# Student pregnancy and maternity support form

**If you require this form in an alternative format, please contact:** [studentsupport@bath.ac.uk](mailto:studentsupport@bath.ac.uk)

This form aims to guide discussions with students during pregnancy and maternity. It is for completion between a member of staff, e.g., the Director of Studies/Doctoral Supervisor and the student. It is not expected that all sections will be fully complete during initial meetings.

The form should be reviewed at key stages (e.g., 16 weeks pregnant, 24 weeks pregnant, 8 weeks prior to due/adoption date, and prior to returning to study); or at key points of the academic year (e.g., prior to examinations and fieldwork). If the student’s circumstances change, the plan will also need to be reviewed.

It is recommended to share the updated copy of this form with the student via email and save it to the student’s record on SAMIS Student Notes.

Further information/FAQs for students is available online: [Getting advice if you are pregnant while studying or have a young child (bath.ac.uk)](https://www.bath.ac.uk/guides/getting-advice-if-you-are-pregnant-while-studying-or-have-a-young-child/) and [Student Parents (bath.ac.uk)](https://www.bath.ac.uk/guides/student-parents/)

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| --- | --- | --- | --- |
| 1. **Student’s details** | | | |
| Name |  | | |
| Student number |  | | |
| Email address |  | | |
| *Remind the student to keep their contact details up to date via the SAMIS Student Records system:* [Log in to the portal (bath.ac.uk)](https://samis.bath.ac.uk/urd/sits.urd/run/siw_lgn) | | | |
| 1. **Emergency contact’s details** | | | |
| Name |  | | |
| Relationship to student |  | | |
| Telephone |  | | |
| 1. **Course details** | | | |
| Course title |  | | |
| Department |  | | |
| Departmental contact |  | | |
| Year of course |  | | |
| 1. **Details of the student’s first point of contact within the University (normally DoS/Personal Tutor or Supervisor)** | | | |
| Name |  | | |
| Title |  | | |
| Location |  | | |
| Telephone |  | | |
| Email |  | | |
| Date the student disclosed the pregnancy to the university | | |  |
| What is the student’s due/adoption date? | | |  |
| How many weeks pregnant are they? | | |  |
| 1. **Communication with the student** | | | |
| What is the student’s preferred method of communication: | | | |
| during pregnancy? | | |  |
| during maternity/adoption-related absence? | | |  |
| on return to study? | | |  |
| Who will need to be informed about the student’s pregnancy and when would the student like them to be informed?  *E.g., Unit conveners, lab technicians, Personal Tutor, Placements Officer, Student Experience Officer, H&S Officer, Supervisory team, Disability Advisor.* | | | |
| **Name and title** | | | **Date** |
|  | | |  |
|  | | |  |
|  | | |  |
| 1. **Health and safety risk assessment (attach copy to this form)**   *Consider risks relating to their course, assessments, fieldtrips, placement/SYA, return from maternity-related absence, breastfeeding, safety of baby if attending seminars and lectures with a parent etc.* [Risk assessment (bath.ac.uk)](https://www.bath.ac.uk/corporate-information/risk-assessment/) | | | |
| Has an assessment been conducted? | | |  |
| Where changes are required to alleviate or minimise risks, has an action plan been created and who is responsible for ensuring it is implemented? | | |  |
| *Contact SHEW for additional advice:* [*Safety, Health and Employee Wellbeing (bath.ac.uk)*](https://www.bath.ac.uk/professional-services/safety-health-and-employee-wellbeing/) | | | |
| 1. **Rest facilities** | | | |
| Has the student been informed about rest facilities on campus for use by pregnant students? | | |  |
| [Welfare room (bath.ac.uk)](https://www.bath.ac.uk/locations/welfare-room/), *Academic departments may have local spaces available too* | | | |
| 1. **Pregnancy/Adoption-related absence** | | | |
| Will the dates or times of antenatal/adoption appointments affect the student’s study/research? | | |  |
| Have you discussed any pregnancy-related illness that has affected the student’s ability to undertake their course/research? | | |  |
| If yes to either of the above questions, what arrangements have been made to enable the student to catch up? | | |  |
| 1. **Assessments** | | | |
| Is the student unable to complete any assessments due to pregnancy or maternity/adoption? | | |  |
| If so, provide details: | | |  |
| What alternative arrangements have been made for any outstanding or incomplete assessments? | | |  |
| 1. **Maternity/Adoption-related absence (students should provide information in writing at least 15 weeks before the due date)** | | | |
| *If the student intends to take more than the statutory 2 weeks’ leave, ensure they are aware of how to request a suspension of studies. Information on suspending studies is available for taught students:* [*Suspending your studies or leaving the University (bath.ac.uk)*](https://www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university/) *and doctoral students:* [*Suspending your studies if you are a doctoral student (bath.ac.uk)*](https://www.bath.ac.uk/guides/suspending-your-studies-if-you-are-a-doctoral-student/) | | | |
| How much maternity-related absence does the student intend to take? | | |  |
| When does the student intend to start maternity-related absence? | | |  |
| When does the student intend to return from maternity-related absence? | | |  |
| Will the dates of maternity-related absence affect the student’s ability to complete any course requirements? | | |  |
| If so, what arrangements have been made to enable the student to complete that part of the course? | | |  |
| What information will the student require during maternity-related absence to keep up to date on course developments? | | |  |
| Who will be responsible for providing the information to the student? | | |  |
| 1. **Financial support**   [Financial help if you have children - GOV.UK (www.gov.uk)](https://www.gov.uk/browse/childcare-parenting/financial-help-children) | | | |
| Has the student been informed about sources of financial support or been referred to Student Money Advice that can do so? | | |  |
| Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa? | | |  |
| Specify any follow-up required:  *E.g., referral to* [Student Money Advice (bath.ac.uk)](https://www.bath.ac.uk/professional-services/student-money-advice/) | | |  |
| 1. **Baby feeding** | | |  |
| Does the student intend to feed their baby on university facilities on their return to study? | | |  |
| Does the student intend to breastfeed? If so, see health and safety section above as the risk assessment may need updating. | | |  |
| Has the student been informed about facilities available?  *E.g. Departmental spaces available and* [Baby changing facilities map (bath.ac.uk)](https://www.bath.ac.uk/publications/baby-changing-facilities-map/) | | |  |
| 1. **Childcare** | | |  |
| Is the student aware of childcare facilities on campus or in the local community?  *It is important to consider this as early as possible due to high demand. E.g.,* [Westwood Nursery (bath.ac.uk)](https://www.bath.ac.uk/professional-services/westwood-nursery/), [Childcare in B&NES](https://livewell.bathnes.gov.uk/childcare-bnes) | | |  |
| Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?  *E.g.,* [Get childcare: step by step - GOV.UK (www.gov.uk)](https://www.gov.uk/get-childcare) | | |  |
| 1. **International students/those on placement or study year abroad** | | | |
| Are international students or students on placement/study/research abroad aware of: | | | |
| possible airline restrictions?  *Refer them to the relevant airline.* | | |  |
| the need to check visa implications of returning home or extending their stay due to pregnancy and maternity?  *Refer them to the*  [Student Immigration Service (bath.ac.uk)](https://www.bath.ac.uk/professional-services/student-immigration-service/) | | |  |
| 1. **Students on placement/study/research abroad** | | | |
| Has the placement provider/other institution been notified of the student’s pregnancy? | | |  |
| Has the placement provider/other institution conducted a health and safety assessment? | | |  |
| Is a health and safety assessment required for them to continue their research? | | |  |
| Will the student be able to complete her placement/study/research abroad? | | |  |
| If not, what alternative arrangements will be made? | | |  |
| Who is responsible for liaising with the placement provider/other institution? | | |  |
| 1. **Extenuating circumstances** | | | |
| Has the student been informed about the University’s approach to [Coursework extensions (bath.ac.uk)](https://www.bath.ac.uk/guides/coursework-extensions/), [Individual Mitigating Circumstances (IMCs) (bath.ac.uk)](https://www.bath.ac.uk/guides/individual-mitigating-circumstances-imcs/), and [suspension of studies](https://www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university/)? | | |  |
| 1. **Accommodation** | | | |
| Has the student been informed about where to receive accommodation advice?  *E.g., finding alternative accommodation, and terminating existing accommodation contracts*  [Advice and Support (thesubath.com)](https://www.thesubath.com/advice/), [Finding private sector family accommodation (bath.ac.uk)](https://www.bath.ac.uk/guides/finding-private-sector-family-accommodation/) | | |  |
| 1. **Return to study** | | | |
| What support will be provided to the student on their return to study?  *E.g., meetings with key staff, connecting with other student parents, temporary drop to part-time study (doctoral)*  [Resuming your studies](https://www.bath.ac.uk/guides/suspending-your-studies-or-leaving-the-university/#resuming-your-studies), [Mature Students Group (thesubath.com)](https://www.thesubath.com/maturestudents/) | | |  |
| **Further information** | | | |
| Any other information or comments: | | | |
| **Signatures** | | | | |
| Plan to be reviewed on | |  | | |
| **Agreed by staff member** | | | | |
| Name | |  | | |
| Title | |  | | |
| Signature | |  | | |
| Date | |  | | |
| **Agreed by student** | | | | |
| Name | |  | | |
| Signature | |  | | |
| Date | |  | | |

**This form has been based on the Equality Challenge Unit 2010 publication:** [Student pregnancy and maternity: implications for higher education institutions | Advance HE (advance-he.ac.uk)](https://www.advance-he.ac.uk/knowledge-hub/student-pregnancy-and-maternity-implications-higher-education-institutions)