

Procedures for Supporting Student Pregnancy, Maternity and New Parents

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1.0 Introduction and Purpose

- 1.1 This document sets out the University's Procedures for supporting student pregnancy, maternity/paternity and new parents. It should be read in conjunction with the [*Student Pregnancy, Maternity and New Parent Policy*](#).
- 1.2 These procedures accompany the guidelines set out in the Equality Challenge Unit (ECU)'s document [*Student pregnancy and maternity: implications for higher education institutions*](#).

2.0 Scope and Definitions

- 2.1 This document is applicable to Undergraduate and Postgraduate Taught students. It covers any registered taught students who become pregnant during their studies; students who have given birth within the previous 26 weeks (including those who have experienced a stillbirth); registered taught students whose partner become pregnant; and any registered student becoming a parent through adoption of a child, fertility treatment or surrogacy.

3.0 General Principles

3.1 Notification of Pregnancy

- 3.1.1 Registered students are not legally obliged to inform the University if they are pregnant or become pregnant during their period of studies. However, students are strongly encouraged to make the University aware of a pregnancy at the earliest available opportunity; this will help the University to be able to start putting in place appropriate support and arrangements. Students undertaking programmes with potential high risks to the pregnant students and/or their child (e.g. working with hazardous chemicals, etc.) are particularly encouraged to disclose their pregnancy as soon as possible. (Please also see section 3.2 regarding health and safety issues for consideration.)
- 3.1.2 Pregnant students are advised to speak to their Academic Advisor or Student Support Officer (or other relevant staff member, according to the programme or School) as soon as possible. The staff member should seek the student's permission to share the information with other relevant members of staff on a need-to-know basis. Not all students will want to continue with their pregnancy and may miscarry or have to terminate the pregnancy due to their health, the health of their baby or other reasons. Consequently, information concerning a student's pregnancy should be treated sensitively and should normally be passed on only with the student's consent. When and who informs staff and fellow students about the pregnancy should be agreed in

writing with the student in the Student Pregnancy, Maternity and New Parent Support Form (See Section 3.3)

- 3.1.3 If appropriate, the student should be made aware of additional areas of advice or support, either within the University or externally, e.g. the student's GP/doctor, a midwife, [Student Services](#), [Student Support hubs](#) or the [Students' Union Advice Service](#). Assumptions should not be made about whether the student intends to proceed with their pregnancy on the basis of their age, disability, gender identity, race, religion or belief, socio-economic status, sexual orientation, or stage of study.

3.2 Considerations

- 3.2.1 A number of factors should be considered by staff members when making initial plans in response to a student's notification of their pregnancy or becoming a new parent. These include the following:

3.2.2 Health and safety issues

If a student is pregnant or has given birth within the previous twelve months, or is breastfeeding, they can face specific risks to their health and that of their unborn child or baby. For most new, expectant or breastfeeding mothers and parents, normal health and safety measures are adequate. However, when participating in a University activity, the level of risk they are exposed to will depend on: -

- The requirements and nature of the event or activity
- Their individual circumstances, as there are physiological and psychological changes during pregnancy that may make them more vulnerable.

Some of the more common hazards might be: -

- Lifting, handling, carrying heavy loads
- Posture, travelling, mental and physical fatigue
- Workstations, working at height, or working alone
- Standing or sitting for long periods of time
- Exposure to biological agents, harmful or high-risk substances, or radioactive material
- Exposure to shocks, vibrations, excessive noise, or extreme heat.

In particular:

- The highest risk of damage to an unborn baby is during the first 13 weeks of pregnancy
- When breastfeeding, there is a risk of passing certain chemicals or biological agents to the baby via breastmilk, and this can be harmful to the baby.

It is important that students share with staff in the university any advice they have received from a doctor, midwife or other healthcare professional (for example pregnancy-related medical conditions such as high blood pressure, a history of miscarriages) that could affect the risk assessment.

Further information on health and safety considerations regarding new and expectant mothers/parents can also be found at: <http://www.hse.gov.uk/mothers/>.

3.2.3 Health and safety risk assessments

Health and safety risk assessments are not normally required before participating in lectures, tutorials, exams, graduation ceremonies or meetings except where individual circumstances place the student, or their unborn child or baby at an increased risk. This could include planned travel or field trips.

If students are undertaking activities that might give rise to exposure to the hazards highlighted in Health and Safety Issues section, a risk assessment must be undertaken. School Safety Officers/Advisors should be involved in this and should be contacted by the relevant academic staff member who the student has disclosed their pregnancy to (with the student's permission). In some Faculties, the Faculty Safety Team would also be contacted by the student and/or the relevant academic staff member and this team can provide help with completing the risk assessment.

The staff member carrying out the health and safety risk assessment is responsible for ensuring that the student receives a copy of the risk assessment and for providing copies to relevant University staff on a strict need to know basis, to ensure appropriate measures are implemented. Completed risk assessment forms containing personal information are handled confidentially in accordance with the requirements of our Data Protection Policy.

Information about risk assessments can be found at:

- <https://www.healthandsafety.manchester.ac.uk/toolkits/ra/>
- <https://www.hse.gov.uk/mothers/employer/risk-assessment.htm>

An example of a risk assessment form for Pregnant Workers, New Mothers/Parents, and Breastfeeding Mothers (produced by the School of Social Sciences) can be found below. Schools may wish to use this as an example from which to produce a risk assessment for students:

- [Risk Assessment Form for Pregnant Workers, New Mothers, and Breastfeeding Mothers](#)

3.2.4 Students on professional programmes

Programmes which are subject to professional/statutory body accreditation or requirements have to meet specific requirements in order to enable students to demonstrate particular areas of knowledge, skills and competencies. These requirements should be considered when planning for any relevant adjustments which may need to be put into place to support a pregnant student, including arrangements during their studies on campus, as well as their maternity/paternity-related absence period and their subsequent return to studies.

3.2.5 Student Visa Holders (Including Tier 4)

Student visa holders are subject to different requirements than students who do not require a student visa to study in the UK. If a student is a Student or Tier 4 visa holder and they are pregnant, it is very important that they contact the Student Immigration Team (visa@manchester.ac.uk) as soon as possible. If the student needs to interrupt their studies due to pregnancy, they and any dependents will normally need to leave the UK, then apply for new entry clearance to return to the UK and resume their studies.

3.2.6 Trans students and pregnancy

A pregnancy can cause distress for trans students who may find the physiological effects of pregnancy dysphoric to their gender. For example, if a trans man or non-binary person becomes pregnant and carries the child to term.

This dysphoric distress may present mental health risks to students that are not encountered among cisgender student counterparts. It is important to link in with mental health services to help affected students navigate this. Useful resources include:

- <https://www.studentsupport.manchester.ac.uk/>
- <https://www.studentsupport.manchester.ac.uk/taking-care/mental-health-helpline/>
- <https://www.studentsupport.manchester.ac.uk/taking-care/>
- <https://www.tommys.org/pregnancy-information/being-pregnant/pregnancy-trans-and-non-binary-parents>
- <https://www.nhs.uk/pregnancy/having-a-baby-if-you-are-lgbt-plus/>
- <https://www.nhs.uk/mental-health/advice-for-life-situations-and-events/mental-health-support-if-you-are-gay-lesbian-bisexual-lgbtq/>

3.3 Student Pregnancy, Maternity and New Parent Support Form

3.3.1 The [*Student Pregnancy, Maternity and New Parent Support Form*](#) has been produced as a guide to discussion between a student and their Academic Advisor/Student Support Officer (or equivalent) when making arrangements and adjustments. It contains prompts and fields for recording relevant information such as key dates, communication with the student, informing other staff or students, health and safety, pregnancy-related absence(s), assessments, maternity/paternity absence, financial

support and return to study. Once completed it will serve as the support plan for the student, and it can be revisited and updated periodically.

3.4 Absences, Appointments, Antenatal Care and Pre-Adoption Appointments

- 3.4.1 If a student or their partner is pregnant or if they need to attend pre-adoption or surrogacy-related appointments, they are entitled to reasonable time off to attend appointments and staff will aim to do as much as they can to accommodate such appointments. ¹
- 3.4.2 Students who are due to, or have already, become a parent will be entitled to request time out of study. This is likely to include time off for medical/pre-adoption appointments as well as a period of parental leave. The student should give an indication of expected length of time away from study. This can be recorded on the Student Pregnancy, Maternity and New Parent Support Form as part of discussions between the student and their Academic Advisor/ Student Support Officer or other appropriate member of staff. Flexibility regarding parental leave should be shown where possible although this may be more limited for programmes accredited by professional or statutory bodies
- 3.4.3 There may be occasions where a student's health is adversely affected by pregnancy and or postnatally, and they may need to seek time away from studies, request extended deadlines or alternative/amended assessments due to pregnancy related illness, etc. In such cases, students are advised to speak to their programme team as soon as possible to discuss the best way of managing this.
- 3.4.4 If a student holds parental responsibility or is a legal guardian there may be times when they are required to take some time out to care for an ill child, breast feed, maternity, take parental leave due to settling a child into the home after surrogate birth or adoption etc.
- 3.4.5 Any such circumstances should be discussed as soon as possible with a student's Academic Advisor (or other appropriate member of staff) in order to agree the best way forward and reduce any negative impact on the student's studies.
- 3.4.6 Time off for partners is considered in section 3.17.

¹ Students would be expected to complete a formal 'absence form' so that absence can be authorised and noted.

3.4.7 Flexibility will be demonstrated where possible, however students registered on programmes accredited by professional or statutory bodies should discuss with their Programme Team any implications of missed time in study or practice/ placement.

3.5 Unplanned/unexpected events

3.5.1 Unexpected complications (such as but not exclusively, miscarriages, still birth, neonatal death, significant pregnancy-related illness and post partum complications) will usually be dealt with under the University's [Policy on Mitigating Circumstances](#). In such cases, the student is likely to need additional support and the University will consider sensitively the impact of such circumstances on the student's ability to undertake their studies, including assessments and examinations.

3.6 Maternity-related Absence/Parental Leave

3.6.1 Very few Undergraduate or Postgraduate students are entitled to statutory maternity leave and pay as these entitlements only exist under employment law (but please see section 3.14 on Finances). However, students are entitled to maternity-related/parental leave absence. Following the guidelines of the Equality Challenge Unit (ECU), the University recommends that students take a minimum of two weeks' maternity/parental-related absence or four weeks if the student is located in a factory or other strenuous high-risk work placement – this is essentially the compulsory period of time, but more than two weeks would normally be requested by the student. NHS Student Bursaries recommend a minimum of 12 weeks' maternity absence but allow students to return earlier if they have approval from their GP or health worker.

3.6.2 A student requesting maternity/parental leave must inform their Academic Advisor and Student Hub and usually give at least 12 weeks' notice of the date they wish to commence parental leave. On occasions emergency situations may arise and under these circumstances notice of maternity/parental leave must be given as soon as possible.

3.6.3 The length of time a student takes as maternity-related absence will be determined by the student's personal circumstances and the structure and content of their programme of study. This should be discussed with the student and recorded on the *Student Pregnancy, Maternity and New Parent Support Form*.

3.6.4 Programme Teams or Schools should not automatically require a student to take a period of leave for a full year but should work with the student to establish a suitable date for returning to study. In some cases, the structures of programmes may make it impossible for students to return from absence/leave before the start of the next academic year or at the same point they interrupt but one year later.

- 3.6.5 Student visa holders (including Tier 4) should be advised to contact the Student Immigration Team (visa@manchester.ac.uk) to understand the impact on their own visa and that of any dependents in cases where a period of leave over 60 days in a 12 month period is being considered.
- 3.6.6 The School/Programme Team should take steps to ensure that the student is kept up to date with developments and has access to relevant course and subject materials both during their absence and on their return (e.g. in the Virtual Learning Environment/Blackboard and access to the library online). If the student would like to maintain contact during their Maternity/Parental Leave, specific contact points can be agreed with the students outside of the two-week compulsory leave period. Any contact points are optional for the student and need to be proportional to time available. For example, if a student is on Maternity/Parental Leave for 12 months, they might have the option for one or two check-ins, which might be online or via email.
- 3.6.7 Any period of time taken away from studies as Maternity/Parental Leave would be included as part of the student's overall period of studies, in terms of any future consideration of any maximum length of study or currency of content studied.
- 3.6.8 In exceptional circumstances, students may need to request an extension of the period of maternity/parental-related absence beyond the agreed period, for example, in cases of postnatal depression, serious illness or loss of a baby, or where there is no available childcare.
- 3.6.9 When a student is close to their due date and unable to continue with their studies as planned, the School may, in consultation with the student, start their maternity/parental-related absence earlier than planned or, if appropriate, explore alternative methods by which the student can meet the programme requirements.

3.7 Fertility Treatment

- 3.7.1 We recognise the challenges which may arise from undergoing fertility treatments. If a student is undergoing fertility treatment, they may need additional support due to:
- The impact of medical treatment
 - Other caring responsibilities
 - Related medical appointments
- 3.7.2 If a student's partner is undergoing fertility treatment, then it may be possible for them to attend appointments with their partner (see section 3.16)

3.8 Assessment and Examinations during Pregnancy

- 3.8.1 In most cases, there will be no need for amendments in assessment or examinations to be made due to pregnancy unless: -
- The type of assessment puts the student and/or their unborn child at risk
 - There are pregnancy related complications, which mean the student is unable to undertake assessments and examinations
 - The physical impact of late or multiple pregnancy may make participation in usual assessments and examinations so difficult that the student would be disadvantaged. In this case, if appropriate, explore alternative methods by which the student can meet the programme requirements.
- 3.8.2 This may be particularly relevant for programmes where there are practical elements to assessments. In these circumstances' reasonable adjustments to assessments and examinations should be considered. It is acknowledged that this might not always be possible.
- 3.8.3 If a student is unable to undertake unit assessments or examinations due to difficulties arising from pregnancy, they should consider making an application for mitigating circumstances.
- 3.8.4 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, they should not be prevented from doing so. However, they should be advised to make a submission under mitigating circumstances.
- 3.8.5 Schools may wish to consider the types of standard adjustment they can make for pregnant students taking examinations, which can then be agreed with the student concerned. 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, the school will need to make arrangements for the student to resit the examination at the earliest possible opportunity or agree an extension for resubmitting coursework. Resits of examinations should be considered as the student's first attempt.

3.9 Stillbirth, Neonatal death, Miscarriage

- 3.9.1 We appreciate that unfortunately there will be times when pregnancy does not go as planned, that a pregnant student may have a miscarriage or a new-born may be stillborn or die at birth or shortly after (neonatal death). The University will consider the impact of these events on a student's ability to attend and engage with their studies, meet deadlines and examinations.

- 3.9.2 If a student experiences a miscarriage, stillbirth or if their baby dies shortly after birth, they will still be entitled to time away from studies and wellbeing support in a similar way to a student whose baby is not stillborn. Consideration should also be given to students whose partner experiences stillbirth or neonatal death.
- 3.9.3 Students might also wish to consider making an application for mitigating circumstances in this situation.
- 3.9.4 A list of agencies which can offer support and information relating to miscarriage and baby loss and other issues faced during pregnancy can be found at:
- <https://www.tommys.org/>
 - <https://www.sands.org.uk/>
 - <https://www.supportline.org.uk/problems/abortion/>
 - <https://www.pregnancychoicesdirectory.com/>
 - <https://www.nhs.uk/pregnancy/support/>
 - <https://www.supportline.org.uk/problems/pregnancy-and-infertility-support/>

3.10 Termination of pregnancy

- 3.10.1 Pregnant students may feel that continuing a pregnancy is not an option or they may require specific help and support in reaching a decision. There is a list of mental health support resources available at the University at <https://www.studentsupport.manchester.ac.uk/taking-care/mental-health-support/>. The [Students' Union Advice service](#) may also be able to help.
- 3.10.2 A list of agencies which can offer specific support and information relating to termination and choices around whether to continue with a pregnancy are available at:
- <https://www.bpas.org/abortion-care/considering-abortion/advice-and-counselling/>
 - <https://www.pregnancychoicesdirectory.com/>
 - <https://www.supportline.org.uk/problems/abortion/>

3.11 Surrogacy

- 3.11.1 If a student is acting as a surrogate parent, they will be supported in the same way as any other pregnant student.

3.12 Resuming Studies

- 3.12.1 The expected date for return from maternity/parental-related absence should be discussed and agreed between a student and the Programme Team or School, prior to commencing the period of absence. Students are not permitted to return to study during the first two weeks from the date of childbirth although students will normally have requested more than a two-week absence. The expected return date should also be recorded on the *Student Pregnancy, Maternity and New Parent Support Form*. However, the agreed date may change during the period of absence, in which case, students are expected to notify their Programme Team or School as soon as possible regarding any change to their expected return date. In these cases, the *Student Pregnancy, Maternity and New Parent Support Form* should be reviewed and a new return date should be agreed with the student in writing.
- 3.12.2 In cases where the University is concerned about a student's physical or mental health in relation to their proposed return to study date, the student may be required to provide confirmation from their GP or other health professional regarding their fitness to return to study.
- 3.12.3 A student who has been studying full-time but who indicates that they wish to return to study on a part-time basis following maternity/parental-related absence, and have no visa restrictions, should receive sympathetic consideration of their request, and will be accommodated wherever possible. However, it should be noted that some programmes are not practically able to offer a part-time route of study.
- 3.12.4 Prior to a student's return, consideration should be given to their requirements on return, for example, provision of any reading material in preparation for their return; any health and safety issues which need to be taken account of, such as the working environment or heavy duties, or the need for the student to take breaks to feed their baby or express milk, if appropriate.

3.13 Breast Feeding and Expressing Milk

- 3.13.1 The University is committed to supporting pregnant students and new parents and, as such, supports those students who wish to breastfeed. For students who do not wish to breastfeed in public or who need to express milk, there are a number of places around the campus that students can use, including:

- **Jean McFarlane Building** Rooms G.315, G.316 and G.317 – all on the ground floor and all have frosted glass in the door and can be locked from the inside so that they can be used for breast feeding. They also have a fridge in the room behind Reception that can be used for storing milk. Please just call into reception in the Jean McFarlane Building if you wish to use a breastfeeding room. [Campus Map](#)

- **Shuster Building** - Welfare and First Aid Room located in the basement. Has a lockable door with 'Engaged' sign.
- **Student's Union** - 2nd Floor (up spiral staircase) you will find a 'Safe Space'. It is lockable from the inside and has comfortable seating.
- Other Welfare Rooms can be found on [the interactive map](#).

3.13.2 Students should inform the University prior to their return if they require breastfeeding facilities, so time is allowed to identify suitable facilities, as some areas of specific campus buildings may not be suitable or practical. Where bringing children onto campus is required/unavoidable, students should be aware of the need for close supervision of their children at all times; please see the [Procedure for Safeguarding Children on University Premises](#) for further information.

3.13.3 Requests for time out of study or placement to breastfeed or express milk should be agreed and included in the student's support form.

3.14 Childcare Facilities

3.14.1 There are [two nurseries at the University of Manchester](#):

- a) Street Nursery, Dryden Street, Manchester M13 9SY Telephone: 0161 272 7121
- b) Echoes Day Nursery, Echo Street, Off Granby Row Manchester M60 1QD Tel: 0161 306 4979

Childcare providers can be searched through the [Manchester City Council website](#). Further details about childcare are also available in the [Guidance document for Students/Applicants with children](#).

3.15 Finances

3.15.1 Students should be aware that funding may stop when a period of absence is taken under the Student, Pregnancy, Maternity and New Student Policy. Students should seek advice from their funding body (for example, Student Finance England) or from the [Student Support hubs](#), [Student Services](#), the [Student Money Adviser](#) or [UMSU Advice Service](#). Student visa holders (including Tier 4) must seek advice from the Student Immigration Team (email: visa@manchester.ac.uk).

3.15.2 A home student may be eligible for Statutory Maternity Pay (SMP) or Maternity Allowance. Students should contact their employer (if they have one) and also check [Direct Gov](#) for further information, as the rules relating to eligibility for these payments are complicated. Advice can also be sought from the University advice services noted above, the [Guidance document for Students/Applicants with children](#), from the [Working Families website](#) and the [Pregnant at Uni website](#).

3.15.3 Students in receipt of NHS Student Bursaries should contact the [NHS Business Services Authority](#) in order to check on their entitlement to any funding during a period of maternity-related (or paternity/secondary carer) absence or childcare benefits.

3.15.4 Further details can also be found at <https://www.studentsupport.manchester.ac.uk/finances/a-z/parents-carers/>.

3.15.5 Full time UK students may be eligible for a Childcare Grant and should check with their funder (e.g. see <https://www.gov.uk/childcare-grant/overview> for Student Finance England).

3.16 Accommodation

3.16.1 Students living in University managed accommodation should contact the [Accommodation Office](#) to discuss arrangements for withdrawing from, or continuing with, their accommodation contract during a period of maternity/parental-related absence. There are a small number of accommodation units specifically for students with partners and families but there is no guarantee that suitable accommodation will be available at that time. Students are encouraged to consider their accommodation requirements as early as possible in their pregnancy.

3.16.2 Support is available to students to help them find suitable privately rented housing. Some private accommodation will be unsuitable for children, or may, in some circumstances, be difficult for a student in the later stages of pregnancy to access. Students can seek advice on options for family accommodation via the Manchester Student Homes service. Where a student is in private accommodation, the University may be able to provide support and advice on terminating the rental contract through the Manchester Student Homes service.

3.17 Partner/Secondary Carer Leave and Support

3.17.1 Students whose partners are pregnant will be permitted reasonable time off study to enable them to accompany their partner to antenatal appointments prescribed by a doctor, midwife or other health professional. It is therefore recommended that students whose partners become pregnant advise their Academic Advisor/ Student Support Officer as soon as possible. Staff members should be aware that, under the Equality Act 2010, if a student is treated less favourably because of their partner's pregnancy, this may constitute discrimination by association on the grounds of sex. For example, if the student is unable to meet a coursework deadline because of their partner's pregnancy and is not given an extension, this may constitute sex discrimination.

- 3.17.2 If students wish to take a period of time out of their studies, because their partner is due to have a baby or the student is a primary adopter, they should submit a request to their Programme Team or School as soon as possible, normally at least 15 weeks before the baby is due or when the adoption plan has been confirmed. Shared parental leave has now been introduced by the government so if students wish to share a period of maternity/paternity-related absence, they should request this with their relevant Programme Team or School as soon as possible, again, normally at least 15 weeks before the baby is due. Shared parental leave should be recorded on the *Student Pregnancy, Maternity and New Parent Support Form*.
- 3.17.3 The length of absence will be agreed between the student and their Programme Team/School and will be determined by the student's personal circumstances and the structure/content of their programme of study, including any relevant requirements of a professional or statutory body, if appropriate. Student visa holders (including Tier 4) must be advised to contact the Student Immigration Team (visa@manchester.ac.uk) to understand the impact on their own visa and that of any dependants in cases where a period of leave over 60 days in a 12-month period is being considered.
- 3.17.4 If a student is unable to sit an examination or submit coursework on time because of their partner's pregnancy or labour, they should be allowed to resit the examination at the earliest possible opportunity or should be given an extension. In other compulsory elements of courses, such as field trips or work placements, Schools can consider the feasibility of students undertaking them at an alternative time. Students should consider submitting for mitigation under these circumstances.

3.18 Adoption

- 3.18.1 Students who have been matched for adoption should discuss this with their Academic Advisor, Programme Lead or Student Support Officer (or other relevant staff member, according to the programme of study) as soon as possible to consider the impact this might have on their attendance and study, particularly if they require time off or parental leave. The staff member should work with the student to draw up an action plan. If the student is not the primary adopter, upon formal adoption of the child, they should discuss parental leave as outlined in the partner/secondary carer leave and support section (section 2.16).
- 3.18.2 It is noted that the placement of the child may start before the formal date of adoption and some allowance may also be required for this.

4.0 Supporting documents and sources of support

- 4.1 The following supporting documents are available:
- [Student Pregnancy, Maternity and New Parent Policy](#)
 - [Student Pregnancy, Maternity and New Parent Support Form](#)
- 4.2 Advice and support for pregnant students and student parents is available from the following areas of the University:
- [UMSU Advice Service](#)
 - School Support & Welfare Officers
 - [Student Services](#)
 - [Student Support hubs](#)
- 4.3 A range of external sources of advice and support is listed in the [Student Pregnancy, Maternity and New Parent Support Form](#).

5.0 Discrimination, bullying and harassment

- 5.0.1 The University is committed to ensuring that anyone who studies at the University can do so without fear of discrimination. All students should experience a culture of openness in which everyone is valued equally and respected. We will not tolerate any individual being subjected to abuse, harassment or bullying particularly because of their personal circumstances, in this case Pregnancy and Maternity/Paternity.
- 5.0.2 If a student has been subjected to abuse, harassment or bullying for any reason, they should be referred to the Students' Complaints procedure below.
- 5.0.3 Students can raise concerns using the Report and Support tool <https://www.reportandsupport.manchester.ac.uk/>

6.0 Complaints

- 6.0.1 The University is committed to monitoring and evaluating our services to enhance their quality and ensure that they meet the standards outlined in our Student Charter and other appropriate policies and regulations. Regular student feedback is gathered through a variety of questionnaires and surveys; however, we recognise that there may be occasions when these mechanisms are not enough to deal with the problems that may occur from time to time. On these occasions students should be directed to the University complaints procedure to ensure that complaints and comments are dealt with in an efficient and timely manner.

6.0.2 The complaints procedure can be found at <http://www.regulations.manchester.ac.uk/academic/regulation-xviii-student-complaints-procedure/>

Version amendment history: Procedures for Supporting Student Pregnancy, Maternity and New Parents		
Version	Date	Reason for change
1.1	12 July 2024	Production of new Procedures document, to accompany the Policy for Supporting New Student Parents

Document control box	
Policy/procedure title:	Procedures for Supporting Student Pregnancy, Maternity and New Parents
Date approved:	April 2024
Approving body:	TLSG
Implementation date:	TBC
Version:	0.4
Supersedes:	N/A
Previous review dates:	N/A
Next review date:	June 2027
Related Statutes, Ordinances, General Regulations	N/A
Related Policies:	<ul style="list-style-type: none"> • Policy for Supporting New Student Parents (LINK TO BE ADDED) • Policy on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study • Policy on Mitigating Circumstances
Related Procedures and Guidance:	<ul style="list-style-type: none"> • Guidance for Staff on Interruptions to Undergraduate and Postgraduate Taught Programme of Study • Guidance for Students on Interruptions to Undergraduate and Postgraduate Taught Programmes of Study • Guidance document for Students/Applicants with children
Policy owner:	Head of Student and Academic Services (SAS)
Lead contact:	Teaching and Learning Manager (Policies and Degree Apprenticeships), Teaching and Learning Delivery, Division of SAS <i>For any queries or questions relating to this document, please direct your email to teaching-policy@manchester.ac.uk</i>