



The
University
Of
Sheffield.

Pregnancy and Maternity Support Plan

This form aims to guide discussions with students during pregnancy and maternity. It should be completed and agreed in partnership with the student. It is not intended that the form should necessarily be completed at a first meeting as initially a student may not be able – and should not be expected - to respond to all of the issues raised.

The form should be reviewed at key stages (e.g. 16 weeks pregnant, 24 weeks pregnant and prior to return to study). If the student's circumstances change the plan will need to be reviewed. It should not be shared without prior consent from the student.

Contact details	
1	Student's details
	Name
	Address
	Telephone
	Email address
	Student Number
2	Emergency contact's details
	Relationship to student
	Telephone
3	Course details
	Course Title
	Department
	Departmental contact
	Year of course
4	Details of the student's first point of contact within the University
	Name
	Title
	Location
	Telephone
	Email address

Key dates (to be reviewed and added to over the course of the pregnancy and maternity)

5	What is the student's due date?	
6	How many weeks pregnant was the student when she notified the University?	

Communication with the student

7	What is the student's preferred method of communication:	
	<ul style="list-style-type: none"> • During pregnancy? 	
	<ul style="list-style-type: none"> • During maternity-related absence? 	
	<ul style="list-style-type: none"> • On return to study? 	

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

Risk Assessment (attach copy to this form)

9 Has an assessment been conducted that covers (where relevant):

	<ul style="list-style-type: none"> • The student's course? 	
	<ul style="list-style-type: none"> • Course placements or study abroad? 	
	<ul style="list-style-type: none"> • Examinations or other assessments? 	
	<ul style="list-style-type: none"> • Field trips? 	
	<ul style="list-style-type: none"> • Return from maternity-related absence? 	
	<ul style="list-style-type: none"> • Breastfeeding? 	
	<ul style="list-style-type: none"> • Safety of baby if attending seminars and lectures with a parent? 	

10 Where changes are required to alleviate or minimise risks, who is responsible for ensuring they are implemented?

Rest facilities

11 Has the student been informed about rest facilities in available their academic department

Pregnancy related absence

12 Will the dates or times of antenatal appointments affect the student's study?

13 Have you discussed any pregnancy-related illness that has affected the student's ability to undertake their course?

14 If yes to either of the above questions, what arrangements have been made to ensure the student is able to catch up?

Assessments

15 Is the student unable to complete any assessments due to her pregnancy or maternity?

16 If so, provide details:

17	What alternative arrangements have been made for any outstanding or incomplete assessments?	
Maternity-related absence (students should provide information in writing at least 15 weeks before their due date)		
18	How much maternity-related absence does the student intend to take?	
19	When does the student intend to start maternity-related absence?	
20	When does the student intend to return from maternity-related absence? (The University requires students to take 2 weeks leave immediately after the birth as a minimum)	
21	Will the dates of maternity-related absence affect the student's ability to complete any course module requirements?	
22	If so, what arrangements have been made to enable the student to complete the module?	
23	What information will the student require during maternity-related absence to keep up to date on course developments?	
24	Who will be responsible for providing the information to the student?	
Financial support		
<i>Contact the Student Advice Centre in the Students' Union for more support www.sheffieldunion.com/advice</i>		
25	Has the student been informed about sources of financial support or been referred to an external organisation that can do so?	
26	Research students should contact Research Services (pgr-scholarships@sheffield.ac.uk) about their funding situation and for further information on Maternity Leave/Pay entitlements.	
27	Is the (UK) student aware of how any benefits they receive will affect their student support entitlements, and vice versa?	
28	Specify any follow-up required:	
Baby feeding		
29	Does the student intend to feed their baby on University facilities on their return to study?	
30	Does the student intend to breastfeed? If so, see risk assessment section above.	
31	Has the student been informed about the facilities available?	
Childcare		
32	Has the student been informed about childcare facilities on campus?	
33	Is the (UK) student aware that their mode of study will affect their childcare funding entitlements?	
International students/ those on placements abroad		
34	Have international students or students on placement abroad been informed about:	

35	<ul style="list-style-type: none"> Possible airline restriction? 	
36	<ul style="list-style-type: none"> The need to check visa implications of returning home or extending their stay due to pregnancy or maternity. (<i>Guidance is available from International Student Support in Student Support & Guidance</i>) 	
Students on placement		
37	Has the placement provider been notified of the student's pregnancy?	
38	Has the placement provider conducted a risk assessment?	
39	Is the placement provider aware of the University's policy on supporting students during pregnancy and maternity?	
40	Will the student be able to complete her placement?	
41	If not, what alternative arrangements will be made?	
42	Who is responsible for liaising with the placement provider?	
Extenuating circumstances		
43	Has the student been informed about the University's extenuating circumstances policy in the event that their pregnancy or maternity affects examinations or assessments?	
Accommodation		
44	Does the student intend to move to alternative accommodation?	
45	Has the student received advice on alternative accommodation and terminating existing accommodation contracts? (See ACS and the Student Advice Centre for more information)	
46	If yes to the above, at what point does the student want to move to alternative accommodation?	
47	Will the student require University accommodation?	
Return to study		
<i>It is important that students notify the University of their return to study.</i>		
48	What support will be provided to the student on their return to study? e.g.	
49	<ul style="list-style-type: none"> Meetings with key staff. 	
50	<ul style="list-style-type: none"> Put in contact with other student parents. 	
Further information		
51	Any other information or comments.	

Signatures

Date for plan to be reviewed on:

Agreed by staff member

Name

Title

Signature

Date

Agreed by student

Name

Signature

Date