

MATERNITY POLICY FOR STUDENTS



PURPOSE OF THE POLICY

This policy sets out the rights and responsibilities of students who are pregnant or have recently given birth and gives details of the arrangements for absence for prenatal/antenatal care, pregnancy-related illness and maternity leave from their course.

Yeovil College believes that becoming pregnant, terminating a pregnancy or having a very young child should not, in itself, be a barrier to a student starting, completing or succeeding their studies. A student will not be treated less favourably on the grounds of pregnancy, maternity, termination of pregnancy or having a very young child.

This policy enables pregnant students to take reasonable absence during their studies for appointments and from their studies for the birth and to organise suitable childcare. The College will take a flexible approach to facilitating the continued learning of the student and maintain a safe and good quality experience for them.

The College recognises that, from time to time, students may have questions or concerns relating to their maternity rights. It is the College's policy to encourage open discussion with students to ensure that questions and problems can be resolved as quickly as possible.

SCOPE

The Maternity Policy for Students will be applied fairly and consistently to all students regardless of race, nationality, ethnic or national origin, gender, sexual orientation, religion or belief, age, marital status, family responsibility or disability.

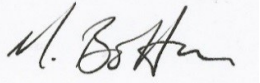
RESPONSIBILITY AND AUTHORITY

Lead Tutors
Tutors Assessors
Curriculum Area Managers
Study Programme Managers
Head of Student Experience
Designated Safeguarding Lead
Ultimate responsibility rests with the Principal and Governing Body.

It is the responsibility of the Study Programme Manager or Curriculum Area Manager to complete the risk assessment with the expectant parent and upload risk assessment to their ILP and review it as the pregnancy develops.

RELATED POLICIES, PROCEDURES, DOCUMENTS, DEFINITIONS

Appendix 1 - Maternity Procedure – Students
Appendix 2 - Risk Assessment Checklist for Expectant Mothers
Health and Safety Policy
Safeguarding Policy

Policy Review				
Author/Owner	Position	Approved by SMT	Approval date	Review period
Michelle Joy	Head of Student Experience	Signed: Mark Bolton 	31.08.21	2 years Review Date

Document Control – Revision History (Policies only)

Author/Owner	Summary of Changes	Date	Date last reviewed by SED	Recommend to SED Y/N
Michelle Dennett		24.05.17	-	Yes
Michelle Joy	Update	13/8/21		

Initial Equality Impact Screening	
Who has been consulted on this policy & procedure? Student Support Services and HR	
What evidence has been used for this impact screening (e.g. related policies, publications)? Equality Act 2010	
Declaration (please tick one statement and indicate any negative impacts)	
<input checked="" type="checkbox"/>	We are satisfied that an initial screening has been carried out on this policy/procedure and a full Equality Impact Assessment is not required. There are no specific negative impacts on any of the Protected Characteristics groups.
<input type="checkbox"/>	We recommend that an Equality Impact Assessment is required by the Equality and Diversity group, as possible negative impacts have been identified for one or more of the Protected Characteristics groups as follows: <ul style="list-style-type: none"> <input type="checkbox"/> Age <input type="checkbox"/> Disability <input type="checkbox"/> Gender Reassignment <input type="checkbox"/> Race <input type="checkbox"/> Religion or belief <input type="checkbox"/> Sex <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Marriage & civil partnership <input type="checkbox"/> Pregnancy & maternity
Completed by Author: Michelle Joy Position: Head of Student Experience Date: 13.08.21	
<input type="checkbox"/>	Reviewed by Equality & Diversity Group Date:
<input type="checkbox"/>	We confirm that any recommended amendments have been made
Amended by Author:	Position: Date:

Summary of Comments/Recommendations from Equality & Diversity Group Review:

APPENDIX 1

MATERNITY PROCEDURE – STUDENTS

1. Notifying the College

Once the pregnancy has been confirmed, the student should contact their tutor, or other appropriate member of staff, as soon as possible. Study Programme Manager/Lead Tutor or Personal Tutor (as appropriate) must complete the **Risk Assessment Checklist** (Appendix 2) to manage any risks to the health & safety of the student and their unborn child.

Tutor/Study Programme Manager to send the completed Risk Assessment Checklist to Head of Student Experience who will make contact with the learner to arrange an appointment if they are under the age of 18 or if there are any safeguarding risks. Head of Student Experience will upload to MyConcern, depending on age of learner otherwise it will sit in the learners ILP or smart assessor record

Discussion will be needed between the Study Programme Manager and Curriculum Area Manager and Head of Student Data and Funding (as appropriate) about adjustments to the course, extended leave of absence, examination arrangements, distance learning options etc.

In the sad event of a miscarriage, still birth or termination, support will be available from the Student Support Services Team.

2. Time off for ante-natal care

A pregnant student is entitled to take time off for antenatal care appointments. Evidence of appointments must be provided to their Tutor/Study Programme Manager and employer as appropriate. Where possible all appointments to be arranged out of taught session times/work placement times.

3. Protection of new and expectant mothers

The college is committed to creating and maintaining a healthy and safe learning environment. This is particularly important in relation to the safety of new and expectant mothers. As part of normal Health and Safety practices the college will risk assess learning areas.

Suitable accommodation will be provided for new and expectant mothers to allow for appropriate rest periods, or to express milk.

4. Care to Learn

The college will support and direct new and expectant mothers up to the age of 20 to engage with Care to Learn to support childcare costs whilst in education.



Risk Assessment Checklist for Expectant Mothers

The College is required to complete this form for health and safety reasons. Due to physiological changes during pregnancy, some tasks may present new risks to a pregnant student. The information will be treated as confidential and will be used only to ensure, following this assessment, that any potential hazards to the student or their baby are evaluated and managed.

Name:	Study Programme:		
Curriculum Area:	Location: building/and or work placement/experience setting		
Mobile:	Date your baby is due?		
Email:	Doctor/Midwife name:		
1. Physical Job Demands - does your study programme involve:		Yes	No
Lifting or pushing of heavy objects?			
Standing for long periods?			
A lot of walking?			
Working at height or climbing steep steps?			
The need to access areas with limited space?			
2. Emotional Demands			
Is the study programme likely to cause fatigue, physical or mental stress?			
Does the study programme require a high degree of concentration?			
3. Working Conditions			
Are you required to work in hot atmospheres?			
Do you study with DSE (Display Screen Equipment)?			
Do you have adequate room to get into and out of the workstation?			
Are there times when you may be working in an area that is slippery or wet?			

Does the course involve working with young children?		
Are you required to work where the taking of rest breaks and/or distance to a rest room or toilets may be a problem?		
Any other occasions which could pose a hazard to a new mother or pregnant student?		
4. Specific Hazards		
Does any part of the study programme involve the use of chemicals?		
Is there any exposure to vibration?		
Is there any exposure to excessive noise?		
Are you required to wear PPE(Personal Protective equipment)		
Has your Doctor/Midwife given you any advice regarding your pregnancy which affects your ability to study?		
5. Recommendations of any reasonable adjustments		
<p>Staff name: Date</p> <p>Staff signature:</p> <p>Student name: Date</p> <p>Student signature:</p> <p>Head of Student Experience Signature:</p> <p>Date:</p>		