

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. The form should not 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

1 Student details

Surname

First Name

Address

Telephone

Email address

PRID

2 Emergency contact's details

Name

Relationship to
student

Telephone

3 Course details

Course Title

Department

Year of course

4 Details of the student's first point of contact within the University

Name

Title

Department

Telephone

Email address

Key dates (to be reviewed and added to, over the course of the pregnancy and maternity)

5 What is the student's due date?

6 How many weeks pregnant are they now?

Communication with the student

7 How often would the student like to be contacted by their first point of contact?

Informing other staff/services

8 Who will need to be informed about the student's pregnancy? Student will need to consent to their information being shared at the end of this document.

To be informed

Date informed

Risk Assessment

9 Has a risk assessment been conducted in the department yet?

If a risk assessment has not been completed, please refer to the relevant member of department staff

Pregnancy related absence

- 10 Is attendance of antenatal appointments likely to affect the student's study?
- 11 Have you discussed any pregnancy-related illness that may affect the student's ability to undertake their course?
Please give guidance on absence procedures.
- 12 If yes to either of the above questions, what arrangements have been made to ensure the student is able to catch up?

Assessments

- 13 Is the student unable to complete any assessments due to their pregnancy or maternity?
- 14 If alternative arrangements need to be discussed who in the department will you refer the student to?
For individual exam arrangements such as toilet breaks – refer the student to Student Wellbeing and Inclusivity Service

Maternity-related absence (students should try to provide information in writing at least 15 weeks before their due date)

- 15 How much maternity-related absence does the student intend to take?
- 16 When does the student intend to start maternity-related absence?
- 17 When does the student hope to return?
- 18 Will the dates affect the student's ability to complete any course module requirements?
- 19 Has the student discussed with the department, arrangements for keeping up with missed work?

Financial support

- 20 Has the student been referred for financial advice and available support? Refer to Student Services Hub

Baby feeding

- 21 Does the student intend to feed their baby in University facilities on their return to study?
- 22 Has the student been informed about the facilities available?
<https://www.essex.ac.uk/student/healthcare/pregnancy-and-your-studies>

Childcare

- 23 Has the student been informed about where to seek information on childcare facilities and funding?

International students/ those on placements abroad

- Have international students or students on placement abroad been informed about:
- 24 Possible airline restriction?
 - 25 The need to check visa implications of returning home or extending their stay due to pregnancy or maternity?
(Guidance is available from Student Hub)

Students on placement

- 26 Has the placement provider been notified of the student's pregnancy? They should conduct their own risk assessment.

- 27 Will the student be able to complete their placement?
If alternative arrangements are required this should be discussed with the department and placement supervisor.

Extenuating circumstances

- 28 Has the student been informed about the University's late submission and extenuating circumstances policies in the event that their pregnancy or maternity affects exams or coursework?

Accommodation

- 29 Is the student living in **University accommodation**?
Students cannot remain in campus accommodation after the birth.
- 30 If so, has the student received advice on alternative accommodation and terminating existing accommodation contracts? Refer to Student Services Hub
- 31 Does the student require advice about terminating existing accommodation contracts with a private landlord? Refer to SU Advice Centre

Return to study

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

Further information

- 32 Any other information or comments. Continue on a separate sheet if necessary

Date agreed for follow up:

Other follow up appointments/action:

Signatures and Consent

Student agreement and Consent

- The University is registered with the Information Commissioner's Office as a Data Controller. For further information about your data please see our privacy online www.essex.ac.uk/student/my-essex/privacy-notice-students
- By ticking the box below you are giving your consent for the University to hold the personal data on this form for the purposes of providing support during pregnancy and maternity, and to sharing information with the services detailed in section 8.

I agree to the Confidentiality Terms above:

Student Full Name

Date

Member of staff completing form

Full Name

Date