## **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.

Conta	Contact details				
1	Student's details				
	Name				
	Address				
	Telephone				
	Email address				
	Registration Number				
2	Emergency contact's details				
	Name				
	Relationship to				
	student Telephone				
3	Course details				
	Course Title				
	Department				
	Year of course				
	Departmental contact				
4	Details of the student's first point of co	ntact within the	University		
	Name				
	Title				
	Department/Section				
	Telephone				
	Email address				
Кеу с	dates (to be reviewed and added to over t	the course of the	pregnancy and maternity)		
5	What is the student's due date?				
6	How many weeks pregnant was the student when she notified the University?				
Comi	munication with the student  What is the student's preferred method	of communicati	ion:		
	During pregnancy?	a or communicati	ion.		
	During maternity-related absen	ice?			
	On return to study?				

Informing other staff and students					
8	Who will need to be informed about the student's pregnancy and when would the student like them				
	to be informed? (Student Support Confiden	tiality Agreement form to be	completed)		
	Name and title	Date	When were they informed?		
Risk A	ssessment (attach copy to this form)				
9	Has an assessment been conducted (where	relevant), and who is respon	nsible for ensuring the		
	changes required to alleviate or minimise ri	sks are implemented?			
	<ul><li>The student's course?</li></ul>				
	<ul> <li>Course placements or study abroad</li> </ul>	1?			
	<ul> <li>Examinations or other assessments</li> </ul>	?			
	<ul><li>Field trips?</li></ul>				
	Return from maternity-related absets	ence?			
	Breastfeeding?				
Rest fa	acilities				
10	Has the student been informed about rest f	acilities in			
	the University?				
Pregna	ancy related absence				
11	Will the dates or times of antenatal appoint	tments			
	affect the student's study?				
12	Have you discussed any pregnancy-related				
	has affected the student's ability to underta	ake her			
	course?				
13	If yes to either of the above questions, wha				
	arrangements have been made to ensure the	ne student			
0	is able to catch up?				
Assess 14	Is the student unable to complete any asses	coments			
14	due to her pregnancy or maternity?	ssilients			
15	If so, provide details:				
13	ii 30, provide details.				
16	What alternative arrangements have been	discussed			
	for any outstanding or incomplete assessment				
17	Have these alternative arrangements been				
	the Registry?	,			
Mater	nity-related absence (students should provi	de information in writing at	least 15 weeks before their		
due da	ate)				
18	How much maternity-related absence does	the			
	student intend to take? (The University red	e? (The University requires			
	students to take 2 weeks leave immediately	/ after the			
	birth as a minimum).				
19	When does the student intend to start mate	ernity-			
	related absence?				
20	When does the student intend to return?				
21	Will the dates affect the student's ability to	complete			
22	any course module requirements?				
22	If so, what arrangements have been discuss				
22	enable the student to complete the module				
23	What information will the student require of absence to keep up to date on the course?	auring the			
24	Who will be responsible for providing the ir	nformation			
	to the student?				
Finance	ial support				

Has the student been informed about financial advice and available support?			
Taught students receive advice from Student Support: http://www2.essex.ac.uk/stdsup/contact/de tails.shtm Research students should contact the Graduate School for further information.  26 Specify any follow-up required:  27 Does the student intend to breastfeed? If so, complete fisk assessment (see above).  28 Does the student intend to feet their baby in University facilities on their return to study?  29 Has the student been informed about the facilities available?  Childcare 30 Has the student been informed about thildcare facilities?  31 Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?  International students/ those on placements abroad 32 Have international students or students on placement abroad been informed about: 33 • Possible airline restriction?  34 • The need to check visa implications of returning home or extending their stay due to pregnancy or maternity. (Guidance is available from Students support)  Students on placement from Students proprider been notified of the student's pregnancy?  36 Has the placement provider been notified of the student's pregnancy?  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 provider?  Extenuating circumstances  40 Who has responsibility for liaising with the placement provider?  Extenuating circumstances  41 Has the student been informed about the University's extenuating circumstances  42 Is the student living in University accommodation?	25	Has the student been informed about financial advice	
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42 Is the student living in University accommodation?	Acces		
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45 IT SO, has the student received advice on alternative			
	43	ır so, nas the student received advice on alternative	

	accommodation and terminate accommodation contracts? Contact Accommodation Esse			
	information.			
44	If the student is living in <b>off-c</b> adoes the student intend to maccommodation?			
45	If so, has the student received accommodation and terminal accommodation contracts? Contact the SU Advice Centre more information regarding caccommodation.	ting existing and Student Lets for		
	n to study			
	portant that students notify th		to study.	
46	What support will be provide return to study? e.g. Meeting			
Furthe	er information			
Signat	TIPOS			
	or follow up prior to			
	nity related absence			
Date f	or follow up prior to return			
	maternity related absence			
	follow up ntments/action			
	d by staff member			
Name	•			
Title				
Signat	ure			
Date				
	d by student			
Name				
Signat	ure			
Date				