in writing at least 15 weeks before their due date)</b>		
<b>19</b>	How much maternity or adoption-related absence does the student intend to take?	

<b>20</b>	When does the student intend to start maternity or adoption-related absence?	
<b>21</b>	When does the student intend to return from maternity or adoption-related absence?	
<b>22</b>	Will the dates of maternity or adoption-related absence affect the student's ability to complete any course module requirements?	
<b>23</b>	If so, what arrangements have been made to enable the student to complete the module?	
<b>24</b>	What information will the student require during maternity or adoption-related absence to keep up to date on course developments?	
<b>25</b>	Who will be responsible for providing the information to the student?	
<b>Financial support</b>		
<b>26</b>	Has the student been informed about sources of financial support from the University's Student Funding and Welfare team?	
<b>27</b>	Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa?	
<b>28</b>	Specify any follow-up required:	
<b>Baby feeding – to be completed following the birth of the child</b>		
<b>29</b>	Does the student intend to feed their baby on university facilities on their return to study?	
<b>30</b>	Does the student intend to breastfeed? If so, see health and safety section above.	
<b>31</b>	Has the student been informed about the facilities available?	
<b>Childcare</b>		
<b>32</b>	Has the student been informed about childcare facilities on campus or in the local community?	

<b>33</b>	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements? If not they should be directed to the Student Funding and Welfare team in the department of Student and Campus Life	
<b>International students/those on placement abroad</b>		
<b>34</b>	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? (Immigration compliance team or department of Student and Campus Life	
<b>Students on placement</b>		
<b>35</b>	Has the placement provider been notified of the student's pregnancy?	
<b>36</b>	Has the placement provider conducted a health and safety assessment?	
<b>37</b>	Is the placement provider aware of the HEI's policy on supporting students during pregnancy and maternity?	
<b>38</b>	Will the student be able to complete ----- their placement?	
<b>39</b>	If not, what alternative arrangements will be made?	
<b>40</b>	Who is responsible for liaising with the placement provider?	
<b>Accommodation</b>		
<b>41</b>	Does the student intend to move to alternative accommodation?	
<b>42</b>	Has the student received advice on alternative accommodation and terminating existing accommodation contracts?	
<b>43</b>	At what point does the student want to move to alternative accommodation?	
<b>Return to study</b>		

44	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.)	
45	Will the student require university accommodation?	
<b>Further information</b>		
46	Any other information or comments	
<b>Signatures</b>		
Plan to be reviewed on		
<b>Agreed by staff member</b>		
Name		
Title		
Signature		
Date		
<b>Agreed by student</b>		
Name		
Signature		
Date		

**This form has been adapted from Equality Challenge Unit publication 2010 ‘Student pregnancy and maternity: implications for higher education institutions.’**

## RISK ASSESSMENT: New or Expectant Persons

## Appendix 2

NB Staff carrying out the risk assessment ( e.g. the programme leader or personal tutor) may seek advice and further guidance from the Health and Safety department on the risk assessment process or any aspect of the form.

NAME		FACULTY/DEPARTMENT	SECTION/TEAM		DATE OF ASSESSMENT
HAZARDS (including inadequate or lack of arrangements)	EXISTING CONTROL MEASURES	✓ if in place × if not	WHERE: × State action to be taken with timescales × Any additional control measures ✓ Site specific details		RESIDUAL RISK RATING High, Medium, Low
<b>PHYSICAL</b>					
<b>Manual Handling</b>	<ul style="list-style-type: none"> <li>Are arrangements in place to avoid the need for hazardous manual handling, including reaching / over stretching? e.g.                             <ul style="list-style-type: none"> <li>Furniture / equipment / stationery etc.</li> </ul> </li> </ul>				
<b>CHEMICAL AGENTS</b>					
	<ul style="list-style-type: none"> <li>Has consideration been given to the hazards presented by certain curriculum activities e.g. in Science?</li> <li>Exposure to mercury, lead or toxic substances?</li> <li>Exposure to any substances with risk phrases 40, 45, 46, 49, 61, 63, 64 or 68?</li> </ul>				
<b>WORKING CONDITIONS</b>					
<b>Personal Protective Equipment</b>	<ul style="list-style-type: none"> <li>Has appropriate personal protective equipment been provided, where necessary?</li> </ul>				

<b>Use of VDUs (Visual Display Units)</b>	<ul style="list-style-type: none"> <li>Has the new or expectant person been given general advice on workstation set up in order to avoid postural problems?</li> </ul> <p>N.B. Although scientific studies show that there is no harmful exposure to radiation arising from the normal use of VDUs, any concerns should be taken up with their programme leader or personal tutor</p>			
<b>Work at Height</b>	<ul style="list-style-type: none"> <li>Is the use of access equipment e.g. use of step ladders, kick steps, avoided as far as is practicable e.g. access to storage / displays?</li> </ul>			
<b>Storage</b>	<ul style="list-style-type: none"> <li>Are adequate storage facilities provided?</li> </ul>			
<b>Resting Facilities</b>	<ul style="list-style-type: none"> <li>Has the issue of fatigue been considered?</li> </ul>			
	<ul style="list-style-type: none"> <li>Has the new or expectant person access to adequate rest facilities?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are arrangements in place to avoid any exposure to extreme heat/ cold?</li> </ul>			
<b>Hygiene / Drinking Water</b>	<ul style="list-style-type: none"> <li>Are adequate welfare facilities (e.g. toilets etc.) available?</li> </ul>			
	<ul style="list-style-type: none"> <li>Has the new / expectant person ready access to clean drinking water?, and/or been advised to have drinking water with her at all times during lectures/seminars?</li> </ul>			
<b>Lone Working Including emergency action</b>	<ul style="list-style-type: none"> <li>Is lone working avoided as far as is practicable?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are suitable arrangements in place for communication in an emergency?</li> </ul>			
<b>Mental / Physical Work related stress</b>	<ul style="list-style-type: none"> <li>Are arrangements in place to ensure that the hours, volume and pacing of work are not excessive?</li> </ul>			
	<ul style="list-style-type: none"> <li>Are suitable rest breaks provided?</li> </ul>			



<b>GENERAL</b>				
<p><b>Are there any other foreseeable hazards associated with activities carried out by the new or expectant person?</b></p> <p><b>Please circle YES / NO</b></p>	<p><u>List any additional control measures</u></p>			
<p><b><u>Reference Documents</u></b></p> <ul style="list-style-type: none"> <li>☰ Infection risks to new and expectant mothers in the workplace: a guide for employers 1997</li> <li>☰ New and expectant mothers at work – a guide for employers HSG 122</li> <li>☰ Ionising radiation, working safely: guidelines for expectant / breastfeeding mothers INDG 334</li> </ul>				
<b>Programme Leader or Personal Tutor</b>			<b>SIGNATURE:</b>	<b>DATE</b>
<b>ASSESSOR ( if different to the above):</b>			<b>SIGNATURE:</b>	<b>DATE</b>
<b>NEW OR EXPECTANT MOTHER PERSON:</b>			<b>SIGNATURE:</b>	<b>DATE</b>

### University Services

#### ➤ **Student Funding and Welfare Services**

The service supports and guides current and prospective students on a range of funding and welfare issues and concerns.

This is a confidential service.

The services includes an international student welfare adviser.

<http://www.glyndwr.ac.uk/en/Ourstudentsupport/StudentFundingandWelfareService/>

[studentwelfare@glyndwr.ac.uk](mailto:studentwelfare@glyndwr.ac.uk)

#### ➤ **Counselling and Wellbeing Service**

Counselling offers the opportunity to think and talk in confidence about problems that concern you and are impacting on your life. This is offered through dialogue with a trained counsellor.

The Counselling and Wellbeing Service will be able to direct students to specialist support organisations relating to pregnancy if required.

This is a confidential service.

<http://www.glyndwr.ac.uk/en/Ourstudentsupport/CounsellingandWellbeing/>

[counselling@glyndwr.ac.uk](mailto:counselling@glyndwr.ac.uk)

#### ➤ **Accommodation**

If need help and advice relating to your student accommodation or private accommodation the accommodation team will be able to assist.

<http://www.glyndwr.ac.uk/en/Ourstudentsupport/Accommodation/>

[accommodation@glyndwr.ac.uk](mailto:accommodation@glyndwr.ac.uk)

#### ➤ **Students' Union**

The Student's Union is run for students by students. It's an open, friendly group of people who represent your views to the university and can direct you to the advice you may need.

facebook.com/StudentsGuildGlyndwr

twitter.com/StudentsGuildGI

[studentsguild@glyndwr.ac.uk](mailto:studentsguild@glyndwr.ac.uk)

## External services

### General organisations

#### ➤ **Direct Gov**

The UK government's website provides information on health, care and benefits during pregnancy, benefits for parents, and information on childcare providers in your local area (at [www.childcarelink.gov.uk](http://www.childcarelink.gov.uk)).

[www.direct.gov.uk](http://www.direct.gov.uk)

#### ➤ **Family Planning Association**

Aims to establish a society in which everyone can make informed choices about sex, relationships, and reproduction. Its website contains impartial advice on pregnancy, abortion, and adoption, and also contains a list of useful organisations.

[www.fpa.org.uk](http://www.fpa.org.uk)

Publication: Pregnant and don't know what to do? (FPA, 2009)

Helpline: 0845 122 8690

#### ➤ **National Health Service**

Provides information relating to pregnancy, abortion, health in pregnancy and maternity, and services provided by the NHS.

[www.nhs.uk](http://www.nhs.uk)

#### ➤ **National Union of Students**

Provides information and advice to students and students' unions about student finance, rights and welfare. Information for student parents is available on its website, along with research and publications about students with dependent children.

[www.nus.org.uk](http://www.nus.org.uk)

#### ➤ **Equality Challenge Unit**

The **Equality Challenge Unit** works to further and support equality and diversity for staff and students in higher education across all four nations of the UK.

<http://www.ecu.ac.uk/>

#### ➤ **Home Office website: student visas (International students)**

<http://www.ukba.homeoffice.gov.uk/>

➤ **Child Care – Glyndŵr University**

Little Scholars Nursery

Tel: 01978 262551

Email: [littlescholars@activechildcare.co.uk](mailto:littlescholars@activechildcare.co.uk)

## **Specific organisations**

➤ **Adoption UK**

A national charity run by and for adopters, providing self-help information, advice, support and training on all aspects of adoption and adoptive parenting.

[www.adoptionuk.org.uk](http://www.adoptionuk.org.uk)

➤ **Antenatal Results and Choices**

The only national charity that provides non-directive support and information to expectant and bereaved parents throughout and after the antenatal screening and testing process.

[www.arc-uk.org](http://www.arc-uk.org)

➤ **British Pregnancy Advisory Service**

Supports reproductive choice and health by advocating and providing high-quality, affordable services to prevent or end unwanted pregnancies with contraception or by abortion. Also offers a range of other reproductive health services.

[www.bpas.org](http://www.bpas.org)

➤ **Care Confidential:**

Free confidential counselling, support, help and advice if you are facing an unplanned pregnancy or have post-abortion concerns. Abortion information and abortion facts are available.

[www.careconfidential.com](http://www.careconfidential.com)

➤ **Family and Parenting Institute**

Provides support to parents in bringing up their children, and has a range of resources for parents.

[www.familyandparenting.org](http://www.familyandparenting.org)

➤ **The Miscarriage Association**

Offers support and information to anyone affected by the loss of a baby in pregnancy.

[www.miscarriageassociation.org.uk](http://www.miscarriageassociation.org.uk)

➤ **SANDS**

The still birth and neonatal death charity – provides support to anyone affected by the loss of a baby and conducts research into the causes of still and neonatal death.

[www.uk-sands.org](http://www.uk-sands.org)

➤ **Research Council**

For information on maternity leave and pay entitlements for research students funded from training grants.

[www.rcuk.ac.uk/aboutrcuk/efficiency/resgrantsterms.htm](http://www.rcuk.ac.uk/aboutrcuk/efficiency/resgrantsterms.htm).

➤ **NHS**

For information on maternity leave and pay entitlements for students who are in receipt of the maintenance grant element of the NHS Bursary.

[www.nhsbsa.nhs.uk/1667.aspx](http://www.nhsbsa.nhs.uk/1667.aspx).

## Secondary Carer (Paternity) Leave Form

Please complete this form and return it to your programme leader or personal tutor as soon as possible or at least 15 weeks before the baby is due. If you have any queries regarding your Secondary Carer or Paternity Leaver rights then please do not hesitate to contact the Student Funding and Welfare team.

<b>Name</b>	
<b>Department</b>	
<b>Programme</b>	
<b>Year of student</b>	
<b>The baby is due on</b>	Date:
<b>If the baby has been born, please enter the actual date of birth</b>	Date:

Please complete the following section:

<b>I would like to take secondary carer/paternity leave on</b>	Date:
<b>I want to be away from study or placement for one or two weeks ( please specify)</b>	

### Birth Father or Parent/Partner's declaration

I declare that:

- I am
  - The baby's Birth Father or Parent. Or
  - Civil partner/same sex partner to the mother or, husband or partner.
  - Adoption – civil partner/same sex partner, husband or partner to the primary carer for adoption.
- I will have responsibility for the child's upbringing
- I will take time off study/placement to support the mother/primary carer of care for the child.

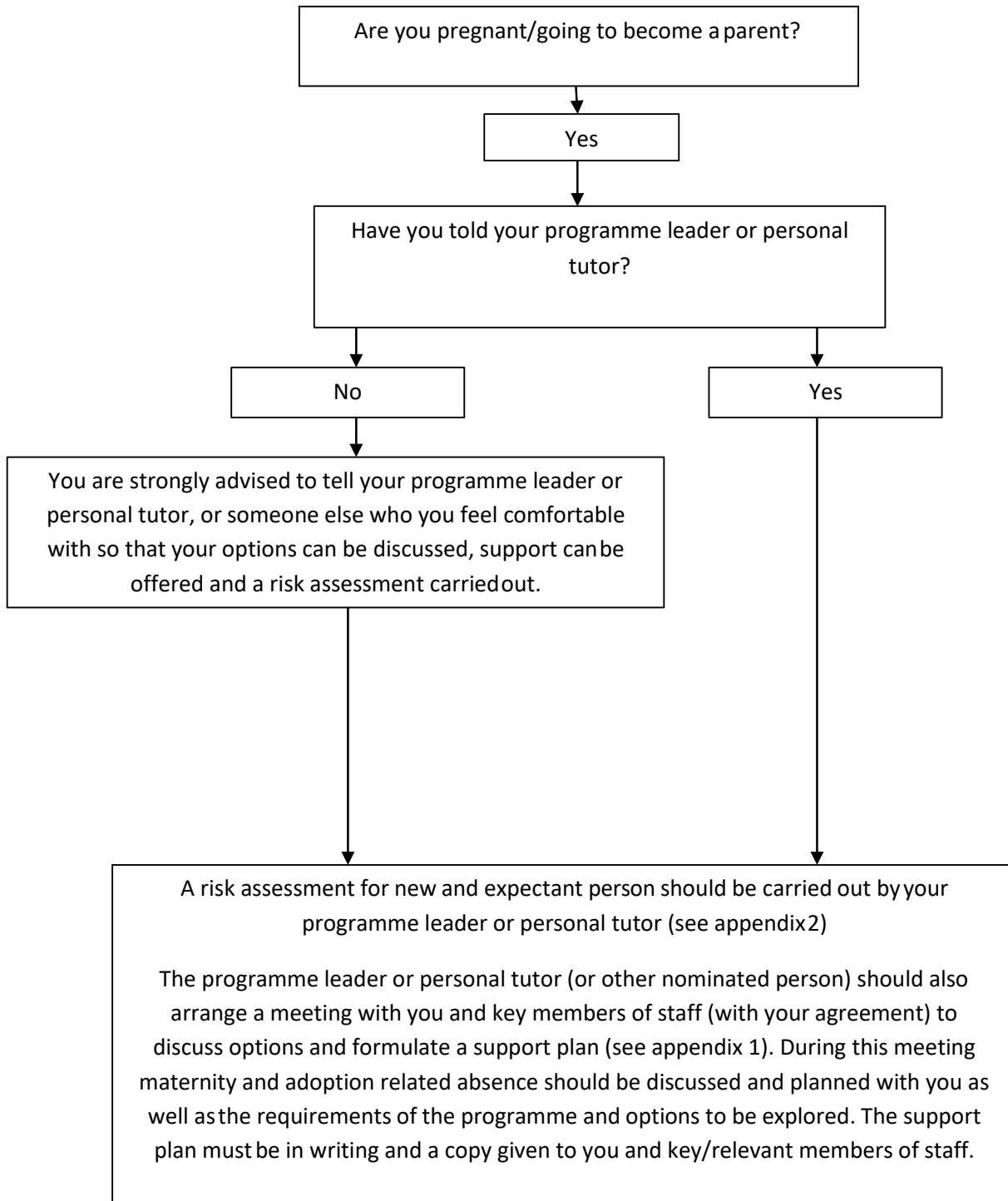
Father/partner signature \_\_\_\_\_ Date \_\_\_\_\_

### Birth Mother or Parent/Adopter's declaration

I declare the information provided is correct.

Birth Mother or Parent/Adopter's signature \_\_\_\_\_ Date \_\_\_\_\_

Flowchart for students



Flowchart for staff

