

The Student/Apprentice Pregnancy and Maternity Support Plan – Guidance Notes

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

A Pregnancy and Maternity Support Plan should be started with the student/apprentice 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/apprentice (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/apprentice at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant, and prior to return to their studies/apprenticeship); and at key points during the year (e.g. prior to examinations and field trips/placement, etc.). The Plan should also be reviewed where the student/apprentice's situation changes due to unforeseen circumstances.

In cases where the student/apprentice indicates pregnancy-related illness/health issues during the initial meeting or at any point during their pregnancy, they should be referred to the Senior Learning Support Adviser in Student Life 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 Pregnancy and Maternity Support Plan should document the agreed arrangements during the student/apprentice'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/apprentice to catch up with any work if any appointments coincide with teaching or research commitments, where practicable.

- **Examinations and assessments / professional, statutory or regulatory body (PSRB) requirements**

A view should be taken on whether the student/apprentice's pregnancy will affect their ability to meet deadlines/sit examinations/ meet any requirements set by a professional body. Any adjustments required (e.g. alternative examination/assessment arrangements, etc.) in order to ensure that the student/apprentice meets the requirements of the course/apprenticeship/PSRB 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/apprentice is required, or has opted, to attend a placement, fieldwork or period of study abroad, the relevant assessment(s) should be carried regarding whether the pregnancy will impact such activity.

Any adjustments/actions should be considered/discussed to ensure that the student/apprentice is able to fulfil the necessary requirements, and this 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/break in learning).

For apprentice placement/workplace assessments, the Apprenticeship Skills Coaches can liaise with employers/ university staff with placement responsibility.

- **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:

(0151 291 3799 - studentimmigration@hope.ac.uk)

- **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 - 0151 291 3464/3388**).

- **Absence**

The student/apprentice may choose to take a suspension of studies/break in learning, 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/apprentice 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/apprenticeship training after giving birth, details about any additional arrangements required 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/apprentice 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/apprentice. Advice and assistance can be sought from the University's Health and Safety Adviser in this regard.

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

Details regarding any key information that will need to be communicated to the student/apprentice 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 facilities for pregnant students to take a rest and for expressing breast milk/breastfeeding. Details of the student/apprentice's intentions in this regard and the student/apprentice wishing to access these facilities should be directed to Student Life in order that a suitable room location/arrangements can be identified in advance time (**studentlife@hope.ac.uk - 0151 291 3427**). Once confirmed, the location of the above facilities should be recorded in the Plan.