

## The Student Pregnancy and Maternity Support Plan – Guidance Notes

**In addition to these guidance notes, please read the University's policy on Pregnancy, Maternity and Adoption.**

A Student Pregnancy and Maternity Support Plan should be started with the student as soon as possible after notification of the pregnancy is received.

Where a student is studying a dual honours programme, there is no requirement for a separate Pregnancy and Maternity Support Plan to be completed by each programme area. However, given that each programme area will have an input to the plan, ongoing liaison between the relevant Heads of Department (or nominees) is necessary in order to make sure the plan covers each area appropriately. Consequently, it is important that a representative from each programme area attend the initial meeting with the student (and any subsequent reviews), and that a copy of the Plan is shared and updated by both programme areas as necessary.

The Plan should be reviewed with the student at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant, and prior to return to study); and at any key points of the academic year (e.g. prior to examinations and field trips/placement, etc.). The Plan should also be reviewed where the student's situation changes due to unforeseen circumstances.

In cases where the student indicates pregnancy-related illness/health issues during the initial meeting or at any point during their pregnancy, the student should be referred to the Senior Learning Support Adviser for further assistance at the earliest opportunity, noting the referral in the Maternity Support Plan. This will support the identification of further reasonable adjustments, alternative assessments or other support arrangements that may be necessary.

The Student Pregnancy and Maternity Support Plan should document the agreed arrangements during the student's pregnancy and maternity, or adoption, and will cover key points as applicable including, for example:

- **Arrangements for ante-natal appointments**  
Where known, the dates of ante-natal appointments should be documented in the Plan and the arrangements made to enable the student to catch up with any work if any of the appointments coincide with teaching or research commitments, where possible.
- **Examinations and assessments**  
A view should be taken on whether the student's pregnancy will affect their ability to meet study deadlines and/or sit examinations. Any adjustments required in order to ensure that the student meets the requirements of the programme (including any alternative examination/assessment arrangements to be made) should be considered, where necessary.
- **Health and safety**  
Any issues arising from the Maternity Risk Assessment and/or adjustments required should be detailed in the plan. Advice should also be sought from the University's Health and Safety Adviser
- **Placements/ fieldwork/ study abroad**  
Where the student is required, or has opted, to do a placement, fieldwork or period of study abroad, the relevant assessment(s) should be made regarding whether the pregnancy will affect their ability to complete it. If so, any measures to be taken to ensure that the student fulfils these requirements should be outlined in the plan (e.g. doing the placement, fieldwork or study abroad at an earlier stage of pregnancy or upon return from any suspension of study/maternity leave).

- **Visa implications and reporting (international students only)**

For pregnant students who are subject to tier - 4 student visa regulations, any implications relating to the student's visa status should be noted in the plan. Such students should be directed to International Student Compliance Officer within the Student Administration Team for appropriate advice ([administration@hope.ac.uk](mailto:administration@hope.ac.uk) - 0151 291 3431)

- **Student finances**

Where the student's plans may have implications for their student finance/financial arrangements, these should be noted in the plan. Such students should be directed to Student Finance/Funds Team for appropriate advice ([studentfunds@hope.ac.uk](mailto:studentfunds@hope.ac.uk) - 0151 291 3464/3388).

- **Absence**

The student may choose to take a suspension of studies, or they may wish to return as soon as possible after giving birth. The Plan should detail any key dates, e.g. when the student is likely to commence any period of absence and the expected date of return. A deadline date should also be given by which the student will need to confirm their date of return.

- **Return to Campus**

Following a return to on-campus study after giving birth, details about any additional arrangements needed to facilitate a return should be noted in the plan. Where appropriate, this may include enabling access to facilities or services on site accompanied by baby for a temporary period, or a suitable location to express breast milk or feed baby.

Where the student requests to bring baby onto campus temporarily to access services, a risk assessment should be completed/or the original maternity risk assessment updated. Along with any health and safety risks involved, supervision of the child and the potential for disruption to other students learning should be considered with the student. Advice and assistance can be sought from the University's Health and Safety Adviser in this regard.

- **Communication with the student during any period of absence**

Details regarding any key information that will need to be communicated to the student during any agreed periods of absence should be noted in the Plan, including the person responsible for the communication(s), and the agreed method of communication.

- **Arrangements for resting/breastfeeding/expressing milk**

The University is committed to providing rest facilities for pregnant students and facilities for breastfeeding/expressing breast milk. Details of the student's intentions in this regard and the location of the above facilities should be recorded in the plan. Any students wishing to access these facilities should be directed to Student Development and Well-being in order that a suitable room location/arrangements can be identified in advance time ([sdw@hope.ac.uk](mailto:sdw@hope.ac.uk) - 051 291 3427).