

Policy and guidance regarding student pregnancy and maternity

Introduction

This policy and guidance provides information to:

- Students who become pregnant during their studies or whose partner becomes pregnant; those students who have recently become parents for example through adoption and those students who are pregnant who already have caring responsibilities.
- Members of University staff who may have a role in providing information or advising students who seek guidance and support on these issues.

Policy scope

This policy applies to students, registered and studying on one of the university main campuses. It also covers students whose partners are pregnant and students who become a parent, for example through adoption.

Students studying a University of Greenwich qualification at another institution will be governed by their policies and procedures.

Policy statement

The University believes that becoming pregnant, becoming a parent or having caring responsibilities should not be a barrier in itself to any student successfully completing their studies. The University is committed to a flexible, sympathetic, non-judgemental approach that in line with the Equality Act 2010 avoids treating students less favourably on the grounds of pregnancy or maternity and enables students to make informed choices of their own.

Whilst it may be necessary to make particular arrangements for individual students, the University will seek to make sure that such arrangements do not place the student at a particular disadvantage to other students. In so doing the University will need to ensure that academic standards are maintained, consideration is given to any external body requirements and that proper consideration is given to any potential health and safety issues.

Confidentiality

Information regarding a student's pregnancy should be treated sensitively and should be passed on only with the student's written consent as part of the Student Support Plan, Pregnancy and Maternity. Should a student initially disclose their pregnancy to a representative, an email from the student from their University of Greenwich email account will be permissible as a means by which this representative may be authorised to communicate with the University on their behalf. If the student does not have access to their University email account then their preferred email address as specified in the student record system may be used. Information held by the Faculty regarding a student's pregnancy, maternity, partner leave etc. must be held securely and confidentially by the Faculty.

Pregnancy and Maternity Policy guidance

This guidance provides students and staff with information about the University's approach to supporting a student who is pregnant, has miscarried, decided to terminate a pregnancy or experiences loss of their child shortly after giving birth. It also provides information relating to supporting a student who has recently become a parent or is the partner of somebody who has a very young child. Guidance is also given for students who are adopting, maternity leave, paternity and partner leave.

1. Notifying the University of a pregnancy

If a student is registering with the University and knows that they are pregnant they are encouraged to declare this at registration. Students who become pregnant during their studies are encouraged to advise the University as soon as possible about their pregnancy.

Why should students advise the University of their Pregnancy?

This will help the University fulfil its responsibilities in relation to gathering equality data, monitoring the adequacy of its support mechanisms, being able to keep in contact with students and provide relevant information, advice and guidance.

Students are under no obligation to inform their Faculty if they are or become pregnant, have a child, are the partner of person having a child or adopt but we would encourage students to consider that without being formally advised the University will not be able to:

- take a more flexible approach to a student's programme of study;
- provide specific support to the student;
- consider any relevant health and safety issues;
- take appropriate account of any pregnancy related absences for example if a student needs time off for medical appointments;
- discuss maternity/paternity/partner or adoption leave;
- complete a Student Support Plan;
- provide international students who require a tier 4 visa to study in the UK with the appropriate advice and guidance regarding their stay in the UK;
- and in some cases to have discussions with other organisations, for example if the student is a postgraduate research student, funded by a research council;

Risk Assessments

When a student informs the University that they are pregnant, have given birth within the previous six months or are breastfeeding a specific risk assessment must be carried out by the tutor, project leader, Health & Safety Manager or Health & Safety Local Officer as appropriate. The assessment should take into account any advice from the student's doctor or midwife. Where risks to the student or child cannot be removed, alternatives should be discussed with the Faculty. Some programmes could present a health and safety risk to a pregnant student and/or their child and the Faculty will not be able to arrange an appropriate risk assessment unless it is aware of the pregnancy. This is particularly relevant within the first 13 weeks of pregnancy where there is also the potential for exposure to hazards for example chemicals and students are strongly advised to inform their Faculty so that a risk assessment may

be undertaken. Some programmes may also involve a placement(s) which will also need to be taken into account;

Who should students speak to?

Students should contact their personal tutor, supervisor or other staff member nominated by the Faculty. If requested the Faculty will provide a female member of staff to discuss these arrangements.

If a student would prefer to talk in the first instance to a member of staff outside their Faculty they are advised to seek support and advice from the Listening Ears Network via the Student Centres.

Students can also contact their Student Union Advice Team.

Please see the section Further Information and Support for contact information.

2.0 Making decisions

When a student decides to inform the University of their pregnancy, they may not at that stage have made a decision on whether they are going to continue with the pregnancy. Therefore no assumptions should be made as to what the student's plans may be. Furthermore assumptions should not be made about whether the student intends to proceed with their pregnancy on the basis of a student's age, disability, gender identity, race, religion or belief, socio-economic status, sexual orientation, or stage of study or research.

If the student seeks advice from their tutor or supervisor on whether they should continue with the pregnancy, members of staff who are not suitably qualified to provide counselling should refer the student to a qualified professional and must **not** attempt to advise the student themselves.

Students should be referred to the University Counselling Service, their GP or the Family Planning Association for advice and guidance around pregnancy and decisions the student may need to make. (See Further Information and Support)

Similarly if a student asks questions about their pregnancy they should be advised to speak to their GP, Midwife or other suitably qualified healthcare professional.

When a student discloses their pregnancy the University does not need to ask for proof as it is unlikely that the student will have been provided with this sort of documentation from their healthcare professional. If the student has not been to see their GP at this stage they should be encouraged to do so. When taking into consideration the impact of the student's pregnancy on their programme attendance or attainment, the student can be asked to provide evidence of appointments and letters from their GP, midwife or health worker.

Not all students will want to or be able to continue with their pregnancy and some may miscarry or have to terminate the pregnancy. Consequently information concerning a student's pregnancy should be treated sensitively and should only be passed on with the student's consent and this will be agreed as part of the Student Support Plan.

The law does not prevent the University from directly approaching a student who they believe to be pregnant. However, this is not advised, unless the member of staff is confident that the student is pregnant and that there are genuine concerns about the student's studies or health and safety. Approaching a student without good reason could cause offence and the student may perceive that they are receiving unfair treatment.

If a student decides not to proceed with their pregnancy or miscarries, there is no need for staff or students to be made aware of this. However, if the student is going to be absent from class they are advised to inform their personal tutor or supervisor that they will be away for medical reasons that need to be kept confidential. Support is available for students who decide not to continue with a pregnancy or miscarry from the University Counselling Service as well as from external specialist services, details of which are available under 'Further Information and Support'.

It may also be that the student needs to submitting extenuating circumstances applications and the tutor or member of staff working with the student can provide a letter as per the arrangements for disclosure of confidential information in the Regulations Governing Student Claims of Extenuating Circumstances.

3.0 Student Support Plan

For students who continue with their pregnancy, the Student Support Plan Pregnancy and Maternity (Student Support Plan) is used to help, plan and coordinate support for the student during pregnancy, following the birth and on the student's return to their programme. The Student Support Plan should be developed jointly by the student and the personal tutor or supervisor from their Faculty. The plan may take some time to complete and it is not expected that a student will be able to start this or complete this the first time they meet to discuss it.

When a student informs the University that they are pregnant, the plan will help the University to provide them with consistent unbiased support and advice to enable them to make informed choices. Not all information or advice can be provided by the student's personal tutor, supervisor or the University (See Further Information and Support).

The support plan should be developed and agreed with the student covering the areas below and completed using the Student Support Plan Maternity and Pregnancy form available at the end of this document.

Support Plans will need to be reviewed at key stages for example:

- Student is 20 weeks pregnant;
- Student is 30 weeks pregnant;
- Prior to the students return to study or at key points of the academic year, such as prior to examinations and field trips;
- Prior to the student's return to study.

Regular review is important as some decisions cannot be made at the start of a student's pregnancy, for example, the length of maternity-related absence that they will take. The risk assessment must also be reviewed regularly.

It is recommended that key dates agreed with the student in the development of the Support Plan are communicated to the student in writing and they are provided with an updated support plan. **A copy of which must be held securely and confidentially by the Faculty.**

Students adopting

If the student is the primary adopter, a Support Plan should be developed in line with this guidance. If the student's partner is the primary adopter, upon formal adoption of the child, the student should be allowed time off from studies in line with the advice in the sections provided below. More information on adoption is given in the guidance below.

3.1 Things to consider when completing a Support Plan:

When completing the support plan there are a number of things that need to be considered the following is a guide to the areas that need to be covered when filling in the plan, not all areas will apply to all students and the list is not exhaustive.

3.1.1 Communication about the student's pregnancy

It will need to be discussed if the student happy for other members of the Faculty to be advised about their pregnancy and if so when this will happen, who will advise others and who will need to be informed? It will also be helpful to know if the student will be informing fellow students of their pregnancy and if it will be permissible to advise other students why the student may be absent from class for example? It should also not be assumed that the student has informed their partner if they have one.

3.1.2 Communication with the student during pregnancy and maternity related absence

Colleagues will also need to consider what information will need to be communicated to the student, what their preferred method of communication is and who should the student contact if they have any concerns or their circumstances change?

3.1.3 Health and safety

A risk assessment will need to be undertaken as there are health and safety considerations that arise during pregnancy and breastfeeding (further guidance is available below for students who may need rest facilities) and the risks to which a student could be exposed need to be assessed.

This will be particularly relevant in certain departments, for example: where a student is working with chemicals, including paint and pesticides; where there is physical activity required for example lifting and carrying; or where the programme involves laboratory work, looking after animals or dealing with animal products.

When a student informs the University that they are pregnant, have given birth within the previous six months or are breastfeeding. A specific risk assessment should be carried out by the tutor, project leader, Health & Safety Manager or Health & Safety Local Officer as appropriate. The assessment

should take into account any advice from the student's doctor or midwife. Where risks to the student or child cannot be removed, alternatives should be discussed with the Office or Directorate.

Help on completing the risk assessment for Faculty staff is available from the Health and Safety Unit and further information is available from logging into the portal and using the following URL:

<https://docs.gre.ac.uk/rep/health-and-safety/expectant-mothers-risk-assessment>

If a student is required to undertake a placement the risk assessment will need to be done in conjunction with the placement provider and consider if there are any external restrictions that may be placed on study abroad and travel. (See 3.1.6)

3.1.4 Examinations and assessments

Consideration will need to be given as to whether the student's pregnancy will affect their ability to meet coursework deadlines or sit examinations? If so, what measures can be taken to ensure the student meets the requirements of their Programme, for example, would alternative methods of assessment be appropriate? If a student is due to give birth near to or during assessment deadlines or the examination period, and wishes to complete their assessed work or sit their examinations, students should not normally be prevented from doing so unless there are concerns about the students' health. Depending on the type of arrangements being considered it may also be that the student needs to complete an application for Extenuating Circumstances.

In examinations, pregnant students may require rest breaks and may need to visit the toilet more frequently than those who are not pregnant. They may also require a more comfortable and supportive chair. Temporary arrangements for examinations can be made through the Examinations Office in the student's faculty who should be contacted as swiftly as possible so that arrangements may be put in place.

3.1.5 Concerns with undertaking assessments

If a student is concerned about sitting examinations, meeting assessed work deadlines, or if they have a pregnancy-related health condition that is exacerbated by stress, they should be advised to seek advice from their midwife or doctor. If the student's midwife or doctor advises against the student sitting an examination or trying to meet the assessed work deadline, an alternative method of assessment should be explored.

If a student is unable to undertake an alternative method of assessment, or if they experience significant pregnancy-related problems in the course of an examination or when undertaking assessed work, they should submit an extenuating circumstances claim, which should be supported by appropriate evidence.

The Progress and Award Board will then decide how the missed assessment is to be recovered, in line with standard procedures.

3.1.6 Placements and fieldwork

If the student is required to undertake a placement or fieldwork as part of their programme it will need to be considered if their pregnancy or maternity may affect their ability to complete the required placement or fieldwork. If this is going to be the case, what measures can be taken to ensure the student can fulfil these requirements? For example, could the student undertake the placement or fieldwork at an earlier stage of the pregnancy, or on their return from maternity-related absence?

If the student is abroad, it will need to be considered if the student wishes to and is able to complete their programme of study or placement? If the student needs to return home, what arrangements will be made for them to resume their programme of study or placement? If the student is required to undertake a programme of study or a placement abroad that they have not started, what arrangements will need to be made with the host institution for example and will our guidelines need to be shared with them?

No restrictions exist where a student's field trip or their placement or study abroad comes under University insurance, however the University also has a duty of care (this applies to all students) to consider Foreign Office advice which may include specific information for people who are pregnant. It would also be necessary for the Faculty organising the field trip, placement or study abroad to check any flight restrictions that there may be, airlines have different policies and may not allow travel beyond a certain point in the student's pregnancy. Students will also need to be aware that airlines will ask students for proof that it is safe for them to travel.

If students have taken out their own additional insurance they will need to check if their insurance will cover pregnancy as some insurers may see this as a pre-existing condition.

If the Students will be travelling abroad the visa terms and conditions must be checked in case they need to extend their stay or return to the country at a later date.

Unless they are advised not to do so by their doctor or midwife, students should be able to travel during pregnancy. However, they should check with their doctor midwife or healthcare professional before embarking on travel.

In all instances a specific risk assessment should be carried out by the tutor, project leader, Health & Safety Manager or Health & Safety Local Officer as appropriate. Where the student is undertaking a placement the risk assessment will also need to be done in conjunction with the placement provider.

The assessment should take into account any advice from the student's doctor or midwife. Where risks to the student or child cannot be removed,

alternatives should be discussed with the Office or Directorate. Help on completing the risk assessment for Faculty staff is available from the Health and Safety Unit and further information is available from logging into the portal and using the following URL:

<https://docs.gre.ac.uk/rep/health-and-safety/expectant-mothers-risk-assessment> (you will need to be logged in to the portal to view this)

3.1.7 Maternity-related absences and maternity leave

It will need to be established when the student will need to attend antenatal appointments and what arrangements will be made to enable the student to catch up if any appointments coincide with seminars and lectures.

To ensure arrangements can be made, students should discuss this with the University 15 weeks before the expected birth of their child as to when they would like their maternity-related absence to commence.

Students should be allowed to take maternity-related absence following the birth of their child for up to one year. There is no requirement that the student must automatically take a year out, but this will need to be discussed with the Faculty to see what may be reasonably possible, as how long a student will be able to take will be determined by their personal circumstances, Visa requirements, the structure and content of the programme, take account of any professional body requirements and the Academic Regulations.

While the length of maternity-related absence students prefer to take will vary, it is recommended that, at a minimum, students are required to take two weeks compulsory maternity-related absence. Whilst there is no set time for maternity absence for students, two weeks, is in line with the standard used for people returning to most types of work and therefore provides us with an established time frame for health and safety reasons.

International students on a Tier 4 Visa will also need to discuss any interruptions or absences to see what implications this may have for their continued stay in the UK and must be referred to the International Compliance & Advice Service, details of which are under further information at the end of this document. It is very important that Tier 4 students do this as they will need to discuss the implications an absence from the programme or an extension to the time they need to complete the programme will have on their status in the UK.

For some professional programmes the recommended length of absence may be longer, for example in nursing. If the student is on a placement, depending on the nature of the placement it may also be that the recommended absence is longer.

Where programme structure, content, professional body requirements, academic regulations or Visa requirements indicates the need for a student to return to study sooner or take a longer period of time out than they had requested, the reason given will need to be justified in writing to the student.

As students will be protected under the Equality Act 2010 from discrimination on the grounds of pregnancy and maternity, any such reasoning should consider the need to justify this decision to a third party.

If a personal tutor or supervisor is concerned about a student's health in relation to their proposed return date or their programme requirements, the student should be asked for their GP's or health worker's confirmation of their fitness to return to study. It may also be that the faculty will need to consider the return under the University Health, Wellbeing and Fitness to Study Policy & Procedures if this cannot be resolved in this way.

In exceptional circumstances, students may need to extend the length of maternity leave that they take beyond the standard time allowed, for example in cases of postnatal depression, serious illness or loss of a baby, or where there is no available childcare. This will need to be discussed with their Faculty to see what may be reasonably possible as above.

Students should in discussion with their personal tutor/supervisor be allowed to decide when they start their maternity-related absence. If students wish to, they should not be prevented from studying up to their due date, or from starting their maternity-related absence a full term before their due date, where practicable.

Where a student is close to their due date and unable to study as planned, a student may need to start their maternity-related absence earlier than planned or, if appropriate, explore alternative methods through which the student can meet the programme requirements.

Where there is concern about a student's knowledge of the field being affected by their length of absence, the student's department should take reasonable steps to help them keep up with course developments in line with 3.1.2.

Students taking a period out of studies may also need to complete an interruption of studies in the usual way.

3.1.8 Resuming Studies

The date when a student intends to return from maternity-related absence should be discussed and agreed with the student prior to commencing the period of absence. However, this date may change during the course of the absence, and students should notify their personal tutor/supervisor as soon as possible of any change in their expected return date so that they may review the student support plan and agree a new return date with the student in writing.

In all instances it is essential that the relevant considerations are given to personal circumstances, the structure and content of the programme, professional body requirements and the Academic Regulations and where students are on a tier 4 Visa that they are referred to the International Compliance & Advice Service.

Students should contact their Faculty four weeks prior to their planned return to study and be provided with details of who they need to contact to do this. Research Students should contact the Research & Enterprise Training Institute for Support and Advice on their return to study. The student will have the opportunity to discuss their plans or any concerns they may have with resuming studies and referred to services as appropriate

Before a student returns from a period of maternity-related absence, consideration should be given to their requirements on return. The student's study options and the continued support provided by the University should be discussed with the student in developing their support plan, and can be confirmed with the student prior to their return.

Any proposed change to mode of study should be considered in consultation with Student Fees & Funding or the Research & Enterprise Training Institute as this may have implications for the fee rate charges and the student support that a student may be eligible for and where students are on a tier 4 Visa that need to be referred to the International Compliance & Advice Service.

Where a student is able it may also be useful for them to come in and discuss arrangements face-to-face.

3.1.9 Students on a Tier 4 visa

While this information applies to all students, for students on a Tier 4 visa there can be implications for their visa depending on periods of absence. The International Compliance & Advice Service will be able to advise students on these matters. **It is very important that Tier 4 students seek advice from an International Student Adviser so they are aware of any visa implications any absence from the programme, or any extension to the time they need to complete the programme, will have on their status in the UK.** The International Compliance & Advice Service will work with students and their Faculty to provide support and guidance. It is also important therefore that if there are any subsequent changes to support plans or circumstances change that the student gets updated advice from the International Compliance & Advice Service.

4.0 Paternity/partner leave

Eligible students can choose to take up to two weeks' paternity/partner leave. One week's paternity leave must be taken as a whole week (not odd days) and the remaining week may be taken as up to five single days. Leave can start on any day of the week on or following the child's birth but must be completed: within 56 days of the actual date of birth of the child, or if the child is born early, within the period from the actual date of birth up to 56 days after the first day of the expected week of birth.

Only one period of leave is available irrespective of whether more than one child is born or adopted. Should a student wish to take more than this, this should be discussed.

A student may also elect to share their partner's maternity leave as paternity or partner leave and similar arrangements will need to be considered as students taking maternity leave as above. Information on the implications this may have for student support funding is also available under Financial Support below.

Students on a tier 4 student visa will need to make an appointment to see an International Adviser in the International Compliance & Advice Service, details of which are under further information at the end of this document.

5.0 Adoption

Students who have been matched for adoptions should inform their personal tutor or supervisor as soon as possible. Only one member of a couple jointly adopting may take adoption leave. This applies regardless of whether one or both members of the couple are students.

Students taking adoption leave have the same entitlements as students taking maternity leave as above. Information on the implications this may have for student support funding is also available under Financial Support and for those students on a Tier 4 Visa the International Compliance & Advice Service.

6.0 Students whose partner is pregnant or adopting

Any student's partner who is pregnant will be entitled to request a leave of absence. This is likely to include time off, for example for medical appointments prior to and after the birth as well as a period of paternity/partner leave. Students should contact their personal tutor or supervisor to discuss this. Basic leave will be the same as at 4.0 above.

There may also be financial implications for the partner taking leave and you should consult the section on Financial Support. If a student is unable to submit coursework on time because of their partner's pregnancy or labour the student would need to apply for extenuating circumstances. This may also be appropriate if the student's partner has had a serious pregnancy related illness.

Students on a tier 4 student visa will need to make an appointment to see an International Adviser in the International Compliance & Advice Service, details of which are under further information at the end of this document.

7.0 Interruption/time out from studies

Students who need to take time out from studies will need to complete the interruption of studies procedures of the University. Interruption or time out from studies may also be subject to programme specific regulations which may be external to the University control and will need to be considered as appropriate.

There may also be financial implications and students should also contact a Finance Adviser or their Student Union Advice Team to discuss any financial implications this may have for them. Students on a Tier 4 visa will need to make an appointment to see an International Adviser in the International Compliance & Advice Service, details of which are under further information at the end of this document.

8.0 Pregnant students with existing Caring responsibilities

Students who are pregnant may already have caring responsibilities which may need to be taken into account.

9.0 Financial Support

A leave of absence may mean that funding will be affected or even stop. Furthermore, the rules regarding statutory maternity pay and benefits are complex and apply differently depending on individual circumstances. Therefore, students are urged to seek advice.

Students should be advised to contact the Student Fees & Funding Service at the University or their Student Union Advice Team for advice and information on their finances. (See Further Information and Support)

Funded research students and students who have financial sponsors will also need to speak with their funding providers regarding any arrangements that may be required and assistance with this can be provided by the Student Fees & Funding Service at the University or their Student Union Advice Team. (See Further Information and Support)

Students in receipt of US Federal Aid must contact their Destination Point Administrator as only authorised University personnel are permitted to contact the Department for Federal Aid. Under no circumstances should unauthorised colleagues contact Federal Aid as this could affect the University's permissions to administer this funding.

International students on a Tier 4 Visa will also need to discuss any interruptions or absences to see what implications this may have for their continued stay in the UK and must be referred to the International Compliance & Advice Service, details of which are under further information at the end of this document. It is very important that Tier 4 students do this as they will need to discuss the implications an absence from the programme or an extension to the time they need to complete the programme will have on their status in the UK.

In all instances it is essential that the relevant considerations are given to personal circumstances, visa requirements the structure and content of the programme, professional body requirements and the Academic Regulations and where students are on a tier 4 Visa that they are referred to the International Compliance & Advice Service.

10.0 University Residential Accommodation

Students will not be asked to leave their University accommodation because they are pregnant. However, as the University does not currently have housing to accommodate children, pregnant students will be supported in finding suitable accommodation in privately rented or local authority housing prior to the arrival of their baby. Students who need to end their contract in University residential accommodation early because of pregnancy or maternity will be able to do so without penalty.

Students should contact the University Accommodation Service at their campus of residence to discuss their individual circumstances at ah.accommodation@gre.ac.uk (Avery Hill), gr.accommodation@gre.ac.uk (Greenwich) and me.accommodation@gre.ac.uk (Medway).

10.1 Advice on Accommodation

Students who need advice on Accommodation can contact their Student Union Advice Team details of which are available at the end of this document.

11.0 Miscarriage, Still Births and Neonatal death

If a student miscarries, has a still birth or the baby dies shortly after it is born it is very likely the student will need time off study for tests and to recover. Consideration will be given to the impact of such an event on the student's ability to meet deadlines and sit examinations. Students will need to submit an extenuating circumstances claim. There will be no distinction made between live births and still births (past the 24th week of pregnancy) or the death of a baby shortly after birth in the granting of leave. A student who has a still birth or whose baby dies shortly after birth should be entitled to the same length of maternity-related absence and financial and wellbeing guidance as a student whose baby is not stillborn.

This is likely to be a difficult time and completing forms and processes may well be challenging and therefore it is important that the student is reminded of the support available to them under 'Further Information and Support'.

12.0 Breastfeeding and rest facilities

Some students may want to breastfeed in public places, particularly if these are areas within or close to buildings and services they use frequently. The Equality Act 2010 gives explicit protection to breastfeeding in public places. It is also unlawful to ask students not to breastfeed in public places under the SDO (1976), though protection is not explicit. Should issues arise regarding breastfeeding in public the needs of the person breastfeeding should take precedence.

Rest facilities for those who are pregnant, or breastfeeding should be provided by Faculties as necessary and failure to do so could result in students who are pregnant or breastfeeding receiving less favourable treatment.

Should a student wish to do so they may also use one of the first aid rooms:

First Aid rooms are found at the following locations:

Avery Hill Campus	Southwood site, The Dome 041 / Mansion Site, Mansion Building 141
Medway Campus	Blake Building B051 / Drill Hall Library DB019
Greenwich Campus	Queen Anne A036 / Stockwell St 11.B019 / Dreadnought Basement B012
Woolwich Bathway	Room B013

Lockable boxes are also available for those who need to express milk for example and store it in the fridges available in the first aid rooms. Lockable boxes are available from Estates and Facilities who can be emailed at the following addresses:

Avery Hill: estates-ah@gre.ac.uk

Greenwich: greenwichfacilities@greenwich.ac.uk

Medway: fm-me@greenwich.ac.uk

13.0 Young persons and Children on University Premises

The University has detailed guidance and policy for staff and students regarding young persons and children on University premises. Students and staff will need to refer to the Young Persons and Children on University Premises policy to ensure that Health and Safety guidelines are being observed and met. The Health and Safety Unit can also be contacted should further information be required.

<http://www2.gre.ac.uk/current-students/regs/?a=1037961>

14.0 Information for students and staff

Faculties will need to ensure that reference is made to this policy in its information for students and that colleagues are made aware of the policy.

Student & Academic Services will regularly monitor the policy and provide updates to Faculties and Directorates as appropriate through the Directors of the Student Experience and the Student Experience Committee.

Further Information and Support

Student Accommodation

Avery Hill,
ah.accommodation@gre.ac.uk

Greenwich Maritime
gr.accommodation@gre.ac.uk

Medway
me.accommodation@gre.ac.uk

Student Centres

<http://www2.gre.ac.uk/current-students/student-centres>

Student Counselling

<http://www2.gre.ac.uk/study/support/counselling>

Student Fees & Funding

Studentfinance@gre.ac.uk

Estates and Facilities

greenwichfacilities@greenwich.ac.uk

Student Wellbeing

<http://www2.gre.ac.uk/current-students/support/disability>

Health and Safety Unit

Safetyunit@gre.ac.uk

International Compliance & Advice Service

www.gre.ac.uk/visa

Listening Ears Network

<http://www2.gre.ac.uk/study/support/counselling/listening-ears>

Research & Enterprise Training Institute

Business
reti-pgrbus@gre.ac.uk

Education and Health
reti-pgreh@gre.ac.uk

Engineering and Science
reti-pgres@gre.ac.uk

Liberal Arts and Sciences
reti-pgrach@gre.ac.uk

Student Unions

Greenwich Students' Union
<http://www.grenwichsu.co.uk/advice>

GK Unions -Greenwich and Kent Student Unions Together for students based at the Medway Campus
<https://www.gkunions.co.uk/advice/aboutus/>

External Organisations

Family Planning Association
<http://www.fpa.org.uk/>

Information from the National Health Service (NHS) on pregnancy
<http://www.nhs.uk/conditions/pregnancy-and-baby/pages/pregnancy-and-baby-care.aspx>

Policies and Guidance

Attendance policy
<https://docs.gre.ac.uk/rep/sas/student-attendance-and-engagement-policy>

Charging and Refund Policy -under policies and statements
<http://www2.gre.ac.uk/current-students/regs>

Extenuating Circumstances
<http://www2.gre.ac.uk/current-students/regs/?a=636810#page=70>

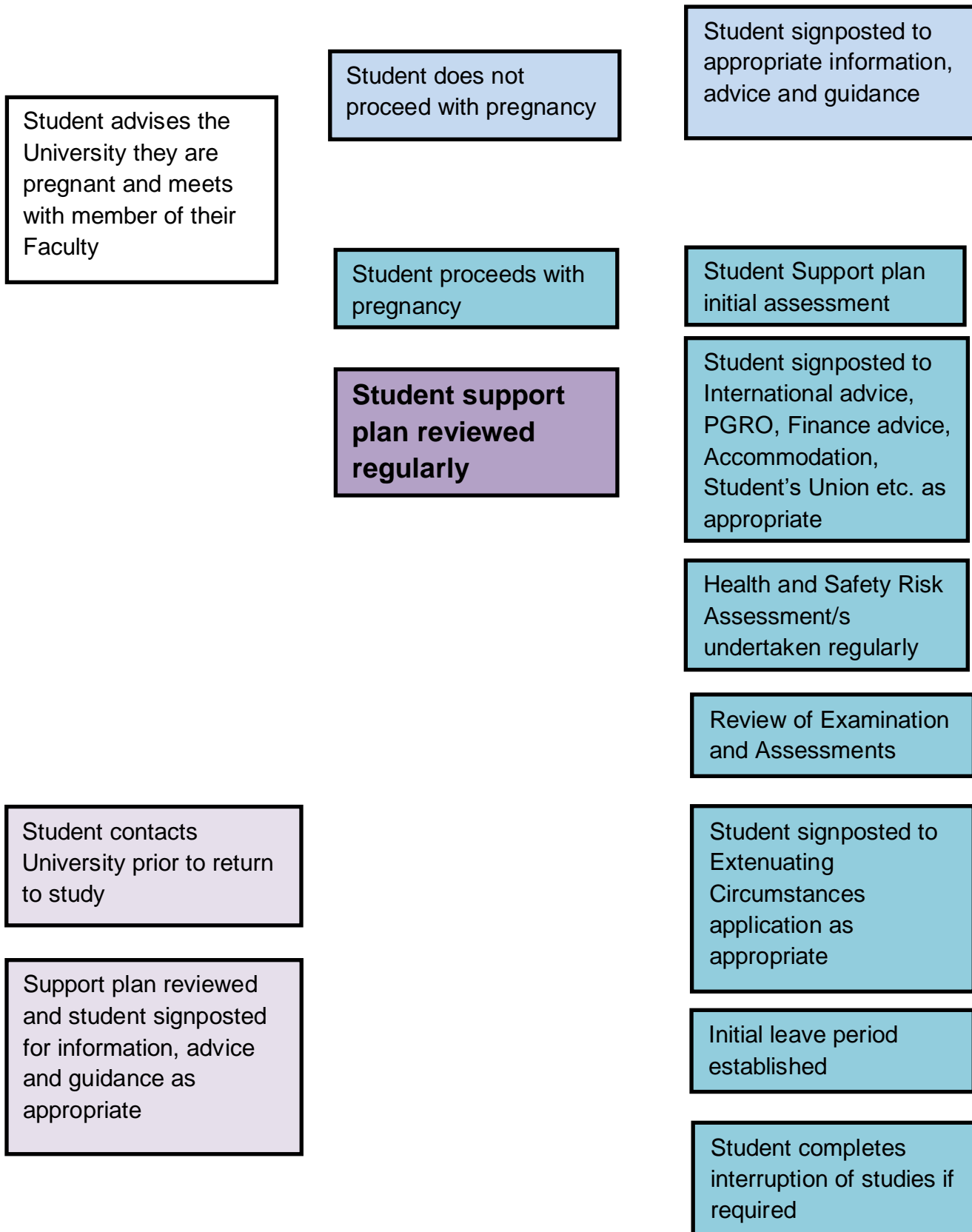
Fitness to Study Policy
<http://www.gre.ac.uk/current-students/regs/?a=1181795>

Health and Safety Statement
<http://www2.gre.ac.uk/current-students/regs/?a=635963>
http://portal.gre.ac.uk/cp/render.UserLayoutRootNode.uP?uP_tparam=utf&utf=http://https://docs.gre.ac.uk/rep/health-and-safety/risk-assessment-form

Interruption from studies
<http://www2.gre.ac.uk/current-students/regs/?a=819511>

Young persons and Children on University Premises policy.
<http://www2.gre.ac.uk/current-students/regs/?a=1037961>

Pregnancy and Maternity showing basic sequence of events which will need to be reviewed as appropriate, some steps may happen more than once.



Student Support Plan –Pregnancy/Maternity/Adoption including partner and paternity leave

CONFIDENTIAL

This form must be stored confidentially and abide the terms of the university data holding polices and the Data Protection legislation.

If an area is not applicable please write N/A in the box. The whole policy guidance should be read through first.

Students Name	
BANNER ID Number	
<p>Communication with student Enter preferred communication channel</p>	
<p>Communication with Students and staff</p> <p>If student would like information communicated with others identify here who this will be</p>	
<p>Healthy and safety risk assessment http://www.gre.ac.uk/governance/policy/safety/policy/arr/pregnancy</p> <p>Risk assessments must be undertaken regularly</p> <p>Enter date risk assessment completed and main points of any risks identified and actions taken to alleviate or minimise that risk. If the student is required to undertake a placement etc. a separate assessment must be done.</p>	

<p>Students on a Tier 4 Visa Date referral made to international adviser and when this was followed up</p>	
<p>Examinations and assessments This may include a need for the submission of extenuating circumstances</p>	
<p>Maternity/paternity/Partner leave</p>	
<p>Adoption</p>	

Students whose partner is pregnant or adopting	
Financial Support information and guidance signpost	
Accommodation signpost	
Existing caring responsibilities	
other	

