



Student Pregnancy, Maternity and Paternity Policy and Guidance

Version 9, September 2023

Executive Summary

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External references	<ul style="list-style-type: none"> • Equality Act • Equality Challenge Unit (ECU) guidance • Miscarriage Association • Sands • Leeds City Council Little Owls Nurseries • Childcare.co.uk • Sure Start Maternity Grant • Check benefits and financial support you can get - GOV.UK (www.gov.uk) • UKVI (UK Visa and Immigration) • Check if you can become a British Citizen – GOV.UK • Brook • MSI Reproductive Choices • Childcare and Parenting – GOV.UK • NHS • Leeds Women’s Aid • Adoption UK • National Union of Students • Fertility Network UK • Gingerbread • NCT • Family Lives • British Pregnancy Advisory Service • Antenatal Results and Choices
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A PDF copy of the final approved version should be forwarded to governance@leedsbeckett.ac.uk for inclusion in the policy register and consideration to the Publication Scheme. The original master copy should be retained on file by the policy owner.

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Student Pregnancy, Maternity and Paternity Policy and Guidance Statement

1. Policy Context

1.1 Pregnancy and maternity have been protected characteristics since the introduction of the Equality Act in October 2010. Since then, this policy applies to any student who is pregnant or has given birth within the last 26 weeks and is explicitly protected under law from less favourable treatment. Additionally, a student who is breastfeeding is explicitly protected from less favourable treatment in the areas of education and through the provision of services.

- This protection covers against less favourable treatment within 26 weeks after the birth and from when the student discloses their pregnancy to their School, particularly where elements of their programme of study present a risk to the health and safety of the student or child to whom they have given birth.
- Outside of these 26 weeks, a breastfeeding student may be protected by the sex discrimination provisions.
- A student who is treated less favourably because of their partner's pregnancy may constitute discrimination by association on the grounds of sex.

2. Purpose and Core Principles

2.1 Avoiding Less Favourable Treatment

Our university and its staff should avoid treating a student or applicant less favourably than other students or applicants on the grounds that they are pregnant, expecting a child, have just given birth, have a baby less than 26 weeks old, or have terminated a pregnancy.

2.2 Taking a Flexible Approach

Our university recognises its obligations under the Equality Act 2010, and its staff will take a flexible approach to facilitating the continued participation of students in university life.

2.3 Demonstrating a Non-Judgmental and Sensitive Approach

When supporting and working with a student or applicant on these matters, staff should take an open-minded and non-judgmental approach.

2.4 Enabling Informed Choices

Staff should signpost students or applicants to appropriate sources of advice and explore, in consultation with the student or applicant and relevant others, a flexible approach to the student's programme of study to provide appropriate support. This could include the use of the [Extenuating Circumstances and Mitigation Policy and Procedure](#).

3. Scope

3.1 This policy and procedure will apply to all students (including apprentices) and applicants to Leeds Beckett University. **Appendix 4** sets out specific terminology used in the policy.

4. Policy Review

The policy will be reviewed every 18 months and approved by the Associate Director of Student Services.

Procedure

1. Roles and Responsibilities

1.1 Our University Will Ensure That:

- Any student who becomes pregnant after accepting a place or during a period of study at our university is accommodated as far as practical to allow them to complete their programme of study. Any applicant who contacts the university will be given information about studying while pregnant and put in touch with appropriate staff members within Admissions and Student Advice.
- Appropriate guidance is available to students through university support services. This is outlined further in Section 13 - Support.
- Students who disclose a pregnancy should be made aware of the Student Pregnancy, Maternity and Paternity Policy and the support available as soon as possible.
- As soon as a student discloses they are pregnant, a risk assessment (**Appendix 6**), or a series of risk assessments, should be undertaken to ensure that there are no elements of the programme of study or associated activities that present a risk to the health and safety of the student or the unborn child. The risk assessment will usually be completed by the Academic Services Manager or Academic Services Team Leader (or nominated staff member) with a member of academic staff, usually the Course Director or Academic Adviser (or nominated staff member). A placement provider or workplace must also complete a risk assessment.
- If requested, a female member of staff will be identified with whom a pregnant student can discuss their support needs, either from the student's School or the Student Advice team.

1.2 Staff Member Responsibilities

Individual staff members to whom a pregnancy is disclosed, such as an Academic Adviser or Student Life Adviser, should inform the Academic Services Manager or Academic Services Team Leader (or nominated staff member), who is then responsible for:

- Remaining up-to-date about policy and procedures for supporting pregnant students or students who are expecting children (see guidance point 4 relating to Adoption, Fostering and Surrogacy).
- Promptly organising a meeting with the student and appropriate staff members to complete the risk assessment and Student Support Form (**Appendix 7/8/9**).
- Making students aware of the appropriate sources of support (**Appendix 1**).
- Respecting a student's right to confidentiality and verifying that information about their pregnancy will not be shared with non-essential staff without their consent unless a genuine concern is raised.
- Ensuring accurate information is given to applicants regarding the availability of support for students who are pregnant, have a baby under 26 weeks, or are still breastfeeding.

- Seeking advice from colleagues in Student Advice if they are unsure of how best to support the continued study of a pregnant student or a student expecting a child.
- Regularly reviewing the progress of the pregnancy and adjusting the Student Support plan (**Appendix 7/8/9**) where required.

1.3 Student and Applicant Responsibilities

Students and applicants covered by this policy are responsible for:

- Disclosing their pregnancy or paternal or family commitments to a member of staff as soon as possible so that appropriate adjustments can be made. This will ideally be to a member of their course team or a member of staff within Student Advice. In the case of applicants, this should be disclosed to Admissions so support can be put in place from the start of the programme of study.
- Ensuring the safe supervision of any child brought onto campus.

Students are not obligated to inform the university of their pregnancy. If a student does not disclose this, the university will be unable to make reasonable adjustments or provide individualised support. Existing law does not prevent universities from directly approaching students who they believe to be pregnant, but this should only occur when there is confidence that the student is pregnant and there are genuine concerns about their health and safety or a [safeguarding risk](#). This may be particularly relevant for students whose programmes include laboratory or practical work.

2. Maternity Related-Absence – Home Students

As part of the liaison that takes place, home students should indicate both the date on which they intend to start maternity-related absence as well as the length of maternity-related absence that they would like to take.

A student would normally inform our university in writing at least 15 weeks before the baby is due. This allows sufficient time for the university to liaise with the student, review the Student Support Form, make any necessary arrangements, and ensure information is communicated as required. The sooner a student lets the university know, the quicker support can be organised.

How long a student will be absent from study will be determined by their circumstances and the structure and content of their course. The university will work with the student to establish a suitable return-to-study date, which will be recorded on the Student Support Form (**Appendix 7/8/9**). This date may change depending upon personal circumstances for example, if the baby needs to spend an extended amount of time in the NICU after the birth, students can extend the amount of time taken away from university.

For health and safety reasons, students are required to take a minimum of two weeks of compulsory maternity-related absence from study or placement starting from the date of the birth. This is a recommendation in the [Equality Challenge Unit \(ECU\) guidance](#). If there is any concern about a student's health in relation to the proposed return date or course requirements,

the student should be asked for their GP's or Health Visitor's confirmation of fitness to return to study.

Depending on factors including the nature of the course and its requirements, whether a student has had a caesarean section, and whether lighter duties can be identified in a placement setting, students may need a longer period of maternity-related absence. Any additional time should be agreed upon in consultation with the student's School.

Registered home students should be allowed to take one year out of study.

Wherever possible our university will take reasonable steps to enable students to complete the requirements of their course or module before they take maternity-related absence.

Research students are invited to suspend their registration if they would like to take maternity-related absence. Information about the suspension of registration can be found at 11.6.1.10 of the [Academic Regulations](#).

3. Paternity or Partner Related Absence

Our university recognises that having a child will affect both parents or partners and that it can be helpful for students whose partners are pregnant to let their School know about their circumstances by talking to a member of their course team or a Student Life Adviser.

Any Leeds Beckett student who is becoming a parent (as a father or partner) can access the same university support services as pregnant students, including Student Wellbeing, Student Advice, Student Money, Student Immigration Advice and Compliance, Careers, and the Students' Union Advice Service.

In some cases, they may also need to access [mitigating circumstances](#) procedures to allow for their situation to be considered during examination and assessment marking processes. This may be the case where caring responsibilities or an emotional concern have impacted an individual's performance.

Our university will normally allow students up to two weeks' paternity or partner-related absence; this must be agreed with the course team in advance and be taken within 56 days of the child's birth.

Students can seek permission for an authorised absence in addition to a paternity or partner related absence to extend the time taken. The authorised absence process covers absences that are not covered in the fit to sit approach. Students must request an authorised absence from the appropriate academic staff member, evidence will need to be submitted to support this.

If the student's baby needs to spend an extended amount of time in the NICU after their birth, they can apply to extend the amount of time taken away from university.

If a longer period is needed away from the university due to extended leave being requested, child illness, or a suspension of studies request, it may be appropriate for the School to fill out a Student Support Form – Paternity/Partner version (**Appendix 8**) with the student to ensure they are fully supported.

4. Adoption, Fostering and Surrogacy

Students who have been matched for adoption should inform a member of their course team or a Student Life Adviser. If the student is the primary adopter, a plan should be developed using the Student Support Form (**Appendix 7/8/9**).

Students are entitled to take time off to attend pre-adoption interviews, visits, court appearances and childcare clinics. Students should inform their course as soon as possible about any appointments so that absences can be planned for. Students must work with academic staff to plan to catch up on work missed during these appointments.

A student who is an approved prospective adopter and who is fostering a child as part of a 'fostering to adopt' arrangement or fostering generally, will be eligible for time off to help settle the child. This will be agreed upon with the School as an authorised absence.

A student who is expecting a child via a surrogacy arrangement will also be eligible to take leave and a plan will be developed using the Student Support Form (**Appendix 7/8/9**).

Research students are invited to suspend their registration if they would like to take a maternity-related absence. Information about the suspension of registration can be found at 11.6.1.10 of the [Academic Regulations](#).

5. Termination of Pregnancy

A student may decide to have an abortion; students do not need to disclose this to the university, but we can offer support if the student would like it. The Student Advice team can talk through support mechanisms at the university and appropriate external services.

Students may need time off from studying for tests before, and to recover after an abortion.

The charity Antenatal Results and Choices (www.arc-uk.org) provides specific advice to those who are considering an abortion for reasons relating to antenatal test results.

The British Pregnancy Advisory Service (www.bpas.org) provides clear and detailed information regarding the abortion process, aftercare, and how to access services in your area.

6. Miscarriage, Stillbirth and Neonatal Death

Students are encouraged to inform the university in the event of a miscarriage, stillbirth or neonatal death so that the university can put appropriate support in place. Students are welcome to have an appointment with Student Advice to establish the support they are receiving and the support available from our university or appropriate external services.

Students, or students whose partners are in this circumstance, should be advised to consider the impact these events may have on their ability to meet deadlines, sit examinations, or continue their research under our University's fit to sit approach.

A student who has had a stillbirth or whose baby dies shortly after birth will be entitled to the same length of maternity-related absence, and financial and wellbeing support as a student whose baby is not stillborn.

A student whose partner has had a miscarriage or a stillbirth can access support from Student Services.

The Miscarriage Association can offer support for those who have experienced baby loss (www.miscarriageassociation.org.uk)

SANDS offers support to bereaved parents (www.uk-sands.org)

7. Student Support Forms

The Student Support Form (**Appendix 7/8/9**) is the mechanism by which the student's needs are documented and monitored. For all taught students, this function will be completed by the Academic Services Manager or Academic Services Team Leader (or nominated staff member) with the student, as well as their Course Director or Academic Adviser (or nominated member of staff). These staff members should work with the student throughout their pregnancy to monitor and review the support agreed upon at key academic points. Students should disclose any change in their circumstances that might mean the form should be reviewed. The Student Support Form records support accessed and ensures the student's needs are met during the pregnancy. The form contains references to:

- Communicating with the student
- Information for other staff and students
- Risk assessment check
- Pregnancy related absence
- Financial support
- International students
- Placements
- Extenuating circumstances and mitigation regulations
- Accommodation
- Student Advice KIT appointments

8. Risk Assessment

There is a requirement for students who are pregnant, who have given birth within the previous six months, or who are breastfeeding to have a risk assessment (**Appendix 6**). The risk assessment considers any health and safety implications and appropriate measures to mitigate or reduce any risks identified. In addition, if students are going on placements or conducting fieldwork or data collection, the provider or supervisory team must carry out a risk assessment, and a copy must be logged with the school or supervisory team.

9. Bringing Children or Babies to the University

Children may be brought into the social spaces of our university; however, they remain the responsibility of their parents and must be supervised at all times.

There are restrictions in high-risk areas such as workshops and laboratories, etc.

Children and babies are not normally permitted in teaching situations because they may cause a distraction or unexpected disruption to the parent or carer, other members of the class and teaching staff. If teaching staff allow students to bring children or babies to a session, they must ensure that an appropriate risk assessment has been made in advance and consider whether the material presented will be suitable with children in attendance.

Where a parent brings a child to class without prior notice, academic staff reserve the right to refuse entry based on insufficient risk assessment and preparation.

Where unforeseen childcare issues prevent a student from attending classes in person, teaching staff are asked to supply any available materials that may help the student make up for missed work. If childcare means a student may consistently arrive late or need to depart early from timetabled sessions, they should contact the module leader to discuss if any provisions can be made.

10. Childcare in Leeds

Leeds Beckett does not provide childcare facilities; staff can signpost to sources of information and advice on childcare provision. See Leeds City Council's website for more information (<https://familyinformation.leeds.gov.uk/little-owls-nurseries>)

Childcare.co.uk is a networking platform for parents and childcare providers. It shows reviews and allows searches by distance from a postcode; the results can then be filtered by childcare type. (<https://www.childcare.co.uk/>)

11. Feeding and Expressing Milk on Campus

The Equality Act 2010 explicitly protects students from less favourable treatment because of breastfeeding.

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 people who breastfeed in public places. It is also unlawful to ask students not to breastfeed in public places.

There is a room to express or breastfeed at each campus; at Headingley campus, this is in Priestley Hall; at City Campus this is in the Leslie Silver building. Secured fridges to store milk are also available in each Student Services Centre. Any students wishing to access these facilities should speak with staff in the Student Services Centres.

Students can also ask their School if any building-specific rooms could be used.

12. Baby Changing and Highchairs

Baby changing facilities are available in the following locations:

Headingley Campus:

- Accessible toilet in Campus Central (G07)
- Accessible toilet adjacent to Security at James Graham Main Reception (JGG33C)

City Campus:

- Accessible toilet next to the refectory in the Rose Bowl
- Accessible toilets, Ground Floor (behind the Gaia café) in the Calverley building
- The Hive in Woodhouse Building

Highchairs

Highchairs are available in the refectory at both City Campus and Headingley Campus and in The Hive.

Hot water for formula or warming milk

Hot water is available for free from café outlets on campus if you use your own receptacle. The opening times can be [viewed online](#).

13. Support

13.1 Student Wellbeing

Our Student Wellbeing team can offer advice and support on many issues, as well as signposting to other helpful support services and resources. Our experienced Practitioners offer appointments at both campuses and online. To access support, students should complete a short [self-referral form](#) or contact studentwellbeing@leedsbeckett.ac.uk

13.2 Student Money

Home students can access support and guidance from Student Money to discuss how their student funding may be affected by their change of circumstances. They can also discuss other funding that they may be entitled to when their baby is born, such as benefits and grants from the Student Loans Company or their funding provider.

Pregnant students may be able to access financial support from the university. They are encouraged to apply to the [Leeds Beckett Hardship Fund](#) where their circumstances can be considered. Pregnant students expecting their first child may be eligible to receive a non-standard payment of £500 via the university, which is paid to them in the form of a grant. The value of the grant will match the [Sure Start Maternity Grant](#) which is available to people on certain benefits, which full-time students cannot apply for until their baby is born. The grant is paid to the student 11 weeks prior to their due date.

To ensure that the information the student receives is up-to-date, students are advised to contact [Student Money](#).

Students who are expecting a child as a father or partner may also be entitled to support if their partner is not already claiming it.

Applications for financial support for international students are considered on a case-by-case basis. Students are expected to have made financial provision to study and taken out all available funding. However,, under exceptional circumstances, financial support may be offered where a change in circumstances has led to financial difficulty. This can include having a baby while studying in the UK. We would encourage students to contact Student Money as soon as possible to discuss eligibility for financial support.

13.3 International Students

Becoming pregnant is not a breach of the terms of student visas. However, students need to note that international students are not entitled to extra time off, and they would not be permitted a period longer than two weeks leave, except in exceptional circumstances. International students are unlikely to be entitled to maternity benefits, although they may be eligible for a maternity allowance: [Check benefits and financial support you can get - GOV.UK \(www.gov.uk\)](#)

A student can request an extension for their submission deadlines, but it is not possible to extend a visa from within the UK, even if mitigation has been awarded. Also please be aware that the [UKVI \(UK Visa and Immigration\)](#) rules do not permit online study if you hold a student visa. A visa can be issued to students who return home and wish to resume study at a later date. It is not possible to extend a student visa for reasons related to pregnancy.

If students find they need to suspend their studies, the university will need to record this and report this change of circumstances to the Home Office. This will result in visa curtailment. This does not mean the visa has been breached or the student is in trouble, but it will mean that the student (and any dependents) will need to leave the UK before the date of visa curtailment.

Students should check their travel insurance policy and should check with the airline regarding the travel policy when pregnant.

If the student does have their baby in the UK, they will not automatically be deemed to be a British Citizen. The baby needs to have a parent with British citizenship (<https://www.gov.uk/british-citizenship>), or settled status in the UK, to have British Citizenship. The student should check with their embassy what they need to do to register the baby's birth and if the baby requires a visa to remain in the UK.

If an international student's partner is having a baby or they are becoming a parent, they should seek permission from their School regarding paternity or partner-related absence leave so that it can be marked as an authorised absence.

For further guidance relating to student visas, please contact Student Immigration Advice and Compliance (SIAC) at siac@leedsbeckett.ac.uk

The staff member completing the Student Support Form will check if an international student has already been in touch with SIAC; if they have not, with permission, they will send the student's details to the SIAC team so contact can be made.

13.4 Students' Union Advice Service

Leeds Beckett Students' Union Advice Service is a confidential, non-judgemental service run by professional Advisers. The service is independent of the university and offers advice on a wide variety of topics that might affect students during their time at the university. These include all aspects of university regulations and procedures, accommodation issues, and finance issues. Contact the Students' Union Advice Service here: <https://www.leedsbeckettsu.co.uk/advice/>

13.5 Student Advice

Student Advice are here to provide information and guidance to students throughout their time at university.

Officers in the Student Services Centre are available to answer any initial questions students might have, provide official letters and assist with student cards.

Student Life Advisers can assist when students need specific advice relating to their circumstances and how they may be affecting their time at university.

Student Advice KIT appointments (**Appendix 5**) aim to support students coming back to study after having a baby or taking parental leave.

Students can talk to Student Advice about any issues that may be affecting their time at university. To book an appointment with an Adviser, students should contact studentadvice@leedsbeckett.ac.uk and include their name, student ID number, and the topic to be discussed.

14. Extenuating Circumstances and Mitigation for Taught Awards

Reasonable adjustments for the student will be agreed upon and recorded on the Student Support Form. However, where there are complications or other complex circumstances, the student can apply for consideration of their extenuating circumstances through a mitigation request via the [Mitigation and Extenuating Circumstances page](#).

If a student feels they are not fit to sit due to pregnancy or maternity related issues that have not been resolved through discussion of reasonable adjustments as part of the risk assessment

process, they may submit requests for consideration of extenuating circumstances. This may be in respect of an inability to submit assessed coursework on the required date, attend examinations and/or any other scheduled assessments.

Extensions, where a student self-certifies at the point of assessment in respect of coursework submissions or scheduled assessments, will be considered and determined within the School.

All other requests for consideration of extenuating circumstances are submitted to the relevant Mitigation Panel and outcomes are forwarded to the appropriate Exam Board or School approved process team.

In cases where a panel is used, the Exam Board determines what action (if any) should be taken. The nature of the extenuating circumstances themselves is not disclosed to the Exam Board. Our university authorises the establishment of Mitigation Panels to:

1. Consider extenuating circumstances.
2. Make appropriate recommendations to the relevant School approved process team or Exam Board.

15. Student Accommodation

Any student living in Leeds Beckett accommodation who becomes pregnant before or during the period of tenancy:

- May apply through the request for early release from tenancy for the tenancy agreement to be terminated (medical evidence must be supplied).
- Should advise the Accommodation team that they are pregnant. Following the disclosure by a student wishing to remain in university accommodation during their pregnancy, a risk assessment will be undertaken to ensure that there are no elements of the living arrangements that present a risk to the health and safety of the student or unborn child.
- Students with children are not able to live in halls of residence; this is due to a safeguarding risk and insurance not covering children on site. Students will be provided with information on other sources of advice and support available in relation to housing needs.

16. Student Placements and Degree Apprenticeships

The arrangements for any placements must be discussed with The Experiential Learning team or School as well as any alternative timings of the placement that may need to be considered.

Any students on placement abroad should ensure they are insured under the university's [Comprehensive Travel Insurance Policy](#). Expenses associated with pregnancy are covered if incurred in an emergency because of complications. Students who have any medical or travel concerns while on a placement abroad should contact the Insurance and Risk team for advice. insurance@leedsbeckett.ac.uk

As well as the risk assessment that will be completed by the university, the placement provider will also be required to complete a risk assessment. The School or Experiential Learning team should liaise with the placement provider about this. If the placement provider does not complete a risk assessment or the risk assessment is deemed unsatisfactory, then the student may be withdrawn from the placement/workplace.

Any students on degree apprenticeships course will need a risk assessment completed by their workplace. Any questions regarding this can be directed to the Apprenticeships team at apprenticeships@leedsbeckett.ac.uk

17. Keeping in Touch

Even when students choose not to take extended leave following the birth of a child, they may find that their situation changes, and some students can feel distant from their studies. It can therefore be helpful for students to keep in touch with their course team. Keeping in touch will help them and their School better prepare for their return to study and might help to reduce any anxiety they may feel after their time away.

Students will have a welcome back meeting with an academic staff member on their return to university. This will help ensure a supported return.

Students can also have a KIT (Keeping in Touch) appointment with the Student Advice team (**Appendix 5**); this can be before returning or upon return to the university. Advisers can provide advice and guidance, outline support in the university, help students access specialist teams, and provide a point of contact and support while settling back into university.

Appendix 1 - Support

Organisations which provide information and advice about pregnancy, maternity, and family life.

Brook

Free and confidential sexual health and wellbeing information.

www.brook.org.uk/

MSI Reproductive Choices

The leading independent provider of sexual and reproductive health services in the UK.

03453008090

www.msichoice.org.uk

Direct Gov

The UK government's website provides information on health, care and benefits during pregnancy, benefits for parents, and information on childcare providers in your local area.

<https://www.gov.uk/browse/childcare-parenting>

National Health Service

The NHS website provides information relating to pregnancy, abortion, health in pregnancy and maternity, and services provided by the NHS. See the NHS website.

www.nhs.uk

Leeds Women's Aid

Leeds Women's Aid (LWA) is an independent charity, that provides services to women and children affected by Domestic Violence & Abuse. We provide a range of the very best services for vulnerable women and families who are victims and survivors of: domestic, sexual & honour-based violence and abuse, forced marriage, trafficking, stalking, and harassment.

0113 246 0401- 24 hours

<https://leedswomensaid.co.uk/>

Adoption UK

A national charity run by and for adopters, providing self-help information, advice, support, and training on all aspects of adoption and adoptive parenting.

www.adoptionuk.org

Antenatal Results and Choices

The only national charity that provides non-directive support and information to expectant and bereaved parents throughout and after the antenatal screening and testing process.

www.arc-uk.org

British Pregnancy Advisory Service

Supports reproductive choice and health by advocating and providing high-quality, affordable services to prevent or end unwanted pregnancies with contraception or by abortion. Also offers a range of other reproductive health services.

www.bpas.org

The Miscarriage Association

Offers support and information to anyone affected by the loss of a baby in pregnancy.

www.miscarriageassociation.org.uk

SANDS

The Stillbirth and Neonatal Death charity provides support to anyone affected by the loss of a baby and conducts research into the causes of stillbirth and neonatal death.

www.uk-sands.org

National Union of Students

Provides information and advice to students and students' unions about student finance, rights, and welfare.

Information for student parents is available on its website, along with research and publications about students with dependent children.

www.nus.org.uk

Fertility Network UK

Fertility Network UK provides free and impartial support, advice, information, and understanding for anyone affected by fertility issues.

<https://fertilitynetworkuk.org/>

Gingerbread

Gingerbread is a leading national charity working with single parent families, providing expert advice, practical support, and campaigns for single mums and dads.

<https://www.gingerbread.org.uk/>

NCT

The UK's leading charity for parents is NCT, for your First 1000 Days, right through your pregnancy, birth, and beyond.

<https://www.nct.org.uk/>

Family Lives

Family Lives provides targeted early intervention and crisis support for families.

<https://www.familylives.org.uk/>

Further reading

The Equality Challenge Unit has produced guidance for pregnant students and staff supporting them. This contains information about maternity leave, maternity pay, and sources of funding support for students during maternity.

www.ecu.ac.uk/publications/student-pregnancy-and-maternity

Appendix 2 - Key Contacts

Name	Email	School / Service
Equality, Diversity & Inclusion Team	Equality@leedsbeckett.ac.uk	Equality, Diversity & Inclusion Team
Student Advice	studentadvice@leedsbeckett.ac.uk	Student Services
Student Money	studentmoney@leedsbeckett.ac.uk	Student Services
Student Immigration Advice and Compliance	siac@leedsbeckett.ac.uk	Governance and Legal Services
Experiential Learning	Placements@leedsbeckett.ac.uk	Business Engagement
Students' Union Advice Service	https://form.jotform.com/200774825828060	Students' Union
The Graduate School	ResearchStudentAdmin@leedsbeckett.ac.uk	The Graduate School
Degree Apprenticeships	apprenticeships@leedsbeckett.ac.uk	Apprenticeships team
Admissions	admissionsenquiries@leedsbeckett.ac.uk	Admissions
Frazer Shelton (Academic Services Manager)	F.Shelton@leedsbeckett.ac.uk	Leeds School of Art
Helen Jones (Academic Services Manager)	H.J.Jones@leedsbeckett.ac.uk	School of Built Environment, Engineering & Computing
Gareth Robertshaw (Academic Services Manager)	G.Robertshaw@leedsbeckett.ac.uk	Leeds Business School
Vikki Johnston (Academic Services Manager)	V.Johnston@leedsbeckett.ac.uk	School of Health and Community Studies
Jo Benn (Academic Services Manager)	J.Benn@leedsbeckett.ac.uk	Carnegie School of Education
Faye Thompson (Academic Services Manager)	F.Thompson@leedsbeckett.ac.uk	School of Events, Tourism & Hospitality Management

Nicola Queenan (Academic Services Manager)	N.Queenan@leedsbeckett.ac.uk	Carnegie School of Sport
Stephanie Lapidus and Rachel Hartley Brown (Academic Services Managers)	S.Lapidus@leedsbeckett.ac.uk R.L.Hartley@leedsbeckett.ac.uk	Leeds Law School
Lizzie Kijewski (Academic Services Manager)	E.Kijewski@leedsbeckett.ac.uk	School of Humanities and Social Sciences

Appendix 3 – Taught Award Student Pregnancy Guide

Student to consult GP and other support services



Student discloses pregnancy to university, shared with appropriate staff members to action support for student



Staff from the School hold a meeting with student and consider the implications of the pregnancy and ensure appropriate risk assessment is completed in line with programme of study



Staff from the School complete the support form in liaison with the student



Student consults with School about extenuating circumstances and mitigation in the course handbook



Support form reviewed at key points in the academic year. Student to contact staff if circumstances change so form can be reviewed



Support form reviewed at point of return to study

Appendix 4 -Terminology

- Miscarriage - The loss of a pregnancy during the first 23 weeks
- Stillbirth - When a baby dies before or during birth at or after 24 weeks of pregnancy
- Neonatal death - When a baby dies within 28 days of birth
- NICU - New-born intensive care unit

Appendix 5 – KIT Appointments

What are KIT Appointments?

Student Advice Keeping in Touch (KIT) appointments aim to support students coming back to study after having a baby or returning from parental leave. Students may feel anxious about returning, have questions, or need someone to talk to regarding integrating back into university life. In the appointments, Student Life Advisers can offer advice and signposting services, both to external specialist agencies and to internal professional services.

Appointments will be up to 30 minutes long and can be in person or on the phone. Repeat appointments are available if needed.

If a student is taking a full academic year away and would like to have a KIT appointment, the Advisers will send an initial introductory email letting them know who the team are and allowing them to have a point of contact while they are off should they have any questions. Student Advice will then contact them again approximately 8 weeks prior to their return date. An appointment will be offered 4-6 weeks before the students' return.

If a student is taking less than a year off, an appointment will be offered at an appropriate time.

How to request a Student Advice KIT appointment

Staff can fill out a KIT appointment request form on behalf of a student if they opt-in when filling out the Student Support Form. This is available via [MyHub](#).

If students do not opt-in but would later like a KIT appointment, they can request this directly by emailing studentadvice@leedsbeckett.ac.uk

Changes to student situations

If a student contacts the School to change their date of return, Student Advice should be notified (studentadvice@leedsbeckett.ac.uk) so contact dates for the student can be updated.

If a student who had opted into appointments informs the School of a miscarriage, stillbirth or neonatal death you must immediately notify a Student Life Adviser in Student Advice (studentlifeadvisers@leedsbeckett.ac.uk) This is to prevent any inappropriate information being sent or any distress being caused by contacting students unnecessarily.

Appendix 6 – Pregnancy/New Parent Risk Assessment

(Keep one copy on file and give a copy to the student)

Name:	
Student ID number:	
Course:	
Year:	
School:	
Placement:	
Full-time/Part-time/Distance Learning:	
Date of initial meeting:	
Due date:	
Expected date of return:	

Does your course/placement/fieldwork/research involve any of the following?	Yes	No
The requirement to attend campus		
Manual handling		
Sitting/standing for long periods or being in restricted spaces		
Placements/fieldwork/other off-campus activities		
Do you have any medical conditions that may affect your pregnancy, particularly on placement? (If yes, you may be referred to Occupational Health for further assessment)		
Working at height		
Use of biological agents / hazardous substances		
Other (please specify)		

Problem	Advice	Action(s)
Manual handling	<ul style="list-style-type: none"> • No <u>heavy</u> lifting by pregnant student. <p>It may be possible to alter the nature of the task undertaken to reduce the risk of injury for <u>all</u> workers involved.</p> <p>Or</p> <p>It may be necessary to reduce the amount of manual handling (or use aids to reduce the risks) for the specific student involved.</p>	
Movements and postures <ul style="list-style-type: none"> • Sitting • Standing • Restricted spaces 	<p>Control the hours, volume, and pace of work. Adjust how the work is organised or change the type of work if necessary.</p> <ul style="list-style-type: none"> • Ensure seating is available, where appropriate, and take longer or more frequent rest breaks to avoid or reduce fatigue. • Adjust workstations or work procedures where this will minimise postural problems and the risk of accidents. <p>Continue to review the situation as pregnancy progresses.</p>	
Personal Protective Equipment	<ul style="list-style-type: none"> • Equipment that is suitable for the general workforce may be unsuitable for a pregnant student, particularly as their pregnancy progresses. • Provide suitable alternative equipment to allow the work to be conducted safely and without risk to health. 	
Placements/fieldwork/ other off-campus activities	<ul style="list-style-type: none"> • Each placement or trip should be separately risk assessed. • Consider reducing travel time where possible. 	
Work at height	<ul style="list-style-type: none"> • Work at height should be avoided where possible. • A risk assessment should consider any additional risks due to work at height (e.g., 	

	working on ladders).	
Use of biological agents / hazardous substances	<ul style="list-style-type: none"> • Carry out a COSHH assessment for students who are pregnant, have recently given birth, or are breastfeeding. • Prevention of exposure is the top priority. Substitution of harmful agents if possible; if not, then control by combination of technical measures, Good Laboratory Practice, and the use of Personal Protective Equipment (the latter only as a last resort and in combination with the other control measures). • Discuss any concerns with the Health and Safety Office. 	
Mental and physical fatigue	<ul style="list-style-type: none"> • Consider a temporary adjustment to timetabled hours as well as other conditions, including the timing and frequency of rest breaks. • Respite and feeding facilities are available (please contact the Student Services Centre for further information). 	
Other		

Completed by:	
Date:	

X

Appendix 7 – Student Support Form

Student Support Form is to be reviewed at key points in the academic year and on return to study. If the student’s circumstances change, the plan will also need to be reviewed.

This form aims to guide discussion with students during pregnancy and maternity. It should be completed and agreed upon with the student.

Contact details	
1.	Student’s details
	Name
	Telephone
	Student email
	Student ID number
2.	Emergency contact details
	Name
	Relationship to student
	Telephone
3.	Course details
	Course title
	School
	School contact
	Year of course
4.	Details of the student’s agreed named contact for support
	Name
	Title
	Location
	Telephone
	Email
	Key dates (to be reviewed and added to over the course of pregnancy and maternity):
5.	What is the student’s due date?
6.	How many weeks pregnant was the student when they notified HEI of pregnancy?
Communication with the student	
7.	What is the student’s preferred method of communication during their absence?
	Email:
	Phone:

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
Health and safety assessment	
9.	Has an assessment been conducted? If so, please attach a copy to this form.
Policy	
10.	Has the student received a copy of the Student Pregnancy, Maternity and Paternity Policy and Procedure?
Pregnancy-related absence	
11.	Are there any pregnancy related illnesses that will/may affect the student's ability to undertake their course?
12.	If yes, what arrangements have been made to enable the student to catch up?
Assessments	
13.	Is the student unable to complete any assessments due to their pregnancy or maternity?
14.	If so, provide details:
Module name:	
Assessment:	
Original submission date:	
Notes:	
Module name:	
Assessment:	
Original submission date:	
Notes:	
Module name:	
Assessment:	
Original submission date:	
Notes:	
Maternity-related absence	
15.	How much maternity-related absence does the student intend to take?
16.	When does the student intend to start maternity-related absence?
17.	When does the student intend to return from maternity-related absence?
18.	Will the dates of maternity-related absence affect the student's ability to complete any course module requirements? If so, what arrangements have been made to enable the student to complete the module?
	Details:

19.	What information will the student require during maternity-related absence to keep up to date on course developments?	
20.	Who will be responsible for providing the information to the student?	
Financial support		
21.	Is the student aware of the Money Team and the support they offer?	
Baby feeding and changing		
22.	Has the student been informed about the facilities available on campus?	
Childcare		
23.	Has the student been signposted to childcare information?	
International students/those on placement abroad		
24.	Have international students been in contact with the Student Immigration Advice and Compliance team? Specify any follow-up required:	
25.	Have students on a placement abroad contacted the Insurance and Risk team? Specify any follow-up required:	
Students on placement		
26.	If the student is on placement, have they contacted the Experiential Learning team/School?	
27.	Will the student be able to complete their placement?	
28.	If not, what alternative arrangements will be made?	
Extenuating Circumstances		
29.	Has the student been informed about the HEI's extenuating circumstances policy in the event that their pregnancy or maternity affects examinations and assessments?	
Accommodation		
30.	If the student is living in Halls of Residence, have they spoken to the Accommodation team regarding their pregnancy?	
Return to Study		
31.	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.)	
32.	Would the student like to be contacted by Student Advice for a KIT appointment on their return to study? (Please see Appendix 5 for referrals)	
Further information		
33.	Any other information or comments	

Signatures**Agreed by Staff Member**

Name	
Title	
Signature	
Date	
Plan to be reviewed on	

Agreed by student

Name	
Signature	
Date	

Appendix 8 – Student Support Form (Paternity/Partner)

Student Support Form is to be reviewed at key points in the academic year and on return to study. If the student’s circumstances change, the plan will also need to be reviewed.

This form aims to guide discussion with students who are taking an extended period away due to paternal/partner commitments. It should be completed and agreed with the student.

Contact details	
1.	Student’s details
	Name
	Telephone
	Student email
	Student ID number
2.	Emergency contact details
	Name
	Relationship to student
	Telephone
3.	Course details
	Course title
	School
	School contact
	Year of course
4.	Details of the student’s agreed named contact for support
	Name
	Title
	Location
	Telephone
	Email
	Key dates (to be reviewed and added to):
5.	When is the student expecting to become a parent?
Communication with the student	
6.	What is the student’s preferred method of communication during paternity/partner related absence?
	Email:
	Mobile:

Informing other staff and students	
7.	Who will need to be informed about the student's absence and when would the student like them to be informed?
	Name and title Date
Policy	
8.	Has the student received a copy of the Student Pregnancy, Maternity and Paternity Policy and Procedure?
Pregnancy-related absence	
9.	Are there any pregnancy-related illnesses that will/may affect the student's ability to undertake their course due to supporting or caring for their partner?
10.	If yes, what arrangements have been made to enable the student to catch up?
Assessments	
11.	Is the student unable to complete any assessments due to their paternity/partner related absence?
12.	If so, provide details:
Module name:	
Assessment:	
Original submission date:	
Notes:	
Module name:	
Assessment:	
Original submission date:	
Notes:	
Module name:	
Assessment:	
Original submission date:	
Notes:	
Paternity/partner - related absence	
13.	How much paternity/partner-related absence does the student intend to take?
14.	When does the student intend to start paternity/partner-related absence?
15.	When does the student intend to return from paternity/partner-related absence?
16.	Will the dates of paternity/partner-related absence affect the student's ability to complete any course module requirements? If so, what arrangements have been made to enable the student to complete the module?
	Details:
17.	What information will the student require during Paternity/Partner-related absence to keep up to date on course developments?

18.	Who will be responsible for providing the information to the student?	
Financial support		
19.	Is the student aware of Student Money and the support they offer?	
Baby feeding and changing		
20.	Has the student been informed about the facilities available on campus?	
Childcare		
21.	Has the student been signposted to childcare information?	
International students/those on placement abroad		
22.	Have international students been in contact with the Student Immigration Advice and Compliance team? Specify any follow-up required:	
Students on placement		
23.	If the student is on placement, have they contacted the Experiential Learning Team/School?	
24.	Will the student be able to complete their placement?	
25.	If not, what alternative arrangements will be made?	
Extenuating Circumstances		
26.	Has the student been informed about the HEI's extenuating circumstances policy in the event that their paternity/partner related absence affects examinations and assessments?	
Accommodation		
27.	If the student is living in Halls of Residence have they spoken to the Accommodation team regarding their circumstances?	
Return to Study		
28.	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.)	
29.	Would the student like to be contacted by Student Advice for a KIT appointment on their return to study? (Please see Appendix 5 for referrals)	
Further information		
30.	Any other information or comments	

Signatures**Agreed by Staff Member**

Name	
Title	
Signature	
Date	
Plan to be reviewed on	

Agreed by student

Name	
Signature	
Date	

Appendix 9 – Student Support Form (Graduate School)

Student Support Form is to be reviewed at key points in the academic year and on return to study. If the student’s circumstances change, the plan will also need to be reviewed.

This form aims to guide discussion with students who are taking an extended period away due to paternal/partner commitments. It should be completed and agreed with the student.

Contact details		
1.	Student’s details	
	Name	
	Telephone	
	Student email	
	Student ID number	
2.	Emergency contact details	
	Name	
	Relationship to student	
	Telephone	
3.	Supervisory Team Details	
	Director of Studies	
	Supervisor(s)	
	Year of study	
4.	Details of the student’s agreed named contact for support	
	Name	
	Title	
	Location	
	Telephone	
	Email	
	Key dates (to be reviewed and added to throughout pregnancy and maternity):	
5.	What is the student’s due date?	
6.	How many weeks pregnant was the student when they notified HEI of the pregnancy?	
Communication with the student		
7.	What is the student’s preferred method of communication during maternity related absence?	
	Email:	
	Phone:	
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

Health and safety assessment		
9.	Has an assessment been conducted? If so, please attach a copy to this form.	
Policy		
10.	Has the student received a copy of the Student Pregnancy, Maternity and Paternity Policy and Procedure?	
Pregnancy-related absence		
11.	Are there any pregnancy related illnesses that will/may affect the student's ability to undertake their course?	
12.	If yes, what arrangements have been made to enable the student to engage with their studies?	
Maternity - related absence		
13.	Does the student intend to suspend their registration?	
14.	If yes, when will the suspension commence and how long is being requested?	
Financial support		
15.	Is the student aware of the Money Team and the support they offer?	
Baby feeding and changing		
16.	Has the student been informed about the facilities available on campus?	
Childcare		
17.	Has the student been signposted to childcare information?	
International students/those on placement abroad		
18.	Have international students been in contact with the Student Immigration Advice and Compliance team? Specify any follow-up required:	
Extenuating Circumstances		
19.	Has the student been informed about the HEI's extenuating circumstances policy in the event that their pregnancy or maternity affects examinations and assessments?	
Accommodation		
20.	If the student is living in Halls of Residence have they spoken to the Accommodation team regarding their pregnancy?	
Return to Study		
21.	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.)	

Signatures**Agreed by Staff Member**

Name	
Title	
Signature	
Date	
Plan to be reviewed on	

Agreed by student

Name	
Signature	
Date	