



<b>Teitl:</b> <b>Title:</b>	New or Expectant Mothers (Students) Guidelines
<b>I bwy mae'r Polisi hwn yn berthnasol?</b> <b>Who does this Policy Relate to?</b>	Myfyrwyr / Staff / Myfyrwyr a Staff / Arall (rhowch fanylion) Students

#### Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	<a href="#">EIA New &amp; Expectant Mothers</a>
<i>Effaith ar yr Iaith Gymraeg</i>  <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i>  An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

#### Adolygu a Chymeradwyo / Review and Approval

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<b>Corff Cymeradwyo:</b> <b>Approval Body:</b>	Communication & Culture Committee
<b>Dyddiad Cymeradwyo:</b> <b>Approval Date:</b>	October 2020
<b>Dyddiad Adolygu:</b> <b>Review Date:</b>	October 2023
<b>Fersiwn:</b> <b>Version</b>	2

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)  
Send approved document for Translation using the [Translation Request Form](#)

Rhifwch bob adran a pharagraff  
Please number each section and paragraph

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## **New or Expectant Mothers (Students) Guidelines**

### **1. Purpose**

The College does not associate pregnancy with ill health but regards it as part of everyday life albeit with health, safety and welfare implications. The College will do everything in its power to support students and help you to successfully complete your programme of study.

The College recognises Equal Opportunities legislation and the right for new or expectant mothers to continue their learning throughout their dates of confinement. This guideline allows compliance with all relevant legislation.

The College will support learners who are adopting a child and their right to continue their learning throughout the process.

### **2. Responsibilities (Students)**

If you are expecting a baby, you will need to inform your Course Tutor and undertake a risk assessment with one of the advisors in Student Services. This process will support you whilst you complete your programme of study.

If your expected date of confinement (the date of birth) is before the end of your course or if you will reach the 36<sup>th</sup> week of your pregnancy before the end of your course, you should inform your Course Tutor or Student Services, a further discussion will take place on support available.

You should talk to your Course Tutor about how you will be able to keep up with your coursework and assessments whilst you are away from college. You may be able to defer/postpone all or part of your course, or you may be able to study from home. If appropriate, your Course Tutor will then discuss an amended programme of learning for you, giving details of how you will continue your learning and assessments, and how you will keep in touch with the college during your absence(eg by phone, email, virtual learning or visits to college).

If you would like information about the college's nurseries and the financial support available, please contact Student Services. Please note, supported nursery arrangements will only be available on days when you are actually attending college.

If you discover that you are pregnant and you would like to talk this through with someone, you may like to contact Student Services who will be able to support you and if needed refer to external agencies for further advice.

If you wish to take adoption leave talk to your Course Tutor about leave and keeping up with your coursework and assessments whilst you are away from college. You may be able to defer/postpone all or part of your course, or you may be able to study from home. If appropriate, your Course Tutor will then discuss an amended programme of learning for you, giving details of how you will continue your learning and assessments, and how you will keep in touch with the college during your absence(eg by phone, email, virtual learning or visits to college).

### **3. Authorised Absence**

You are entitled to authorised absence for all antenatal appointments or any adoption appointments, your Course Tutor is entitled to ask for proof of these appointments.

After the baby is born you are required to contact your tutor to agree a return to college date, alternatively your Course Tutor may contact you to discuss your completion of the course.

Authorised absence is also available to students who are co-parenting and who attend antenatal appointments.

Paternity leave is authorised for two weeks and may be granted to students who are co-parenting. Students should discuss paternity leave with their Course Tutor in the first instance.

### **4. Process**

A risk assessment (Appendix A) will be carried out to ensure that foreseeable risks to the health, safety or welfare of either the mother, or the unborn child, are reduced so far as is reasonably practicable.

The first risk assessment should be carried out when you tell your course tutor that you are pregnant. This will be carried out by a Student Services Advisor who will then liaise with your course tutor on your behalf.

This risk assessment will need to be reviewed if there are any changes in either your course of study or pregnancy, which may impact on your Health and Safety. This assessment will also need to be reviewed at 4 weeks before the expected date of birth. This risk assessment will determine whether it is safe for you to continue to attend college, or whether an alternative schedule for your learning can be put in place.

If you wish to return to college within 4 weeks of giving birth, a further risk assessment will need to take place before you actually return to college. These procedures are not designed to prevent you from attending college during the 8 week period, but to highlight the fact that each individual case will be different and a flexible approach is required to minimise any risks to new mothers.

#### **Notifying Parents (under 18)**

The college will normally seek to discuss any concerns about a learner with their parents/guardian. This must be handled sensitively and the Student Services Advisor will discuss with the learner and if the advisor believes that notifying parents/guardians could increase the risk to the learner or exacerbate the problem, advice will be first sought from social services.

#### **Confidentiality /Sharing information**

Staff should only discuss concerns with the learner or the Student Services Advisor who carried out the risk assessment. That person will then decide who else needs to have the information and they will disseminate it on a 'need-to-know' basis.

Information sharing will take place in a timely and secure manner and where necessary and proportionate to do so the information will be relevant, adequate and accurate.

The Student Services Advisor will obtain consent from the learner and/or parents to share sensitive information within the college or with outside agencies. Where there is good reason to do so, the advisor may share information without consent, and will record the reason for not obtaining consent.

The GDPR and the Data Protection Act 2018 do not prevent the college from sharing information with relevant agencies, where that information may help to protect a child.

## 5. Record Keeping

Any information provided to the College under this Policy shall be retained in accordance with its obligations under the DPA and the College's Secure Storage Policy.

## 6. Appendix A

<b>Name of New/Expectant Mother:</b>	<b>Date of Assessment:</b>
<b>Expected Date of Confinement or Date of Child Birth:</b>	<b>Course Title:</b>
<b>Curriculum Area:</b>	<b>Course Hours Per Week:</b>
<b>Course Description:</b>	<b>Person Carrying Out Assessment:</b>

Please enter X in the boxes that apply:-

Access to Welfare Facilities		Excessive Movement		Radiation	
Accompanied		Heat		Shocks/Jolts	
Bending		Lifting		Sitting	

Biological Agents		Mental Fatigue		Standing	
Carrying		Moving Around College		Stretching	
Chemicals		Noise		Vibration	
Cold		Physical Fatigue		Walking	
Confined Spaces		PPE			
Difficult access/egress		Queuing			

***As a new/expectant mother, my activities have been assessed and the above measures agreed. I am aware of the HSE Link giving guidance to New & Expectant Mothers - <http://www.hse.gov.uk/mothers>.***

<b><i>New/Expectant Mother's Signature</i></b>	<b><i>Person Carrying Out Assessment Signature</i></b>	
<b><i>Review Required</i></b>	<b><i>Proposed Review Date 1</i></b>	<b><i>Proposed Review Date 2</i></b>

