

Student Pregnancy and Maternity Policy

Introduction

1. The Equality Act 2010 extended the protection from discrimination on the grounds of pregnancy and maternity to women outside the workplace and now includes students.
2. Under the Act it is unlawful to discriminate against applicants and students in relation to admissions; the provision of education; access to benefits, or service; and disciplinary proceedings if:
 - the student is treated unfavourably because of her pregnancy
 - with a view to discriminating against her on the grounds of pregnancy or maternity

12. A student with a baby due near an examination period might require confirmation from her GP that she is fit to sit exams.
13. Time off might be needed for medical appointments. If an Academic School needs to take into consideration the impact of the student pregnancy or maternity on her course attendance or attainment, the Academic School can ask for evidence of appointments and letters from the student's GP, midwife or health worker.
14. A student should be allowed to decide when they start their maternity-related absence in agreement with the Academic School. If a student wishes to, she should not be prevented from studying up to her due date, or from starting her maternity-related absence either a full term or semester before her due date, unless it is impractical for her to do so.
15. Where a student is close to her due date and unable to study as planned, the Academic School in consul

18. In order to ensure that arrangements are put in place, the student should notify the Academic School, 15 weeks before the expected birth of their child, as to when they would like their maternity absence to commence.
19. Where specific arrangements are required to be put in place for a student who already has special arrangements in place e.g. on grounds of disability, these should be kept separate to ensure that it is clear which arrangements are in place for the required amount of time.

Student Support Plan

20. The Academic School representative, usually the Head of School or Personal (PT) Tutor will meet with the student to discuss how the pregnancy is likely to impact on her study which may include an interruption of study de

on 14/01/2016 at 10:46

Resuming Studies

27. Any student who has given birth **must** not return to University within two weeks of giving birth for health and safety reasons.
28. The student's study options and continued support should be discussed at the time of completing the Student

37. International students with financial sponsors must contact their sponsors and agree a plan of action such as deferring study/when to resume study. Those international students who are not entitled to any maternity benefits in the UK may prefer to return home for the duration of their pregnancy.
38. The benefit rules are different for EU students and International students and further advice should be sought from the Immigration and Welfare Officer (see Appendix 1).
39. For UK students, regulations on student financial support contain provisions for discretion when determining if all or part of a student grant or loan is payable when a student is absent from their course of study for reasons other than illness. Further information is available from the Student Centre (see Appendix 1).
40. A student may be entitled to government welfare benefits and grants and these should be explored in the first instance. Further information is available by contacting the Student Union Advice Unit Co-ordinator (see Appendix 1).
41. EU and International students should contact their home government and sponsors for information on pregnancy and maternity entitlements.

Travel

42. Unless they are advised not to do so by their GP or midwife, students should be able to

46. Every support in finding alternative accommodation prior to the arrival of their baby or prior to returning from maternity related absence will be given to the student if they do have to leave their accommodation. Any student who has to leave the Halls of Residence earlier due to pregnancy or maternity will not incur a financial penalty for early termination of their accommodation contract.

Babies/children in teaching or learning areas

47. For health and safety reasons as well as to avoid the disruption of classes of study babies and children must not be brought into teaching or learning areas.

Breast feeding

48. The University has facilities available for nursing mothers to express milk in
in

55. For students receiving research funding it may be possible for a period of maternity support leave to be allowed, and students

Dissemination of and Access to the Policy

60. This policy will be published on the University of Bolton's website to be available on www.bolton.ac.uk/Students/PoliciesProceduresRegulations.

61. The University will ensure that all appropriate staff including academic staff, academic related staff and those who provide a service to or support students are trained on this policy and any associated guidance.

Policy on Student Pregnancy and Maternity Policy	
Policy Ref	
Version Number	4
Version Date	<i>July 2011 (reviewed August 2015, December 2016)</i>
Name of Developer/Reviewer	Matt Dillon, Deputy Student Services Manager
Policy Owner (Faculty/Centre/Unit)	Student Services
Person responsible for implementation (postholder)	Student Services Manager
Approving Committee/Board	Corporate Management Group
Date approved	5 December 2012
Effective from	1 September 2011
Dissemination method (e.g. website)	Web pages
Review Frequency	Annually
Reviewing Committee	Organisational Development, Equality and Diversity Committee
Consultation History (individuals/groups consulted with dates)	Gender and Sexual Orientation Advisory Group & Student Union

Document History

(e.g. rationale for and dates of previous amendments)

Equality Act 2010
 Technical Updates and Nomenclature updates August 2015
 Technical Updates December 2016

Appendix 1

The Counselling Service offers a confidential, professional service to students. Students can make an appointment to see the University Counsellors by calling into Student Services or by ringing ext. 3733.

The Student Liaison Officers are available to provide confidential advice and support, offer opportunities to develop student study skills and coordinate a Peer Mentoring scheme.

University of Bolton contacts:

Student Counsellor

Tel: contact student advisors to book an appointment on 01204 903733

Email: studentadvisors@bolton.ac.uk

Direct Gov

www.direct.gov.uk

Family Planning Association 0 Q t0051 696.84 240.84 7m 6

www.fpa.org.uk

Helpline: 084 0 T 0 T ID 127m (ww6 re W 0 T S0 cs 0 1

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

Name and title

Date

pregnancy or maternity?

Childcare	
31. Has the student been informed about childcare facilities on campus or in the local community	
32. Is the UK student aware that their mode of study will affect their childcare funding entitlement?	

Student believes they may be pregnant

Appendix 3

Student goes to GP to confirm pregnancy

Pregnancy confirmed?

No

End

PT and student meet to discuss how the student will proceed with studies before birth of child/children. Student Support Form (SSF) set up by PT

Yes

Student reports pregnancy to School. If not reported to Personal Tutor (PT), PT should be informed. Student indicates expected date of birth

If the student lives in Halls of Residence, the student should report their pregnancy to Halls staff

If the student is required to complete a placement or study abroad during the pregnancy or 26 weeks after her due date of birth, the PT should contact the placement organisation to

complete a risk assessment(s) Tj0 Tc 294910 drt tPTpr

Halls of Residence and Pregnancy Reporting Procedure

Appendix 4

Pregnant students living in university accommodation should appreciate that their accommodation licence is for single occupancy only. Whilst the Halls of Residence may be suitable for a student in the early stage of their pregnancy it is unlikely that they will be suitable as the e| %(, X# •É• < " < X(0ÑkàÀD T #ñ]. Á ` } Á %o î À0 Á

Risk Assessment for Pregnant Students – Guidance Notes for completing th

considered when assessing the risk(s) to your student and prompts on how to avoid the associated risk.

Step 3

It is good practice to complete this form with the student who should sign it. The checklist and any actions required should be kept with the Student Support Form.

1. Display Screen Equipment (DSE)

Does the student use the computer foq0 0..34 0 Td (si)Tj 0.72 078rEuteeeudwm

Trailing wires, uneven flooring, spilt substances

How to Avoid the Risk

All electrical equipment should be checked to ensure that there are no trailing wires and floor services should be checked to ensure that they are even to avoid trip hazards.

Areas that are at risk of liquid being spilt e.g. areas near vending machines, tea/coffee making facilities in offices used for tut

Are there any other specific welfare issues mentioned by the student?

Is the student allowed regular breaks?

Is the student allowed to take a comfort break when needed?

Does the student suffer from morning sickness? This may be relevant where early morning placements, lessons, study sessions, etc, or where there may be exposure to nauseating smells.

The student's posture is also significant if varicose veins and/or haemorrhoids develop – the latter also being linked with a hot work environment.

Can nursing mothers frequently re-hydrate?

Are nursing mothers aware there is a facility for privately expressing milk?

Risk can be:

Rest facilities – Tiredness increases during and after pregnancy and may be exacerbated by study related factors.

Hygiene facilities – Because of pressure on the bladder and other changes associated with pregnancy, pregnant women often have to go to the toilet more frequently and urgently than others. Breastfeeding women may also need to, due to the increased fluid intake to promote breast milk production.

How to Avoid the Risk

Rest facilities – There must be facilities to sit or lie down in comfort and in privacy. Access to drinking water should also be available.

Hygiene facilities – If necessary measures should be put in place to ensure that the student is able to express milk privately.

It is hazardous for pregnant women to work at heights, for example for short duration work off of ladders.

How to avoid the Risk

Working at height should be avoided by new and expectant mothers.

If you cannot reduce the risk to a significantly low level, you should offer the pregnant woman and new mother alternative arrangements including suspending stu

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10. Biological

Is the student exposed to any infectious diseases particularly the following:

- Rubella (measles)
- Chickenpox
- Slapped cheek disease
- Chlamydia
- Psittaci (from lambs)
- Zika Virus
- Other (specify)

For more information on diseases refer to the Health Protection Agency Guidance on Communicable Disease and Infection Control in Schools and Nurseries or to the Safetynet document on Infectious Control Guidance.

Is the student exposed to any bodily fluids?

Risk could be:

The level of risk will depend on the type of activity carried out, the infectious disease the student is exposed to and the control measures in place. There will be an increased risk of exposure to student who have contact with;

- Human blood and body fluids
- Infected animals including parrots, turkeys, pigeons, ducks, cats, rodents and sheep as well as household pets.
- Laboratory cultures
- Water or food contaminated by human or animal faeces
- First aid duties

Usually during pregnancy, women are no more likely to catch an infection than at other times, however in some cases, the infection may be more severe in pregnancy. It is important to remember that if the mother does become infected, some infections may be dangerous for the baby.

How to Avoid the Risk

When assessing the infection risks to all students the following should be considered:

- The number of different sources of infection that student may come into contact with and how often it may occur
- The control measures already in place to protect students
- The medical history of the student (Nurse Advisor may be able to assist without breaching confidentiality with the student)
- The history of previous infection or immunisation (Nurse Advisor may be able to assist without breaching confidentiality with the student)
- The need for suitable information, instruction and training for students which may help them to prevent or reduce the risk from infection.

Protective gloves should be worn in all cases of students dealing with bodily fluids.

Guidance on infections that are known to present a risk to the foetus and new-born baby are detailed in Appendix 2 of the HSE publication 'Infection Risks to new and expectant mothers in the workplace'.

If you cannot reduce the risk to a significantly low level, you should offer the pregnant woman and new mother alternative arrangements including suspending studies.

11. Chemical Agent

Is the student exposed to any chemical agents? (Check COSHH risk assessments and chemical datasheets)

placenta. If nursing mothers work with radioactive liquids or dusts, these can cause exposure if the child, particularly through contamination of the mother's skin.

How to Avoid the Risk

Hazardous Substances – All hazardous substances should have a COSHH assessment carried out upon it. COSHH data sheets sh he 1r-t04245ui.-0l0.004 Tc -0.00.51 0

- Managing Health and Safety of Overseas Activities

The following free leaflets can be downloaded from the HSE website:

<http://www.hse.gov.uk>

- COSHH Essentials
- Display Screen Equipment
- Manual Handling
- Noise at Work Advice for Employers
- New and expectant mothers
- Working at height
- Infection risks to new and expectant mothers in the learning or study environment

Further guidance and information on student mental health issues can be obtained from the following sites:

<http://www.bolton.ac.uk.uk/Students/PoliciesRegulations.aspx>

- Student Appeals Policy
- Mitigating circumstances
- Mental Health Policy