

Pregnancy Policy

1. Purpose

This Policy provides advice and guidance to students who are pregnant before enrolment, students who become pregnant during their studies, students' partners and those who have recently become parents (including through adoption). It provides information on issues related to study.

2. Scope of the Policy

The policy covers any student who becomes pregnant either before or during her studies, and students who are about to become fathers. It also covers any student who is the partner (including same sex partner) of someone who is pregnant and expects to be responsible for the child, and any person becoming a parent (e.g. through adoption) of a child.

The policy focuses primarily on study-related matters, but sources of help and advice on related issues can be found at the end of the document.

3. Policy Statement

ACLT believes that becoming pregnant or caring for a child should not, in itself, detract from the student's experience or their success in studies. ACLT is therefore committed to showing as much flexibility as possible to facilitate students' success, making sure no student is disadvantaged whilst ensuring academic standards are not compromised. The amount of flexibility that can be offered may vary between courses but ACLT will follow the general approach set out in this document.

The health and safety of a pregnant student will be of paramount importance at all times. ACLT will deal with all students covered by this policy in a sensitive, non-judgemental and confidential manner. Only members of staff who need to be informed for valid reasons will be advised of a student's circumstances and this will be done only with the student's prior consent.

4. Rights and Responsibilities applicable to students who become pregnant before starting or during their studies

4.1 Confirming the Pregnancy

If a student plans to continue with a pregnancy, she should inform ACLT as soon as possible; including at enrolment or before. ACLT will only make provision for the

student if she notifies them that she is pregnant. This may be done at any stage of the pregnancy but no later than 15 weeks before her due date to ensure arrangements can be made. Whilst the Administration Team or Education Manager would normally be the first point of contact, the student can initially choose to speak to another member of staff with whom she feels more comfortable. However, students should note that the course tutor may need to be informed in case of a compulsory course component being missed for a reason relating to the pregnancy.

The Administration Team or Education Manager can support a student with the completion of a Maternity Support Plan. This should be developed (in writing) detailing any special arrangements required during the student's pregnancy, and other issues of note e.g. informing staff (This is attached as Annex B of this Policy.) The student should retain a copy of this, as should the ACL Office. The student's permission must be obtained, preferably in writing, before passing on information.

4.2 Implications for Study

The Administration Team or Education Manager will discuss with the student how the pregnancy may impact on her study. She may wish to interrupt her studies depending on when the baby is due, and the student together with the Education Manager will decide:

- (1) whether an interruption is required and
- (2) if so, the time period this needs to cover; up to a maximum of 12 months.

This decision also needs to take into account the academic requirements of the student's course. Such an interruption (Maternity Related Absence) must be documented within the Maternity Support Plan and must indicate the starting date for such an absence and intended date of return to studies.

If the student continues to study during her pregnancy, she should liaise regularly with the Administration Team or Education Manager or other designated member of staff, to assess the effectiveness of any special arrangements put in place. Where necessary, further adjustments can be made.

4.3 Resuming studies

Any student who has given birth should not attend a compulsory seminar within two weeks of giving birth.

If a student interrupts her studies (Maternity Related Absence) she should keep in regular contact with the Administration Team or Education Manager. In her Maternity Support Plan she will have given a proposed return date. It is particularly important that ACLT is notified at the earliest opportunity if this may change.

When resuming her studies a student will be offered at least one 'welcome back' telephone discussion by ACLT to facilitate re-integration into her course, including the assessment schedule. The student must also notify ACLT Administration to ensure that her ACLT record is updated to indicate that she has resumed her studies.

5. Support for fathers and partners (including same-sex partners) who will have responsibility for bringing up the child

Any student discovering he is to become a father, or any partner of a pregnant student (including same sex partners) who expect to be responsible for raising the child with the mother, will be entitled to request time out of study. This is likely to include a period of maternity support leave for and immediately following the birth. A student in this situation should contact the Administration Team or Education Manager or other staff member, to discuss this. Flexibility will be shown wherever possible although this may be more limited for some courses than others.

6. For students about to become parents (e.g. through adoption)

A student about to become a parent (e.g. through adoption) should inform ACLT as soon as possible if they may require support.

Arrangements can be made to allow time out of study, similar to Maternity Related Absence. This may vary depending on the age of the child and the course being undertaken, the Administration Team or Education Manager can assist with identifying and requesting support and / or leave.

Annex A

General Information and Advice:

Lone Parent Helpline

0808 802 0925

www.loneparenthelpline.org

Adoption UK

0844 848 7900

www.adoptionuk.org

BAAF (British Association for Adoption and Fostering).

<http://www.baaf.org.uk>

NCT <http://www.nct.org.uk/>

La Leche League (promotes breastfeeding) <http://www.laleche.org.uk/>

TAMBA (twins and multiple births association) <http://www.tamba.org.uk/>

Post Natal Illness (depression) <http://www.pni.org.uk/>

Sands (Stillbirth and neonatal death society) <http://www.uk-sands.org/>

Finances

Benefits

Department of Work and Pensions

www.dwp.gov.uk/lifeevent/famchild

Child Benefit Office

www.hmrc.gov.uk/childbenefit/do-you-qualify.htm

Child Tax Credit and Working Tax Credit

www.hmrc.gov.uk

Annex B

Pregnancy, Maternity & Adoption Support Plan

This form aims to guide discussions with students during pregnancy and maternity. It should be completed and agreed with the student.

The form should be reviewed and updated with the student on a regular basis; in particular, at the key stage of 15 weeks before the student's due date or if the student's circumstances change. The form will also be reviewed and updated during the student's maternity related absence.

| Contact details | | |
|------------------------|--|--|
| 1 | Student's details | |
| | Name | |
| | Address | |
| | Telephone | |
| | Email address | |
| | Student number | |
| 2 | Emergency contact's details | |
| | Relationship to student | |
| | Telephone | |
| 3 | GP contact details | |
| 4 | Course details | |
| | Course title | |
| | Departmental contact (Education Manager or Tutor) | |
| | Year of course | |
| 5 | Details of the student's first point of contact | |
| | Name | |
| | Title | |

| | | |
|---|---|------|
| | Telephone | |
| | Email | |
| Key dates (to be reviewed and added to over the course of pregnancy and maternity) | | |
| 6 | When is the student's due date? | |
| 7 | How many weeks pregnant was the student when she notified ACLT of pregnancy? (if less than 15 weeks before her due date) | |
| Communication with the student | | |
| 8 | What is the student's preferred method of communication: | |
| | during pregnancy? | |
| | during maternity-related absence (if applicable)? | |
| | on return to study? | |
| Informing other staff and students | | |
| 9 | Who is the student's main point of contact in ACLT, and when would she like them to be informed? | |
| | Name and title | Date |
| | | |
| | | |
| | | |
| Pregnancy-related absence | | |
| 10 | Will the dates or times of antenatal appointments affect the student's attendance and/or engagement? | |
| 11 | Has the student experienced any pregnancy-related illness that has affected her ability to undertake her course? | |
| 12 | If yes to either of the above questions, has ACLT been made aware, and arrangements made to enable the student to catch up? | |

| Assessments | | |
|--|--|--|
| 13 | Is the student unable to complete any assessments by their submission date, due to her pregnancy or maternity? | |
| 14 | If so, provide details: | |
| 15 | What alternative arrangements have been made for any outstanding or incomplete assessments? | |
| Maternity-related absence (students should provide information in writing at least 15 weeks before their due date). This should be completed and agreed with the Education Manager. | | |
| 16 | Has the student discussed this with ACLT? And obtained a written agreement? | |
| 17 | When does the student intend to start maternity-related absence? | |
| 18 | When does the student intend to return from maternity-related absence? | |
| 19 | Will the dates of maternity-related absence affect the student's ability to complete any course module requirements? | |
| 20 | If so, what arrangements have been made to enable the student to complete the module? | |
| 21 | What information will the student require during maternity-related absence to keep up to date on course developments? | |
| 22 | Who will be responsible for providing the academic coursework materials to the student? | |
| Extenuating circumstances | | |
| 23 | Has the student been informed about the extenuating circumstances policy in the event that their pregnancy or maternity affects assessments; and made aware of how to apply for extensions, deferrals? | |
| Return to study | | |
| 24 | What support will be provided to the student on their return to study? (eg telephone meeting | |

| | | |
|-------------------------------|---|--|
| | with key staff, put in contact with other student parents, etc) | |
| Further information | | |
| 25 | Any other information or comments | |
| Signatures | | |
| Plan to be reviewed on | | |
| Agreed by staff member | | |
| Name | | |
| Title | | |
| Signature | | |
| Date | | |
| Agreed by student | | |
| Name | | |
| Signature | | |
| Date | | |