



**UNIVERSITY  
OF HULL**

## Student Pregnancy and New Parent Policy

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<b>Classification:</b>	<b>Policy</b>
<b>Version Number:</b>	1-00
<b>Status:</b>	Approved
<b>Approved by:</b>	Senate
<b>Approval Date:</b>	17/11/2021
<b>Effective from:</b>	17/11/2021
<b>Next Review Date:</b>	01/08/2024
<b>Document Author:</b>	Becky Dennison
<b>Document Owner:</b>	Becky Dennison
<b>Department/Contact:</b>	Student Services
<b>Collaborative provision:</b>	Please state whether this document is applicable to the university's collaborative partners: <input type="checkbox"/> Mandatory <input checked="" type="checkbox"/> Not mandatory

### Related documents:

**Published location:** Policy Register

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# UNIVERSITY OF HULL

## Student Pregnancy and New Parent Policy

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## Student Pregnancy and New Parent Policy

### 1. INTRODUCTION

- 1.1 The University of Hull provides a welcoming, inclusive and supportive teaching, learning and research environment for all. The University has a diverse student population and is committed to admitting and supporting students with a broad range of needs.
- 1.2 The aim of the Student Pregnancy, New Parent and Family Policy and Procedure is to support students who become pregnant, give birth or become a new parent through adoption (or other means) whilst enrolled at the University.
- 1.3 It is acknowledged that each person's experience of pregnancy or becoming a new parent will be different. This policy seeks to be supportive, ensuring students have the correct information and support during their pregnancy or at the point they become a new parent whilst enabling the University to fulfil its duty of care and responsibility.

## POLICY

### 2. PURPOSE

- 2.1 The Student Pregnancy, New Parent and Family Policy is intended for any student who is pregnant, becomes a new parent or has young children while at University. This guidance is designed to ensure they are able to work with members of University staff to make informed decisions around their studies. Ensuring they are able to participate fully and safely as a student on a University of Hull programme or module, in relation to their academic studies and more broadly as a member of the University of Hull community.
- 2.2 The policy and procedure are intended for use by staff and students to enable a discussion around flexibility and support for study as well as information and guidance if a student chooses to suspend their study.

### 3. SCOPE

- 3.1 This policy is aimed at students who are, or become, pregnant while enrolled; students who become parents through adoption, foster to adopt, early permanence (or other means); students whose partner has given birth; or students undergoing fertility treatment. This policy is also aimed at students who are already parents at the time they enrol at the University.
- 3.2 This policy and procedure applies to all students registered at the University of Hull and The Hull York Medical School (in conjunction with the HYMS policy on student welfare and support). The policy includes those students on placement, field trips, study abroad and any other University activity on or off campus.
- 3.3 The Head of Student Support and Experience is responsible for the overall management, implementation and annual review of the policy and procedure.
- 3.4 The University is mindful of its obligations under the Equality Act 2010 and all decisions will be proportionate and carefully considered ensuring there is no discrimination such as:
  - A student being treated unfavourably because of their pregnancy

- Within 26 weeks of giving birth a student is treated unfavourably because they have given birth. (Also applicable in the case of miscarriage, still birth and neonatal death where more than 24 weeks of the pregnancy had elapsed)
- A student is treated unfavourably because they are feeding and have returned to study with a child less than 26 weeks
- A student is treated unfavourably because of their partner's pregnancy or that their partner has given birth.

3.5 The policy includes those students on University of Hull placements, field trips, study abroad and any other University activity on or off campus.

#### 4. DATA PROTECTION AND CONFIDENTIALITY

4.1 The University operates under General Data Protection Regulations 2018. The University processes all personal information including sensitive data in accordance with the [University Data Protection regulations](#).

4.2 Personal information regarding a student obtained under the policy and procedure will only be shared with relevant, appropriate members of staff who require the information to offer support to the student or to implement the policy and procedure. Where a member of staff deems it to be in the best interest of the student to disclose sensitive information to Student Services and / or external agencies (for the purposes of putting appropriate support in place), the student's informed consent should first be obtained wherever possible.

4.3 In the event of the student not consenting to the sharing of sensitive information, this should be respected in most instances. There are rare occasions when sensitive information can be shared internally and (where appropriate) externally. These include:

- i) Significant deterioration in health which could cause threat to their personal safety or that of their child
- ii) If the student is at risk of serious abuse or exploitation
- iii) If non-disclosure by a member of staff could lead to civil or criminal procedures (eg. Reporting a crime)
- iv) The student is under 18 years of age or considered vulnerable

4.4 No personal information must be added to a generic risk assessment

#### 5. GUIDING PRINCIPLES

5.1 The University has a wide range of support services and students will be encouraged and supported to engage with these services. All students are allocated a personal supervisor and are encouraged to engage with this support and discuss any needs or adjustments as early as possible.

5.2 Students are encouraged to seek professional medical advice and support around pregnancy and 6-month period after birth and ensure they share any related medical issues or symptoms to enable appropriate control measures from significant risks and reasonable adjustments to be put in place.

5.3 Pregnant students will be allocated a key contact within Student Services during their pregnancy. This contact will help to co-ordinate regular meetings and communications with the student, their faculty and student services as appropriate.

### PROCEDURE

#### 6. DISCLOSURE

6.1 Students are encouraged to notify the University of their pregnancy as early as possible to ensure they have a

safe and supported study environment for the duration of their pregnancy and post pregnancy (if recommencing study in the first 26 weeks after giving birth). A student can notify their pregnancy to their personal supervisor, to Student Services through the MyHull portal, or by requesting an appointment with the Student Life team.

- 6.2 On notification of the pregnancy, a named key contact in Student Services will be allocated and the student will be contacted to have a discussion around their situation and their needs. At this meeting, the key contact will go through the pregnancy support plan and book a minimum of two review meetings (dependant on the stage of pregnancy at the point of notification). The aim of these meetings is supportive and to identify any changes in support required as the pregnancy progresses. If the personal supervisor is not aware, they will be notified by the key contact unless the student gives express instructions for information not to be shared. In this instance, a suitable alternative within the academic area will be agreed.
- 6.3 The Personal Supervisor will ascertain with the student and the Faculty whether any significant risks are involved in studies for the duration of the pregnancy including field trips or study abroad. The 6-month period post birth should also be considered and whilst the individual is still dependant feeding. These risks may be already covered by a pre-existing risk assessment or a specific risk assessment may be required. The student must be involved in the risk assessment process so has a full understanding of the appropriate control measures and reasonable adjustments put in place. In some cases where there are medical complications, further advice may be required from Occupational Health. All this is documented on the Pregnancy Support Plan
- 6.4 Once a pregnancy has been notified, we will not request further evidence for pregnancy related sickness or illness in relation to extensions or mitigation. Evidence will however be required for non-pregnancy related illness which occur during the pregnancy and are outside self-certification criteria.
- 6.5 Any student who experiences an unexpected pregnancy can speak in confidence to a member of our student support team who can also advise on other sources of help and support that are available.
- 6.6 Any student undergoing fertility treatment will be treated in a supportive way. As each individual's experience of undergoing this treatment is different, we ask that this is disclosed to their personal supervisor or to student services. Student Services can be contacted through the MyHull portal or by requesting an appointment with the Student Life team.
- A named key contact in student services will be allocated to ensure the student has access to information on University processes, procedures and support during the treatment process.
- 6.7 Any student undergoing the adoption process will be treated in a supportive way. As each individual's experience of the adoption process is different, we ask that this is disclosed to their personal supervisor or to student services. Student Services can be contacted through the MyHull portal or by requesting an appointment with the Student Life team. A named key contact in student services will be allocated to ensure the student has access to information on University processes, procedures and support during the adoption process.

## **7. SUPPORT**

- 7.1 A pregnant student will receive a named contact within student services to help co-ordinate support throughout the pregnancy and during the first 26 weeks following the birth. The student will be supported by their personal supervisor, teams from Student Services and the HUSU dependant on each student's individual needs.
- 7.2 Each student will be invited to attend a minimum of two review meetings with their named Student Services contact. The aim of these meetings is supportive and to identify any changes in support required as the pregnancy progresses.
- 7.3 A pregnancy support plan will be used to manage the needs of each individual student. This plan may be shared between academic and support areas to ensure consistency of information and support.

## **8. TIME OFF**

- 8.1 The law states a new parent must take a two-week break following the birth of a child. In addition, the

University will support a suspension of studies for 52 weeks in total. The suspension should be applied for using a suspension of studies request. Where a student has previously disclosed their pregnancy, no further evidence will be required.

- 8.2 Partners of new parents are entitled to up to 3 weeks authorised absence following the birth of a child. If the partner is subsequently taking responsibility as the main carer during the first 52 weeks following the birth, this should be applied for as a suspension of studies request with supporting evidence provided.
- 8.3 A student who becomes a new parent through adoption is entitled to suspend their studies for up to 52 weeks. The suspension should be applied for using a suspension of studies request with supporting evidence provided. In the event of a failed adoption where a panel refuses adoption or an adoption hearing fails the student is entitled to suspend their studies for up to 52 weeks. The suspension should be applied for using a suspension of studies request with supporting evidence provided.
- 8.4 For parents who suffer a miscarriage or stillbirth, or if the baby was born alive at any stage of the pregnancy and then died, they are entitled to suspend their studies for up to 52 weeks. The suspension should be applied for using a suspension of studies request. If evidence has already been obtained on disclosure of pregnancy, no further evidence will be required. Support from the University Mental Health Support Team is available for any student affected by this situation.
- 8.5 Where there are Postpartum complications (including Postnatal depression), or where a child has significant health issues and the student needs time away from their studies for longer than 52 weeks, the student should discuss their situation and available options with their personal supervisor. This will be considered on a case by case basis to ensure the most appropriate and supportive plan for the student.
- 8.6 Keeping in touch during time off. Some students may feel isolated and distant from their studies while absent. It may be helpful for students to keep in touch with their personal supervisor or student life contact. If a student wishes to keep in touch they should discuss with their personal supervisor or student life contact.
- 8.7 Returning to study: To ensure all arrangements are in place on returning to study, we ask students give as much notice as possible of their intention and plans to return. For an absence of:
- More than 6 months absence – 2 months' notice
  - Less than 6 months absence – 1 months' notice

The student should notify their named contact in student services who will liaise with their academic department to create a re-integration plan which considers any outstanding assessments, placements or fieldwork. The named contact will also notify registry services of the intention to return to ensure the student is able to successfully re-enrol onto their course.

- 8.8 In the event a student decides to withdraw from their course they should consult the Tuition Fee Policy for details of fee liability.

## 9. ON CAMPUS

- 9.1 **Finance & Money:** Each family's circumstances are different, the HUSU advice centre can give advice on finances for students with families including
- Family and Childcare entitlement from Student Finance England
  - Benefit Entitlement
  - Statutory Maternity Pay
  - Child Benefit
  - Child Grants

Students suspending their studies are advised to seek advice from their funding bodies or sponsor as funding may stop during a period of suspension.

Postgraduate and Research students receiving funding from external bodies should follow the guidance for their particular scheme or contact their funding body or sponsor for further advice.

Research Council funded students are entitled to maternity leave and pay. This is detailed in the Family Leave Policy in respect of University funded research students in line with research council guidelines.

Any student who finds themselves in unexpected financial difficulties can apply for some financial support from the Hardship Support Fund. Students are advised to contact the Financial Support Team through their MyHull portal\* with details of the situation they are experiencing.

\*(My.hull.ac.uk > talk to us > ask a question > [category] hardship fund, short term loans and grants)

9.2 **Accommodation:** The University on campus accommodation is only available for single occupancy. Any student who becomes a parent whilst contracted to a University room will not be able to remain in the accommodation as per the licence agreement. The University will authorise an early release from the contract in these circumstances. Where alternative accommodation is required the University will help where ever possible to assist in identifying alternative accommodation.

9.3 **Family spaces on campus & feeding:** The University of Hull is a feeding friendly campus. Our café spaces are relaxed and comfortable spaces when feeding a child. We also have a dedicated feeding room with storage facilities for any parent wanting to express milk during the day. A private space can also be requested in the Library and Student Central.

There are a number of family friendly locations on campus including our cafes, open spaces, sports facilities, library, exhibition and theatre spaces\* Details of family friendly spaces including changing facilities can be found on our website.

\*during public performances

9.4 **Teaching:** On campus teaching is our primary method of delivery, Lectures and Tutorials are also made available online to ensure inclusion and access for all students.

To ensure a conducive learning environment for all, children over 26 weeks old are not permitted in teaching spaces unless they form part of the lecture, seminar or tutorial.

Students who need to feed their baby who is under 26 weeks can ask to bring their babies to a seminar or lecture providing the baby is supervised at all times, any health and safety risks identified can be resolved and their presence does not disrupt other students' learning. Babies are not permitted in laboratories, workshops, commercial kitchens or other high-risk areas on Campus

Any conversation between the student and session tutor or personal supervisor is required in the first instance to gain an understanding of their reasons for wanting to access the content in person. The student should be given all of the options available to them to access the teaching so they can decide which is right for them.

Consideration must be given to any health, safety and practical aspects to minimise disruption such as being able to easily access an exit, space for items such as bags or a pram. Talk about how the student will access lecture content if the baby is unable to settle and the student needs to leave the lecture.

Key points for discussion are in the Pregnancy Support Plan. If aspects cannot be reasonably resolved this should be detailed and explained to the student.

9.5 **Timetable:** We aim to release our timetable two weeks before the start of each Trimester to allow for the arrangement of childcare. Our aim is to minimise changes to the timetable, however where changes are unavoidable, we aim to give as much notice as possible about the change.

Due to the complexities of timetabling it is not possible to make individual changes to the timetable. Students experiencing difficulties with their timetable due to family commitments should speak to their personal supervisor in the first instance.

9.6 **Childcare:** There are a number of childcare providers in close proximity to the University. [Little Einstein's](#)

childcare is a private provider located on the University campus, they operate on a first come first serve basis but do offer a 5% discount for University of Hull students.

- 9.7 **Assessments and Examinations:** Reasonable adjustments for examinations and assessments are available for any pregnant student who needs them. If a student has any concerns around examinations, meeting deadlines for assessed work due to pregnancy, or has a pregnancy related health condition that is exacerbated by stress, they are advised to seek advice from their GP or Midwife. If the advice suggests avoiding these situations then an alternative method of assessment will be considered.

In the event a student is unable to undertake an alternative method of assessment or if they experience significant pregnancy related problems during an examination or assessment period, the academic area should make arrangements to retake the examination or assessment at the earliest possible opportunity or offer an extension for resubmission of coursework.

Where it is agreed that a student should resit an examination, this should be done via the mitigating circumstances process so the resit is considered as a first attempt. No further evidence is required if the student has already provided this as part of their disclosure of pregnancy.

- 9.8 **Travel and Study Abroad:** If a student becomes pregnant whilst on a student year abroad or a placement, they should follow the disclosure of pregnancy guidance. Consideration should be given to the suitability of the placement in relation to their pregnancy. The placement provider will be expected to carry out a risk assessment and the student should be invited to regular meetings with their named contact in student services.

Travel during pregnancy is not restricted unless advised by a doctor or midwife. Students needing to travel overseas during their pregnancy, especially those expecting to travel when 32+ weeks pregnant, should check the individual airline policies for details of any restrictions (noting some airlines will not permit travel beyond 36 weeks).

Students who are on placement or studying abroad will need to check their visa terms and conditions as they may need to extend their stay or return to the country at a later date. The University International Engagement and Compliance team can assist any student with questions relating their visa.

As pregnancy is considered a pre-existing condition by insurance companies, students who are pregnant prior to commencing study abroad will need to check whether their insurance covers them for pre-existing conditions.

- 9.9 **Field Trips:** The person responsible for the field trip should review any existing risk assessments to ensure they cover participation of a pregnant or parent in the first 26 weeks following the birth of a child. Where this risk is not already included it can be added to the existing risk assessment or a separate personal assessment can be carried out.
- 9.10 **Visas:** Any student who requires a visa to study in the UK and subsequently becomes pregnant must check the terms of their visa closely to ensure compliance with and restrictions or requirements. Students are advised to contact the International Engagement and compliance team for advice.

## 10. COMPLAINTS

- 10.1 Any student wishing to make a complaint relating to this policy or procedure should refer to the University Complaints Procedure.

Impartial and confidential advice can be obtained by the HUSU advice centre.

## 11. GUIDANCE FOR STAFF

This section provides guidance on the support of students under the scope of this policy who has responsibility for advising or supporting students.



### 11.1 Notification of pregnancy:

- In the event a student discloses their pregnancy to their **personal supervisor** the personal supervisor should notify the student life team ([studentlife@hull.ac.uk](mailto:studentlife@hull.ac.uk)). The student should be informed of this and the reason for this.
- In the event a student discloses their pregnancy to the **student life team** they should notify the personal supervisor. The student should be informed of this and the reason for this.
- In the event the student discloses their pregnancy to **another member of staff** they should contact the student life team. The student should be informed of this and the reason for this.

In all cases this should be done in a timely manner to prevent any delays in ensuring appropriate support is in place and risks have been mitigated.

The student life team will create the Pregnancy Support Plan (appendix 1) which they will co-ordinate to ensure all relevant information is considered and appropriate action taken.

The Faculty will be contacted to provide a response to the Risk Assessment Controls and Reasonable Adjustments section of the Pregnancy Support Plan. Any information already provided by the student that could be essential to the risk assessment and adjustment process must be provided to the Faculty.

### 11.2 Equality Diversity and Inclusion (EDI): Staff must ensure that a student is not treated less favourably than any other student on the basis of their circumstances. Consideration and flexibility should be used wherever possible to ensure the student is able to fully engage in their studies.

If any issues arise in relation to this policy and procedure the member can contact the [University Campus and Inclusion team](#) or [Student Life Team](#)

### 11.3 Confidentiality: Information shared with staff should be treated sensitively and confidentially and should only be shared when necessary and with the student's consent. Staff should remain impartial when giving advice and support and must not attempt to influence a student's decision making.

### 11.4 Adjustments: Each student's situation should be treated on an individual basis. There are a number of measures that can be considered to enable a student's continuation of study:

- Agreeing the amount of time needed for the birth and period of time following the birth, whilst recognising there may be a need for flexibility within the permitted timescales.
- Allowing for time off before and after the birth, during fertility treatment or the adoption process for necessary appointments or short periods of absence and making arrangements for students to catch up on missed classes.
- If a student is unable to complete their course or module before taking a maternity/adoption related absence that they are able to complete this on their return.
- Showing flexibility regarding assessment deadlines if the student's pregnancy or adoption related circumstances make it difficult for them to be met.
- Allowing resit examinations to be counted as first attempts where circumstances related to the pregnancy, birth or adoption prevents the student taking the usual first attempt.
- Consideration of any requests to transfer to part-time study where possible. Students should be made aware of the financial implications of this before any agreements are made.
- Offering support to reintegrate into their studies after a period of prolonged absence.
- Consideration of an alternative means of assessment where a risk assessment limits access to usual assessment route.
- Students who have returned to study and their child is less than 26 weeks are given automatic authorised absence if the reason for the absence is related to feeding. The student should contact the lecturer delivering the session for details of how to access any missed lectures or content.

It is always important to take the views and wishes of the student into account and not to apply a standard set of arrangements. All decisions should be based on a discussion with the student.

Whilst an appropriate level of flexibility should be exercised, a balance should be achieved which ensures the student is not disadvantaged or given undue special treatment. It is not necessary for the University to grant every request made although every effort should be made to grant reasonable requests. Where any request is refused the reasons for refusal should be provided in writing to the student.

If there is a concern about a student's health in relation to their proposed return date or their course requirements, the student should be asked for a GP or Health Professional's confirmation of their fitness to return to study.

There may be exceptional circumstances which may force a student to extend the length of their absence following the standard period of maternity absence. For example, in cases of post-natal depression, serious illness, the loss of a child or childcare difficulties. Situations such as this should be treated sensitively. The university Mental Health Support Team may be able to help work with the student to help establish reasonable timescales to return to study.

Any reasonable adjustments added as a result of pregnancy should be clearly marked and date reviewed, especially if the student has other reasonable adjustments, for example due to a disability so it remains clear which arrangements relate to which circumstance.

As a protected characteristic under the Equality Act 2010 periods of absence and suspension related to pregnancy and maternity should not be counted towards the overall periods of absence allowed under the suspension policy.

Once a student has provided evidence of their pregnancy they should not be asked to provide this again for the purpose of other internal processes. If evidence is required this should be dealt with internally by contacting the student life team who will retain a copy of the evidence in the student's casefile.

Student Life should create a Pregnancy Casefile in SID, this should contain copies of evidence and related correspondence as well as the pregnancy support plan and copies of risk assessments. Details of referrals to other services or teams and appointments should also be logged in this casefile.

## Version Control

Version	Author	Date approved	Relevant sections
V1-00	Becky Dennison	17/11/21 - Senate	All

## Appendix 1: Pregnancy and New Parent Support Plan

This Support Plan should be used by the Student Life Team Co-Ordinator, academic contact (e.g Personal Supervisor) and the Student to guide discussions during pregnancy and maternity. This allows key information to be considered, agreed, recorded and demonstrates the student's needs are being met.

**Not all sections will apply to all students, this template should be adapted to suit individual circumstances.**

A copy of this completed plan should be stored in the student's casefile in myhullportal (SID).

The student should familiarise themselves with how to use [MyHull portal](#) and [University email](#). All communication will be sent via these while on programme, during maternity-related absence, and on return to study. [Watch how to use the university systems](#)

Student Name	
Student Number	
Student Life Team Co-ordinator	
Academic Contact (e.g. Personal Supervisor)	
Type of plan	<b>Pregnancy/New Parent</b>
Visa student	<b>YES/NO</b>

Review details			
Date of Review	Reviewed by	Staff initials	Student initials

1 Emergency Contact Details			
	Question	Notes/Actions to take	Completed date & initials
1.	Are the student's emergency contact details correct on <a href="#">MyHull portal/mydetails</a> ?	<b>YES/NO</b> Students can amend in <a href="#">MyHull portal/mydetails/Update my emergency contact details</a>	
2 Key Dates (to be reviewed and adjusted over the course of the pregnancy when applicable)			
2.1	What is the student's expected due date? <b>OR</b> What is the date of birth of the student's child?	Date:  Date:	
2.2	What date did the student inform the University of their pregnancy or being a new parent?  Who was this information given to?	Date:  Full name:  Department:	
3 Informing others about the pregnancy			
3.1	Who are the academic contacts that can know the student's situation and be sent a copy of this plan?	Full Name:  Email address:	
<b><u>FACULTY TO ASSESS</u></b>			
4 Risk Assessment Controls			
	Question	Notes/Actions to take	Completed date & initials

4.1	<p>Staff to identify any of the listed significant risks to pregnancy that the student is exposed to in their studies, research, placement or student activities:</p> <ul style="list-style-type: none"> <li>• Heavy or awkward loads e.g. people handling, moving stage sets in drama</li> <li>• Prolonged standing or sitting where they have no control over their ergonomic posture</li> <li>• Biological hazards e.g. viruses, animals, bacteria</li> <li>• Biological agents e.g. rubella, toxoplasma, cytomegalovirus</li> <li>• Chemical hazards e.g. in laboratories</li> <li>• Radiation</li> <li>• Temperature extremes e.g. a laboratory cold store or a sports science environmental chamber</li> <li>• Violence or Aggression e.g. research at a probation centre or an elderly person's dementia home</li> </ul> <p><b>NB: Diving is prohibited during pregnancy</b></p> <p><i>Use the Notes column for the relevant risk assessment reference</i></p> <p><i>The placement risk assessment should be provided by the placement organisation</i></p> <p><i>Copies of all risk assessments should be stored with this plan</i></p>		
4.2	<p>Staff to identify if there are any <b>field trips</b> planned for the duration of the pregnancy and/or if the student is bringing their child to campus for the first 26 weeks after the birth.</p> <p>Reference any risk assessment in Notes</p>		

**FACULTY TO LIAISE WITH PLACEMENTS**

5 Students on Placements (including industrial placements and study abroad)			
	Question	Notes/Actions to take	Completed date & initials
5.1	Who is responsible for liaising with the student's placement provider or host institution?	Full name:  Email address:	
5.2	Has the student notified the placement provider/host institution about their pregnancy?	<b>YES/NO</b>	
5.3	Have appropriate checks been made into the support available from the placement provider /host institution for employees and students in their care?	<b>YES/NO</b>	
5.4	Is the placement provider aware of the University policy on supporting students during pregnancy and maternity?	<b>YES/NO</b>	
5.5	Will the student be able to complete their placement/period of study abroad?	<b>YES/NO</b>	
5.6	If studying abroad is there any risk that airline restrictions may prevent the student from returning to the UK at the expected time?	<b>YES/NO</b>	

5.7	If a student must end their placement or study abroad period early, what alternative arrangements will be made?		
<b>6 Reasonable Adjustments and Absences</b>			
	Question	Notes/Actions to take	Completed date & initials
6.1	Provide any details of medical information or pregnancy related issues and what reasonable adjustment (if any) is required		
6.2	Provide any details of significant impairment of dexterity, agility co-ordination, speed of movement, reach or balance  <i>If the student is not able to descend downstairs and requires the use of a lift then a Personal Emergency Evacuation Plan (PEEP) must be carried out</i>		
6.3	Students are entitled to authorised leave for any pregnancy related appointments or illnesses	Student must record any absences for pregnancy-related appointments or pregnancy related illnesses that occur during their study on <a href="#">SEATS</a>	
6.4	How much maternity-related absence does the student intend to take? <i>This must be a minimum of 2 weeks as per the policy and a maximum of 52 weeks. Any student that wishes to have longer than 2 weeks of absence must add an absence on <a href="#">SEATS</a>. Requests are subject to faculty approval.  Any student studying on a visa, that wishes to request absence in addition to the 2 weeks maternity leave must also complete an <a href="#">Authorised Absence Form</a> to be processed by IECT (International Engagement and Compliance Team).</i>		
6.5	Does the student wish to suspend from their course?  If student is studying on a student visa, Suspension of studies will impact this, and they are advised to contact IECT for advice and guidance	<b>YES/NO</b> All info available here: <a href="#">Suspension of Studies</a> Student to raise an enquiry in MyHull > Visa and immigration advice.	
6.6	When does the student intend to start the maternity-related absence?	Date:	
<b>FACULTY TO ASSESS</b>			
6.7	Will the dates of maternity-related absence affect the student's ability to complete any module requirements?	<b>YES/NO</b>	
6.8	If yes, what arrangements have been made for any outstanding or incomplete assessments to enable the student to complete the module?		
6.9	Who will be responsible for providing information on programme developments, to the student during the maternity related absence?	Full name: Email address:	

6.10	Does the student need to apply for Extensions or Additional Considerations due to pregnancy or maternity affecting assessments or examinations?	<b>YES/NO</b>  All info available here: <a href="#">Extensions &amp; Additional Consideration</a>	
<b>7 Accommodation</b>			
	Question	Notes/Actions to take	
7	Will the student be living in 'student accommodation' (including <b>on campus</b> ) and the baby will be born before the contract ends?  If yes, the student must be referred to the HUSU advice centre for accommodation and contract advice or help with finding family accommodation in Hull.	<b>YES/NO</b>  Please see contact details here: <a href="#">HUSU Advice Centre</a> Student must inform Student Life Team on <a href="#">MyHull portal</a> if they move address and they should update on <a href="#">MyHull portal</a> /mydetails	
<b>8 Financial Support</b>			
	Question	Notes	Completed date & initials
8.1	Does the student require impartial financial advice, including advice about Student Loans and payment of tuition fees?	<b>YES/NO</b>  Student to contact HUSU using contact details: <a href="#">HUSU Advice Centre</a>	
8.2	Does the student require information of the University Hardship support available?	<b>YES/NO</b>  Student to access information at: <a href="#">University Financial Support</a>	
<b>9 Rest Facilities</b>			
	Question	Notes	
9	Student to familiarise themselves with rest facilities on campus in the buildings they use, feeding room and family room in library	Information available here: <a href="#">Student Parents</a>	
<b>10 Baby Feeding</b>			
	Question	Notes/Actions to take	Completed date & initials
10.1	Does the student intend to feed their baby on university premises when returning to study?	<b>YES/NO</b>	
10.2	If yes, the student must be aware: <ul style="list-style-type: none"> <li>• that the baby's safety remains the student's responsibility</li> <li>• of feeding spaces on campus</li> <li>• that babies are not allowed in laboratories, workshops, commercial kitchens or other high-risk areas on Campus</li> </ul>	Further information is available within this policy and here: <a href="#">Student Parents</a>	
10.3	Does the student intend to attend lectures with the baby anytime in the 26-week period from birth?	<b>YES/NO</b>	
<b>If Yes - FACULTY TO ASSESS</b>			
10.4	<ul style="list-style-type: none"> <li>• check that the lectures are suitable and there is room for baby related equipment such as a pram to be stored without blocking fire exits</li> </ul>		

	<ul style="list-style-type: none"> <li>ensure that all academics are aware that a baby will be in their lecture so they can facilitate a suitable place to sit and store baby equipment</li> <li>advise student to use lifts and avoid stairs where possible (unless in an emergency evacuation)</li> <li>inform that they are responsible for evacuating the baby in the event of a fire when lifts are not available and to leave the pram behind</li> <li>inform that they must clean up or notify Estates of any accidental spills, leaks or mess related to the baby being on campus by calling 01482 46(5084) and not leave any area unsafe</li> <li>inform student that it is their responsibility to take themselves and the baby out of the room if they are causing disruption</li> <li>advise student to bring in water to avoid dehydration and to contact the relevant Faculty Hub if they need the locations of refill points.</li> </ul>		
<b>11 Childcare</b>			
	Question	Notes/Actions to take	
11.1	Does the student need help locating local childcare provision?	<p style="text-align: center;"><b>YES/NO</b></p> All info available here: <a href="#">Student Parents</a>	
11.2	If in receipt of a student loan is the student aware of their entitlement under the childcare element?	Student to visit: <a href="http://gov.uk/childcare-grant">gov.uk/childcare-grant</a> For further help contact <a href="#">HUSU advice centre</a>	
<b>12 Student Visa Students (only to be completed by students studying on a student visa)</b>			
	Question	Notes/Actions to take	Completed date & initials
12	Does the student plan to return home due to pregnancy and/or maternity?  If YES Student or SLT (Student Life Team) must inform IECT ( <i>International Engagement and Compliance Team</i> ) of plans so they can provide advice. Suspension of studies may be required if the student is leaving the UK. <i>Student to consider any medical or airline restrictions which may prevent overseas travel when pregnant</i>	<p style="text-align: center;"><b>YES/NO</b></p> Student to raise an enquiry in MyHull > Visa and immigration advice.  All visa students must read the information about leave on the myjourney module (LINK PENDING)	
<b>13 FACULTY TO ASSESS Return to Study – To be completed after the birth of the baby</b>			
	Question	Notes/Actions to take	Completed date & initials
13.1	When the student has notified their intention to return to study, provide the proposed date  If on a student visa they must give at least 3 months’ notice and contact IECT to discuss visa requirements.	Date:  Student to raise an enquiry in MyHull > Visa and immigration advice.	
13.2	Is the student intending to return to campus with the baby (up to 26 weeks from birth)?	<b>YES/NO</b>	

		If yes review sections 4 and 10 and refer to Health and Safety for any advice relating to risk assessments	
13.4	Are there any postpartum complications or significant health issues affecting the child which may affect the student's return to study?	<p style="text-align: center;"><b>YES/NO</b></p> <p>If yes, an absence must be logged on <a href="#">SEAtS</a> and if a suspension is required refer to information in section 6.5</p>	