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**Student Pregnancy, Maternity and New Parent Support Form**

This form should be completed only after the relevant staff members has read and understood the Student Pregnancy, Maternity and New Parent [Policy](https://documents.manchester.ac.uk/display.aspx?DocID=72918) and [Procedure](https://documents.manchester.ac.uk/display.aspx?DocID=72919)s.

This form should be used as a guide to discussion when making arrangements and adjustments during a student’s pregnancy and/or maternity. This form should normally be completed by the student’s academic advisor, a member of their programme team, or other relevant staff member as deemed appropriate by the individual School. Please bear in mind that the student will not be able to confirm all details at the initial meeting and so information should be reviewed and completed as appropriate at key stages in the pregnancy (e.g. 16 weeks pregnant, 24 weeks pregnant, prior to return to study) or at key points in the academic year (e.g. prior to examinations and field trips). Not all questions/sections may be relevant to all students in any circumstance

The School should determine if a health and safety risk assessment is required as soon as a student notifies the University of their pregnancy. Additional consideration may be required if the student advises of any changes (e.g. change of medical advice from the doctor). Please note staff members may seek advice from other members of staff without the student's consent **only** when the student’s identity is kept anonymous.

**Students should be provided with a copy of the form and any agreements made**..

|  |  |  |
| --- | --- | --- |
| Contact Details | | |
| 1 | **Student’s Details** |  |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |
| Student Number |  |
| 2 | **Emergency Contact’s Details** |  |
| Name |  |
| Relationship to student |  |
| Telephone |  |
| 3 | **Programme Details** |  |
| Programme Title |  |
| School |  |
| Year of Programme | Year 1 Year 2 Year 3 Year 4 Year 5 |
| 4 | **School Contact** |  |
| Name |  |
| Job Title |  |
| Email |  |
| Key Dates (to be reviewed and added to over the course of pregnancy and maternity) | | |
| 5 | Student’s due date |  |
| 6 | How many weeks pregnant was the student when they notified the University of their pregnancy? |  |
| Communication with the student | | |
| 7 | What is the student’s preferred method of communication: | |
| -during pregnancy? | Phone  Email Post |
| -during maternity-related absence? | Phone  Email Post |
| -on return to study? | Phone  Email Post |
| Informing other staff and students | | |
| 8 | Who will need to be informed of the student’s pregnancy and when would the student like them to be informed? (Consider anticipatory risk assessments and emergencies). | |
| **Name and title** | **Date** |
|  |  |
|  |  |
| Health and Safety assessment (attach a copy to this form) | | |
| 9 | Has an assessment been conducted that covers (where relevant): | |
| -the student’s course? | Yes No Not relevant |
| -examinations or other assessments? | Yes No Not relevant |
| -Field trips? | Yes No Not relevant |
| -Placements or study abroad? | Yes No Not relevant |
| -Return from maternity-related absence? | Yes No Not relevant |
| -Breastfeeding? | Yes No Not relevant |
| -Safety of baby if attending seminars and lectures with parent? | Yes No Not relevant |
| 10 | -Where changes are required to alleviate or minimise risks, who is responsible for ensuring they are implemented? |  |
| Rest facilities | | |
| 11 | Has the student been informed of rest facilities on campus for use by pregnant students? | Yes No |
| Pregnancy-related absence | | |
| 12 | Will the dates or times of antenatal appointments affect the student’s study? | Yes No |
| 13 | Have you discussed any pregnancy related illness that has affected the student’s ability to undertake their course? | Yes No |
| 14 | If yes to either of the above questions, what arrangements have been made to enable the student to catch up? |  |
| Assessments | | |
| 15 | Is the student unable to complete any assessments or exams due to their pregnancy or maternity? | Yes No |
| 16 | If so, provide details: |  |
| 17 | What alternative arrangements have been made for any outstanding or incomplete assessments? |  |
| Maternity/Parental-related absence (students should normally provide information in writing at least 15 weeks before their due date although this may need updating after that time): | | |
| 18 | How much maternity/parental-related absence does the student intend to take? |  |
| 19 | When does the student intend to start maternity/parental-related absence? |  |
| 20 | When does the student intend to return from maternity/parental-related absence? |  |
| 21 | Will the dates of maternity/parental-related absence affect the student’s ability to complete any course unit requirements? (Please give details for anything in addition to Question 15 above) |  |
| 22 | If so, what arrangements have been made to enable the student to complete the unit? |  |
| 23 | What information will the student require during maternity/parental-related absence to keep up to date in course and subject developments? |  |
| 24 | Who will be responsible for providing the information to the student? |  |
| 25 | Does the student wish to engage in keeping in touch days during their Maternity/ Parental-related absence? | Yes No |
| 26 | If so, confirm how many and how these will be facilitated. |  |
| Financial Support | | |
| 27 | Has the student been informed about sources of financial support or been referred to an external organisation that can do so? | Yes No |
| 28 | Is the (UK) student aware of how any benefits they receive will affect their student financial support entitlements and vice versa (i.e. student loan or tuition fees)? | Yes No |
| 29 | Specify any follow up required: |  |
| Breastfeeding feeding | | |
| 30 | If the student thinks they might feed their baby on campus, do they know how to access safe breastfeeding areas? | Yes No |
| Childcare | | |
| 31 | Has the student been informed about University nursery provision? | Yes No |
| 32 | Is the (UK) student aware that their mode of study will affect their childcare funding entitlements? | Yes No |
| International students/those on placement abroad | | |
| 33 | Have international students or students on placement abroad been informed about: | |
| Possible airline restrictions? | Yes No |
| The need to check visa implications of returning home or extending their stay due to pregnancy and maternity? | Yes No |
| Students on placement | | |
| 34 | Has the placement provider been notified of the student’s pregnancy? | Yes No |
| 35 | Has the placement provider conducted a health and safety assessment? | Yes No |
| 36 | Is the placement provider aware of the University’s policy on supporting students during pregnancy and maternity? | Yes No |
| 37 | Will the student be able to complete their placement? | Yes No |
| 38 | If not, what alternative arrangements will be made? |  |
| 39 | Who is responsible for liaising with the placement provider? |  |
| Mitigating Circumstances | | |
| 40 | Has the student been informed about the University’s Policy on [Mitigating Circumstances policy](https://documents.manchester.ac.uk/display.aspx?DocID=4271) in the event that their pregnancy or maternity affects exams or assessments? | Yes No |
| Accommodation | | |
| 41 | Does the student intend to move to alternative accommodation? | Yes No |
| 42 | Has the student received advice on alternative accommodation and terminating existing accommodation contracts? | Yes No |
| 43 | At what point does the student want to move to alternative accommodation? |  |
| 44 | Will the student require University accommodation? | Yes No |
| Return to Study | | |
| 45 | What support will be provided to the student on their return to study? (e.g. meetings with key staff, put in contact with other student parents etc). In certain situations, a risk assessment may be required, and consideration given to possible arrangements in the event of childcare arrangements temporarily breaking down. |  |
| 46 | Has a ‘return to study plan’ been put in place? | Yes No |
| Further Information | | |
| 47 | Any other information or comments: | |
| Signatures | |  |
| Plan to be reviewed on: | |  |
| **Agreed by staff member** | | |
| Name | |  |
| Title | |  |
| Signature | |  |
| Date | |  |
| **Agreed by student** | | |
| Name | |  |
| Title | |  |
| Signature | |  |
| Date | |  |
| **Note:**  Staff member should give notification of the numbers of expectant students they support to the Student Support Adviser (email: [studentsupportadviser@manchester.ac.uk](mailto:studentsupportadviser@manchester.ac.uk)), in order for the University to collate a list of the numbers of students with caring responsibilities. | |  |
| Details passed to SSA | | Yes No |
| Signature of staff member | |  |
| Date | |  |

**Useful Contacts**

**University Contacts:**

**Student Support & Advice Team:**

* Student Support Adviser: 0161 306 6991, [studentsupportadviser@manchester.ac.uk](mailto:studentsupportadviser@manchester.ac.uk)  
  <http://www.studentsupport.manchester.ac.uk/>

**Occupational Health for Students:**

* Waterloo Place location: 0161 275 2858, [waterlooocchealth@manchester.ac.uk](mailto:waterlooocchealth@manchester.ac.uk)<http://www.occhealth.manchester.ac.uk/>
* The Mill location: 0161 30**6 5806,** [millocchealth@manchester.ac.uk](mailto:millocchealth@manchester.ac.uk)<http://www.occhealth.manchester.ac.uk/>

**International Student Advice:**

* Student Immigration Team: [visa@manchester.ac.uk](mailto:visa@manchester.ac.uk)   
  <http://www.studentsupport.manchester.ac.uk/immigration-and-visas/>

**Accommodation Office:**

* 0161 275 2888, [accommodation@manchester.ac.uk](mailto:accommodation@manchester.ac.uk), <http://www.accommodation.manchester.ac.uk/>

**Manchester Student Homes:**

* 0161 275 7680, [manchesterstudenthomes@manchester.ac.uk](mailto:manchesterstudenthomes@manchester.ac.uk), <https://www.manchesterstudenthomes.com/Accommodation>

**International Programmes Office:**

* <http://www.goabroad.manchester.ac.uk/inbound-study-abroad/>
* <http://www.goabroad.manchester.ac.uk/>

**Students’ Union:**

* Women’s Officer: 0161 275 2939, [womens@umsu.manchester.ac.uk](mailto:womens@umsu.manchester.ac.uk)
* Advice Service: 0161 275 2952, [advice.su@manchester.ac.uk](mailto:advice.su@manchester.ac.uk)  
  <http://manchesterstudentsunion.com/>
* Information for parents and carers: [manchesterstudentsunion.com/studentparents](http://manchesterstudentsunion.com/studentparents)

**Mitigating Circumstances Policy:**

* <http://documents.manchester.ac.uk/display.aspx?DocID=4271>

**Supporting Students (student parents)**:

* <https://www.staffnet.manchester.ac.uk/supporting-students/student-parents/>

**External Contacts:**

**Manchester Advice (benefits, tax credit advice):**

* <http://www.manchester.gov.uk/benefits>

**Citizen’s Advice Bureau:**

* <http://www.citizensadvice.org.uk/>

**Directgov**

* [https://www.gov.uk/student-finance/extra-help](https://www.gov.uk/student-finance/extra-help%20)
* <https://www.gov.uk/browse/childcare-parenting/pregnancy-birth>

**Family and Childcare Trust:**

* <http://www.familyandchildcaretrust.org/>

**Family Planning Association:**

* <http://www.fpa.org.uk/>

Version amendment history box and Document control box

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| Version amendment history: Student Pregnancy Maternity and New Parent Support Form | | |
| **Version** | **Date** | **Reason for change** |
| 1.0 | November 2022 | Creation and approval of Policy by Senate |
| 1.1 | March 2025 | Update to remove ‘draft’ version |

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| Document control box | |
| Policy / Procedure title: | Student Pregnancy Maternity and New Parent Support Form |
| Date approved: | November 2022 |
| Approving body: | TLD |
| Implementation date: | January 2023 |
| Version: | 1.1 |
| Supersedes: | n/a |
| Previous review dates: | n/a |
| Next review date: | June 2027 |
| Related Statutes, Ordinances, General Regulations | n/a  n/a |
| Related Policies: | * Student Pregnancy Maternity and New Parent Policy |
| Related Procedures and Guidance: | * Student Pregnancy, Maternity and New Parent Procedure |
| Policy owner: | Head of Student and Academic Services (SAS) |
| Lead contact: | Teaching and Learning Officer (Policy and Procedure) |

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