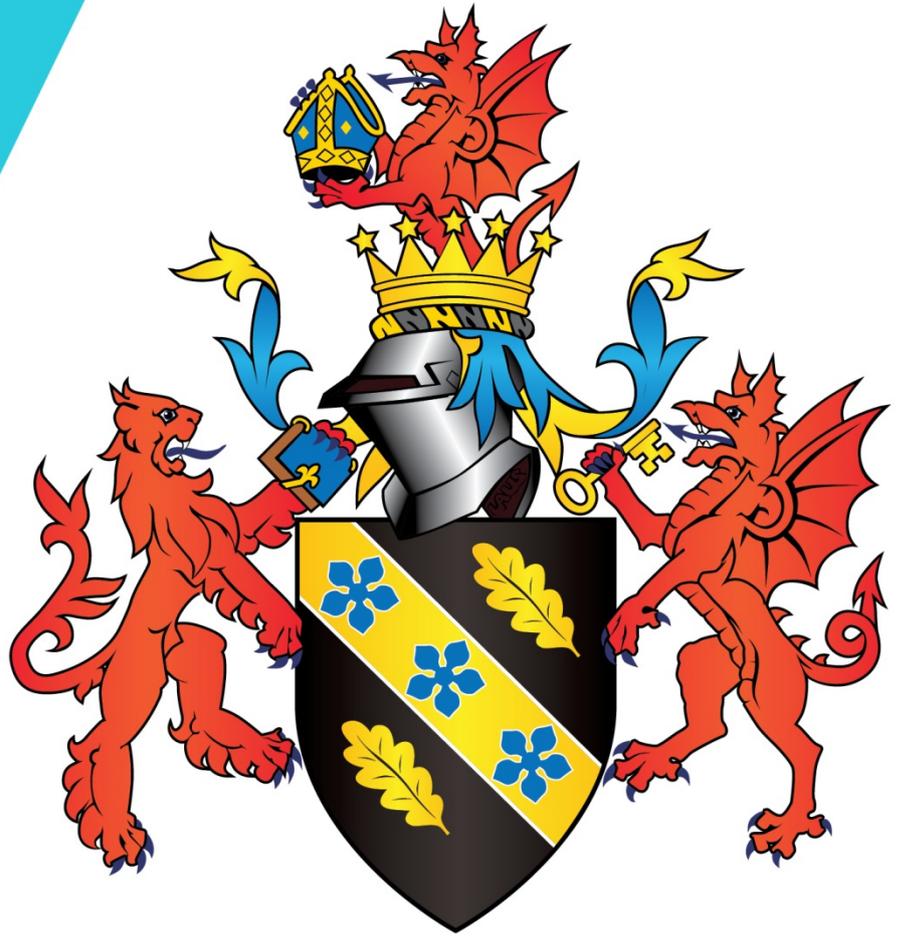




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Student Pregnancy, Maternity, Paternity and Adoption Leave Policy

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1) Introduction

This policy provides advice and guidance to:

- Students who become pregnant during their studies, to their partners, and to those who have recently become parents (e.g. through adoption) on issues related to pregnancy, maternity, paternity and adoption leave.
- University staff who may have a role in advising students on these issues.

2) Scope of the Policy

The policy covers any student who becomes pregnant during their 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.

3) Policy Statement

The University of Wales Trinity Saint David is committed to promoting equality in all its activities and aims to provide a work, learning, teaching and research environment free from discrimination and unfair treatment. The University seeks to develop best practice in discharging its legal responsibility. The Equality Act (2010) places a duty to promote equality for a range of protected characteristics including pregnancy and maternity.

The University believes that becoming pregnant or caring for a child should not, in itself, prevent any student from succeeding in their studies. The University is 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 health, safety and well-being of a pregnant student will be of paramount importance at all times, and Academic Disciplines, Institutes and Professional Units 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 informed of a student's circumstances and in the main, this will be done only with the student's prior consent. Some programmes, however, will require in the interests of the student's health, safety and well-being, for staff to be informed.

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.

Appendix SC17 contains a support form which aims to guide discussions with students during pregnancy and maternity. This form should be completed by the Programme Manager (or nominee) and agreed with the student.

4) Rights and Responsibilities

This section covers rights and responsibilities for students, staff and the University.

5) For students who become pregnant during their studies

(i) Confirming the Pregnancy

A student who suspects they are pregnant should see their GP to have the pregnancy confirmed as soon as they can. The student should then inform their Academic Discipline as soon as possible so that appropriate support can be arranged. If they decide to terminate the pregnancy, or miscarry, this need not be disclosed to the University. However, students should be aware that non-disclosure may affect the provision of support from the University, including support from academic staff and professional counsellors and/or mental health advisers. Details of the University's policy in relation to absence from study can be found in the Mitigating Circumstances Policy:

[https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/ /](https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/)

(ii) Contacting the University

If the student plans to continue with their pregnancy, they should let their Academic Discipline (usually the Academic Director, Programme Manager, Personal/Year Tutor or Supervisor) know as soon as possible. The University can only make provision for the student if they let them know they are pregnant. Whilst the Programme Manager, Personal/Year Tutor or Supervisor would normally be the first point of contact, the student can initially choose to speak to another member of staff with whom they feel more comfortable. However, students should note that the Programme Manager or Supervisor will need to be informed.

(iii) Implications for Study

A member of staff from the Academic Discipline (normally the Programme Manager) will meet with the student to discuss how the pregnancy is likely to impact on their study. There may need to be an interruption of studies depending on when the baby is due, and the student together with the Academic Discipline will decide (1) whether an interruption is needed and (2) if so, the time period this needs to cover. This decision also needs to take into account the academic requirements of the student's programme, and in particular the schedule for assessments. A student with a baby due near the examination period might require confirmation from their doctor that they are fit to sit exams. Time off might also be needed for medical appointments.

A plan should be devised (in writing) by the Academic Discipline, detailing any support arrangements required during the student's pregnancy, and the agreed timescale for their return to study. (See Appendix SC17 for an example of a support form). The student should receive a copy of this, as should other appropriate member(s) of staff requiring this information (including, where required, Examination/Progression Boards). The student's permission should be established before passing on this information.

If the student continues to study during their pregnancy, they should meet regularly with a member of staff from their Academic Discipline (normally the Programme Manager) to assess the effectiveness of any support arrangements put in place. Where necessary, further adjustments can be made.

Students under the scope of this policy are also eligible to apply for Extenuating Circumstances if their circumstances may adversely affect or may have adversely affected their performance in an assessment or assessments.

(iv) Field work

Where the student plans to take part in field work as part of their studies, the pregnancy should be risk assessed by the Academic Discipline responsible for organising the field work. There may be particular risks associated with the field work and the student should discuss this fully with the appropriate member of staff. Students will not normally be permitted to take part in field work after the 7th month of pregnancy.

(v) Teaching practice / Professional Teaching Experiences

Where the student is required to undertake a period of teaching practice / professional teaching experiences, the pregnancy should be risk assessed by the Academic Discipline responsible for organising the teaching practice / professional teaching experiences. The student should discuss these risks fully with the appropriate member of staff prior to the teaching practice / professional teaching experiences taking place. Students will not normally be permitted to take part in teaching practice / professional teaching experiences after the 7th month of pregnancy.

(vi) Work placement / study abroad

If the student becomes pregnant in the period leading up to, or during a work placement or study year abroad, they must contact the Academic Discipline to make appropriate plans to ensure that health is safeguarded and academic progress is properly managed.

(vii) Resuming studies

The student must inform the Academic Discipline when they are ready to return and plan with their Programme Manager or Supervisor an appropriate timetable for re-integration into their programme of study, including the examination and coursework assessment schedule. The student must also notify Registry to ensure that their University record is updated to indicate that they have returned to their programme of study.

(viii) Health and Safety

There may be health and safety measures that need to be put in place in order to protect the student and their unborn baby, and this will be particularly relevant in certain Academic Disciplines, (e.g. where the student might be exposed to harmful chemicals or be expected to lift heavy objects or undertake other strenuous activity). Therefore, once the student has informed their Academic Discipline of their pregnancy, a Risk Assessment will be completed by the Academic Discipline. This will identify any risks that may be present which could harm the student or their baby, and detail steps that need to be put in place to alleviate or minimise these risks. It should also detail any risks that may arise from any placement period or fieldwork due to be undertaken.

The greatest risk to an unborn baby is during the first 13 weeks of pregnancy and so it is important that the student informs the University as early as possible.

Any student who has given birth must not return to University within 2 weeks of giving birth for health and safety reasons.

(ix) Financial Considerations

Undergraduate students should note that funding will usually stop when the interruption of study begins. Students are advised to seek advice from their funding body and/or Student Services.

The University refund policy covers refunds of tuition fees for self-funded or privately sponsored students who interrupt study. Students in this situation should approach the Finance Department for further information.

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.

International students with financial sponsors must contact their sponsors and agree a plan of action (such as deferring study/ when to resume study etc). Those international students who are not entitled to any maternity benefits in the UK may prefer to return home for the duration of their pregnancy. It should be remembered that most airlines will not carry passengers who are 7 months pregnant or more, and this should be taken into account when planning a plan of action. International students should consult with the International Office to ensure compliance with University and UKVI requirements in relation to attendance monitoring.

The benefit rules are different for EU students and international students, and further advice should be sought from the International Office and/or Student Services or the Department for Work and Pensions.

(x) Accommodation

Students who become pregnant whilst living in University accommodation may find that this is no longer suitable for health and safety reasons. Contact should be made with the relevant Accommodation Officers for advice.

For further sources of help and support, please see the 'Sources of Information and Help' section at the end of this document.

(xi) Babies/Children on Campus

For health and safety reasons, as well as to avoid the disruption of classes or study, babies and children must not be brought into teaching or learning areas. Students must ensure they have suitable childcare arrangements in place at times when they are expected to be at University. Students can apply to the University crèches for a childcare place, although it should be noted that these places are limited in number.

Students must not bring babies or children to University with the expectation that any staff member will take responsibility for caring for the child whilst the student is in classes.

Students may of course bring babies and children into public areas of the University, but the University cannot accept any liability for the child in these circumstances.

The University provides baby changing facilities on its campuses. The locations of the changing facilities can be found on the following website: <https://hwb.uwtsd.ac.uk/pages/studentlife/amenities/childcare>

(xii) Breastfeeding

Information about breastfeeding facilities can be obtained from the Reception Desk at each campus.

6) Support for students who become parents and have responsibility for bringing up a child

Any student discovering they are about to become a parent, or any partner of a pregnant student (including same sex partners) who expects to be responsible for

raising the child , will be entitled to request time out of study. This is likely to include time off for medical appointments prior to, and after, the birth, as well as a period of maternity support leave immediately following the birth. A student in this situation should contact their Programme Manager or other staff member, to discuss this. It should be noted that the Programme Manager will need to be informed, even if discussions involve a different staff member.

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

Students about to become parents (e.g. through adoption) should inform their Academic Discipline of their circumstances as soon as possible. Arrangements can be made to allow time out of study. This may vary depending on the age of the child, the programme of study being undertaken, and the point in the academic session at which the event takes place. Again, the Programme Manager will be informed if discussions involve a different staff member.

8) Complaints

Any student who feels that the University has failed to live up to the standards of this policy may raise a complaint under the University's Complaints Procedure. This can be accessed at: <http://www.uwtsd.ac.uk/academic-office/procedures-for-academic-appeals-complaints-and-other-student-cases/>

This procedure suggests that problems are resolved as informally as possible in the first instance. Student Services can also provide impartial, confidential advice to students in this situation.

9) Guidance for Staff

This section provides guidance on the support of students coming under the scope of this policy, for use by any member of staff with a role in advising or supporting students. At all times, staff must ensure those students are not treated less favourably than any other student on the basis of their circumstances. In line with the University's legal obligations, flexibility should be shown where possible to ensure continued learning is facilitated. Information given by students should be treated confidentially (being passed on where necessary only with the student's consent) and with sensitivity. Staff should not attempt to influence any student's decision but should provide impartial advice.

When a student contacts a member of staff to discuss any circumstances covered by this policy, a response should be made within five working days and a meeting arranged as soon as possible thereafter (if required). If the member of staff being contacted by the student is not the student's Programme Manager or Supervisor, the Programme Manager or Supervisor should nonetheless be kept informed. Staff must inform the student of this intention.

Whilst it is recognised that each request must be dealt with on an individual basis, there are a number of measures that can be used in order to enable the student's continuation of study. These include:

- allowing time out of study (for a pre-determined amount of time) for the birth and a period of time thereafter;
- prior to and after the birth, giving permission for periods of absence for medical appointments, and making arrangements for the student to catch up on missed classes;

- the University recognises that pregnancy and birth may make it difficult for a student to meet deadlines and/or attend examinations and in such cases the student should apply to have the circumstances taken into account by the University through the University's extenuating circumstances procedures;
- use of the University's interruption of studies policy and procedures as required;
- consideration of any requests to transfer to part-time study, where this is possible (although the student should bear in mind the financial implications of this course of action);
- offering support to help the student reintegrate to their studies after any period of prolonged absence.

It is important to take the views and wishes of the student into account, rather than applying a standard set of arrangements. All decisions taken should be based on discussion with the student.

Whilst an appropriate degree of flexibility should be exercised, care must be taken to ensure that academic standards are not compromised. A balance must be achieved between ensuring the student is not disadvantaged, and giving undue special treatment.

It is not necessary for the University to grant every request made, although efforts should be made to meet reasonable requests. Requests should not be refused solely on the basis of being too costly to implement, although this will necessarily be considered when assessing the overall 'reasonableness' of a request. If any request is refused, the reasons for the refusal should be provided in writing for the student.

Where specific arrangements are required to be put in place for a student who is already granted additional arrangements (e.g. on the grounds of disability), these should be kept separate in order that it remains clear which arrangements relate to which particular circumstance. This ensures that these arrangements are in place for the required amount of time and also clarifies adherence to the relevant pieces of legislation.

10) Sources of information and help

University of Wales Trinity Saint David:

Accommodation:

Jean Thomas 01267 676819 or 07984 696202 accommodation@uwtsd.ac.uk
[Huw](#) Thomas 07854 721761

Childcare:

University Crèche:

Lampeter campus: Meithrinfa Seren
meithrinfaseren@yahoo.com 01570 423426

Additional advice about childcare provision can be found on the following website:
<https://hwb.uwtsd.ac.uk/pages/studentlife/amenities/childcare>

Counselling Service:

Information is available via The Hwb at <https://hwb.uwtsd.ac.uk/pages/healthwellbeing/support/counselling>
studentservices@uwtsd.ac.uk

Student Services:

Carmarthen campus: 01267 676830
Lampeter campus: 01570 424876
Swansea campus: 01792 481206
London campus: 020 7566 7600
Birmingham Campus: birminghamstudentservices@uwtsd.ac.uk
(all other enquiries and non-campus based students) 01267 676830
studentservices@uwtsd.ac.uk

Students' Union:

Carmarthen campus: 01267 237794
Lampeter campus: 01570 422619
Swansea campus: 01792 655400
www.tsdsu.co.uk

General organisations:**Gov.UK**

The UK government's website provides information on health, care and benefits during pregnancy, benefits for parents and information on childcare providers in your area.

www.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

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

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 dependant children.

www.nus.org.uk

(See also Students' Union offices on Carmarthen, Lampeter and Swansea campuses)

Specific organisations:

Adoption UK

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

www.adoptionuk.org.uk

Helpline (Wales): 02920 230319 (Mon-Fri 10.00am – 2.30pm)

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

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.uk

Tel: 03457 30 40 30

Family and Childcare Trust

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

www.familyandchildcaretrust.org/

The Miscarriage Association

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

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.sands.org.uk/

The list of useful contacts is correct at the time of publication. Please note the University of Wales Trinity Saint David does not endorse or take responsibility for the information provided by external organisations.

