

## Pregnancy and Maternity Support Plan

This form aims to guide discussions with students during pregnancy and maternity. It should be completed and agreed in partnership with the student. It is not intended that the form should necessarily be completed at a first meeting as initially a student may not be able – and should not be expected – to respond to all of the issues raised.

The form should be reviewed at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant and prior to return to study). If the student’s circumstances change the plan will need to be reviewed. It should not be shared without prior consent from the student.

Contact details	
<b>1</b>	<b>Student’s details</b>
	Name
	Address
	Telephone
	Email address
	Registration Number
<b>2</b>	<b>Emergency contact’s details</b>
	Name
	Relationship to student
	Telephone
<b>3</b>	<b>Course details</b>
	Course Title
	Department
	Year of course
	Departmental contact
<b>4</b>	<b>Details of the student’s first point of contact within the University</b>
	Name
	Title
	Department/Section
	Telephone
	Email address
<b>Key dates (to be reviewed and added to over the course of the pregnancy and maternity)</b>	
<b>5</b>	What is the student’s due date?
<b>6</b>	How many weeks pregnant was the student when she notified the University?
<b>Communication with the student</b>	
<b>7</b>	What is the student’s preferred method of communication:
	<ul style="list-style-type: none"> <li>• During pregnancy?</li> </ul>
	<ul style="list-style-type: none"> <li>• During maternity-related absence?</li> </ul>
	<ul style="list-style-type: none"> <li>• On return to study?</li> </ul>

Informing other staff and students		
<b>8</b>	Who will need to be informed about the student's pregnancy and when would the student like them to be informed? (Student Support Confidentiality Agreement form to be completed)	
	<b>Name and title</b>	<b>Date</b>
		<b>When were they informed?</b>
Risk Assessment (attach copy to this form)		
<b>9</b>	Has an assessment been conducted (where relevant), and who is responsible for ensuring the changes required to alleviate or minimise risks are implemented?	
	<ul style="list-style-type: none"> <li>The student's course?</li> </ul>	
	<ul style="list-style-type: none"> <li>Course placements or study abroad?</li> </ul>	
	<ul style="list-style-type: none"> <li>Examinations or other assessments?</li> </ul>	
	<ul style="list-style-type: none"> <li>Field trips?</li> </ul>	
	<ul style="list-style-type: none"> <li>Return from maternity-related absence?</li> </ul>	
	<ul style="list-style-type: none"> <li>Breastfeeding?</li> </ul>	
Rest facilities		
<b>10</b>	Has the student been informed about rest facilities in the University?	
Pregnancy related absence		
<b>11</b>	Will the dates or times of antenatal appointments affect the student's study?	
<b>12</b>	Have you discussed any pregnancy-related illness that has affected the student's ability to undertake her course?	
<b>13</b>	If yes to either of the above questions, what arrangements have been made to ensure the student is able to catch up?	
Assessments		
<b>14</b>	Is the student unable to complete any assessments due to her pregnancy or maternity?	
<b>15</b>	If so, provide details:	
<b>16</b>	What alternative arrangements have been discussed for any outstanding or incomplete assessments?	
<b>17</b>	Have these alternative arrangements been agreed by the Registry?	
Maternity-related absence (students should provide information in writing at least 15 weeks before their due date)		
<b>18</b>	How much maternity-related absence does the student intend to take? (The University requires students to take 2 weeks leave immediately after the birth as a minimum).	
<b>19</b>	When does the student intend to start maternity-related absence?	
<b>20</b>	When does the student intend to return?	
<b>21</b>	Will the dates affect the student's ability to complete any course module requirements?	
<b>22</b>	If so, what arrangements have been discussed to enable the student to complete the module?	
<b>23</b>	What information will the student require during the absence to keep up to date on the course?	
<b>24</b>	Who will be responsible for providing the information to the student?	
Financial support		

25	Has the student been informed about financial advice and available support? Taught students receive advice from Student Support: <a href="http://www2.essex.ac.uk/stdsup/contact/details.shtm">http://www2.essex.ac.uk/stdsup/contact/details.shtm</a> Research students should contact the Graduate School for further information.	
26	Specify any follow-up required:	
<b>Baby feeding</b>		
27	Does the student intend to breastfeed? If so, complete risk assessment (see above).	
28	Does the student intend to feed their baby in University facilities on their return to study?	
29	Has the student been informed about the facilities available?	
<b>Childcare</b>		
30	Has the student been informed about childcare facilities?	
31	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	
<b>International students/ those on placements abroad</b>		
32	Have international students or students on placement abroad been informed about:	
33	<ul style="list-style-type: none"> <li>Possible airline restriction?</li> </ul>	
34	<ul style="list-style-type: none"> <li>The need to check visa implications of returning home or extending their stay due to pregnancy or maternity. (<i>Guidance is available from Student Support</i>)</li> </ul>	
<b>Students on placement</b>		
35	Has the placement provider been notified of the student's pregnancy?	
36	Has the placement provider conducted a health and safety risk assessment? (see above)	
37	Is the placement provider aware of the University's policy on supporting students during pregnancy and maternity?	
38	Will the student be able to complete her placement?	
39	If not, what alternative arrangements will be made?	
40	Who has responsibility for liaising with the placement provider?	
<b>Extenuating circumstances</b>		
41	Has the student been informed about the University's extenuating circumstances policy in the event that their pregnancy or maternity affects examinations and/or assessments?	
<b>Accommodation</b>		
42	Is the student living in <b>University accommodation</b> ?	
43	If so, has the student received advice on alternative	

	accommodation and terminating existing accommodation contracts? Contact Accommodation Essex for further information.	
<b>44</b>	If the student is living in <b>off-campus accommodation</b> , does the student intend to move to alternative accommodation?	
<b>45</b>	If so, has the student received advice on alternative accommodation and terminating existing accommodation contracts? Contact the SU Advice Centre and Student Lets for more information regarding off-campus accommodation.	

#### Return to study

*It is important that students notify the University of their return to study.*

<b>46</b>	What support will be provided to the student on their return to study? e.g. Meetings with key staff	
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#### Further information

<b>47</b>	Any other information or comments. Continue on a separate sheet if necessary	
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#### Signatures

Date for follow up prior to maternity related absence	
Date for follow up prior to return from maternity related absence	
Other follow up appointments/action	

#### Agreed by staff member

Name	
Title	
Signature	
Date	

#### Agreed by student

Name	
Signature	
Date	