

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 the 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 details being shared.

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 departmental staff.

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?
- 12 If yes to either of the above questions, please give guidance on absence procedures and discuss arrangements to ensure the student is able to catch up?

Assessments

- 13 Are there any assessments that the student may be unable to do due to 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 –the student must be referred to the Student Wellbeing and Inclusivity Service (SWIS)

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 advised where to get financial advice and find out about available support?
Guidance for them <https://www.essex.ac.uk/student/healthcare/pregnancy-and-funding>
Queries 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?
<https://www.essex.ac.uk/student/equality-and-diversity/students-with-children>

International students/ those on placements abroad

Have international students or students on placement abroad been informed about:

- 24 Possible airline restrictions when pregnant?
- 25 The need to check visa implications of returning home or extending their stay due to pregnancy or maternity? and registering the birth

Please advise to email international@essex.ac.uk for individual advice.

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 placements? 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 owned accommodation? Students cannot remain in campus accommodation after the birth.
- 30 If yes, student should be referred to [Student Services Hub](#) for advice on alternative accommodation and terminating existing accommodation contracts.
- 31 Does the student require advice about terminating existing accommodation contracts with a private landlord? Refer to [SU Advice Centre](#)

Return to study

Does the student have a planned return date yet?

It is important that the student discusses with the department when they intend to return to study and keeps them informed of any changes.

[Any other information or comments for this student please note here:](#)

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:

Dated:

Staff full name:

Dated

Department: