

Student Pregnancy and Maternity Support Policy

Student Support and Development

Date Approved by

Academic Council: 11 March 2015

THE GLASGOW SCHOOL OF ART

STUDENT PREGNANCY AND MATERNITY SUPPORT POLICY

GSA is committed to the provision of a respectful learning and working environment in which barriers to participation are minimised. This policy seeks to ensure that neither pregnancy nor caring for children under the age of 6 months constitute, in themselves, a barrier to a student starting, successfully undertaking or completing a programme of study at GSA.

GSA recognises that each student's circumstances are different and that the process of supporting students that are pregnant or have children under the age of 6 months requires sensitivity, flexibility and responsiveness.

The policy also seeks to ensure that GSA meets its duties under The Equality Act 2010 which protects women from discrimination on the grounds of pregnancy and maternity, both before and after giving birth (within 26 weeks).

This policy is relevant to:

- a student who becomes pregnant during the course of her studies;
- a student who is the partner of someone who becomes pregnant during the course of his or her studies;
- a student, or students, adopting a child who is less than 6 months old.

1. PROCEDURE FOR PREGNANT STUDENTS

It is the student's responsibility to:

- Confirm the pregnancy with a Doctor;
- Notify the Programme Leader of her pregnancy as soon as possible after it has been confirmed;
- Liaise with the Programme Leader about any absence required for medical appointments;
- Notify the Programme Leader of the intended period of maternity leave at least 15 weeks before the expected date of the birth;
- Inform the Programme Leader of any emerging concerns or issues arising.

Once the student has notified the Programme Leader of her pregnancy, it is the Programme Leader's responsibility to ensure that:

- A health and safety risk assessment is undertaken;
- A Pregnancy and Maternity Support Plan is agreed with the student;
- The student is aware of GSA's Student Welfare Service as a source of information and advice on financial and other practical concerns (welfare@gsa.ac.uk);

- Registry is informed of any anticipated or unexpected absence that may impact on the student's visa eligibility and/or assessment.

Students may wish to speak confidentially with the Student Counselling Service (counselling@gsa.ac.uk).

1.2 CONFIRMING THE PREGNANCY

A student who suspects that she may be pregnant should see her Doctor to have the pregnancy confirmed as soon as possible. Students are not obliged to disclose miscarriage or termination of pregnancy to GSA and any absence as a consequence of miscarriage or termination will be considered absence due to illness. A medical certificate will be required if the absence is for more than five working days.

1.3 HEALTH AND SAFETY

GSA does not equate pregnancy with poor health. There are however health and safety issues that must be considered in order to protect the student and her unborn baby. These will vary according to the student's programme of study and the activities it entails.

A health and safety risk assessment will be carried out once the student has notified her Programme Leader of her pregnancy. The assessment will identify any potential hazards in the learning environment for the student or her unborn baby and will identify the measures to be taken to remove or mitigate any related risk.

GSA's New and Expectant Mothers Risk Assessment Form is available from the Health and Safety Officer.

Students are reminded that the greatest risk to an unborn baby is during the first thirteen weeks of pregnancy. It is therefore important that the student informs her Programme Leader as soon as possible.

1.4 PREGNANCY AND MATERNITY SUPPORT PLAN

It is the responsibility of the Programme Leader in partnership with the student to put in place a Pregnancy and Maternity Support Plan. The Programme Leader may, in consultation with the student, delegate this responsibility to a member of academic staff on the student's programme who will draw up the Plan with the student and be a consistent point of contact for the student throughout the period of the Plan.

The Plan will record key information and any adjustments to the pattern of study or assessment as a consequence of pregnancy and maternity-related absence. It will also detail any adjustments to programme delivery or support that are agreed as a result of pregnancy and maternity.

The Plan will be signed by the student and approved by the Programme Leader who will ensure that all elements of the programme have been considered. Where consultation is necessary to ensure the efficacy of the Support Plan the student's permission will be required.

The student should meet with the Programme Leader or the member of academic staff to whom this responsibility is delegated, at agreed intervals to assess and ensure the effectiveness of any special arrangements and where necessary to identify any further or additional measures that may be required as her pregnancy progresses.

A check list of areas to be considered is attached at APPENDIX 1.

1.5 INTERNATIONAL STUDY TRIPS, PLACEMENTS, STUDY EXTERNAL TO GSA

Students are reminded that most airlines will not carry passengers after the twenty eighth week of pregnancy and this should be taken into account when planning international study trips, placements or study external to GSA.

If periods of programme related study are planned out with GSA, a health and safety risk assessment of the environment and activities must be undertaken and considered when drawing up the Pregnancy and Maternity Support Plan. This includes trips or activities organised by FoCI.

1.6 MATERNITY-RELATED ABSENCE

Whilst the length of maternity-related absence students take will vary, it is a GSA requirement that students take a minimum of two weeks maternity-related absence immediately following the birth. This is to ensure the health of the mother following birth and aligns with the requirements of employment law.

Each academic programme has a maximum permitted period of study. In circumstances where any anticipated or unexpected pregnancy and maternity-related absence may take the student beyond this period the Registry must be consulted.

The Programme Leader will ensure that a student's Pregnancy and Maternity Support Plan is updated as necessary before the student returns to study. This will normally be not less than two weeks before the student's expected date of return.

1.7. BABIES/CHILDREN ON CAMPUS

Students must ensure they have suitable childcare arrangements in place. For health and safety reasons, as well as to avoid disruption of classes or study, babies and children must not be brought into teaching, learning or workshop areas.

Except for the areas as specified above where children are not permitted, there are no restrictions on either bottle or breastfeeding on campus and quiet room facilities are available.

1.8. INTERNATIONAL STUDENTS STUDYING ON A UK VISA

It is a requirement of the UK government that sponsorship of international students to study in the UK is based on the expectation that the student concerned can reasonably be expected to complete their programme of study within the required timescale.

GSA must report leave of absence taken by sponsored students and it is therefore essential for international students to liaise closely with GSA to ensure that visa requirements are met and to avoid their leave to remain in the UK being curtailed.

International students who have Tier 4 or Visitors visas have no recourse to public funds in the UK. Students wishing to return home for the duration of their pregnancy are reminded that most airlines will not carry passengers after the twenty eighth week of pregnancy.

It is essential that international students seek visa guidance from Registry/Student Welfare at GSA. Email: registry@gsa.ac.uk / welfare@gsa.ac.uk

1.9 FINANCIAL AND PRACTICAL CONSIDERATIONS

Individual student circumstances will differ and the student will need to consider a range of variables when planning maternity-related absence. Students are therefore strongly advised to seek information and advice on financial, funding and practical matters from the Student Welfare team as soon as possible. (welfare@gsa.ac.uk)

2. MATERNITY SUPPORT POLICY

2.1. DEFINITION

A student who is about to become a father, or a student who expects to be partially or wholly responsible for raising the child of their pregnant partner, is entitled to request time out of study under the Maternity Support Policy.

2.2. ABSENCE ON THE GROUNDS OF MATERNITY SUPPORT

Maternity support absence may include time off to attend key pregnancy and maternity related medical appointments before and after the birth, in addition to a period of maternity support leave immediately following the birth.

All maternity support absences must be pre-arranged. A student in this situation should contact his or her Programme Leader, to discuss how leave can be accommodated within their programme of study. A flexible and supportive approach will be taken.

3. ADOPTION

Any student about to become a parent through adoption of a child under the age of 6 months should inform their Programme Leader as soon as the date of adoption is confirmed if they wish to take a period of maternity-related or maternity support leave.

APPENDIX 1

STUDENT PREGNANCY AND MATERNITY SUPPORT PLAN

This form and checklist sets out the areas and issues to be considered and incorporated when drawing up a Student Pregnancy and Maternity Support Plan. The Plan must be completed, reviewed and updated together with the student concerned and with reference to the Student Pregnancy and Maternity Support Policy.

Student's contact details	
Name	
Address	
Telephone number(s)	
Email address <ul style="list-style-type: none">• GSA• Personal	
Enrolment number	
Emergency contact details	
Name	
Relationship to student	
Telephone number(s)	
Email address	
Programme details	
Programme of Study	
Department	
Year of study	
Programme Leader	
Programme Leader or nominated tutor contact details	
Name	
Title	
Location	
Telephone number(s)	
Email address	

Key dates	
What is the student's due date?	
How many weeks pregnant was the student when she notified her Programme Leader of the pregnancy?	
Start date of maternity-related absence	
Intended date of return to study	

Communication with the student	
What is the student's preferred method of communication (Tel/email/letter):	
• during pregnancy?	
• during maternity-related absence?	
• on return to study?	

This checklist identifies the areas and issues that must be considered when drawing up a Plan.

Health and Safety Assessment (please attach a copy to the Plan)
<p>Areas to consider will include:</p> <ul style="list-style-type: none"> • All aspects of study i.e. studio, TSD, FoCI • placements or study abroad • examinations or other assessments • study trips or visits • return from maternity-related absence • breastfeeding <p>Where changes are required to minimise risk, who is responsible for ensuring these are implemented? Have they been informed? Who will inform them?</p>
Pregnancy-related Absence
<ul style="list-style-type: none"> • Will the dates or times of antenatal appointments impact on the student's study? If so what arrangements have been made to mitigate this impact? • Has the student indicated a pregnancy-related illness that might impact on her ability to undertake the programme of study? If appropriate what arrangements have been made to enable the student to maintain or catch up with her study?
Assessments
<ul style="list-style-type: none"> • Is the student unable to complete any assessments due to her pregnancy or maternity? What alternative arrangements can be made for any outstanding or incomplete assessments?
Maternity-related Absence
<ul style="list-style-type: none"> • How much maternity-related absence does the student intend to take? • When does the student intend to start and return from her maternity-related absence? • Will the period of maternity-related absence impact on the student's ability to complete any course requirements? If so, what arrangements have been made to enable the student to complete? • Will the student need information during maternity-related absence to keep up-to-date with the course? If so, who will be responsible for providing this information? How?
Financial / Childcare / Accommodation Information
<ul style="list-style-type: none"> • Has the student been referred to Student Welfare for information and advice?
International Students / Students Studying Abroad
<ul style="list-style-type: none"> • Have international students or students studying abroad been informed about possible airline restrictions? • Have international students been referred to Registry/Student Welfare to check visa implications?

Students on Placement / Exchange Abroad (for outgoing and incoming student exchange programmes)
<ul style="list-style-type: none"> • Who is responsible for liaising with the placement provider? • Has the placement provider been notified of the student's pregnancy? • Has the placement provider conducted a health and safety assessment? • Is the placement provider aware of the GSA's policy on supporting students during pregnancy and maternity? • Will the student be able to complete her placement/exchange? If not, what alternative arrangements will be made?
Rest and Baby Feeding Facilities
<ul style="list-style-type: none"> • Does the student intend to breastfeed? (If so, see the Health and Safety section previously mentioned) • Does the student intend to feed their baby on GSA premises?
Return to Study
<ul style="list-style-type: none"> • What support will be required by the student upon return to study?
Informing Others
<ul style="list-style-type: none"> • Has the student given permission for relevant information to be shared? • Who needs to be informed about the student's pregnancy and who will inform them? • How will you ensure appropriate consultation and communication with others (FoCi /TSD) to inform and update the Plan?
Further Information
<ul style="list-style-type: none"> • Additional information or comments to inform the Plan?

The Plan should be reviewed at regular intervals during the pregnancy and maternity period and normally not less than two weeks prior to return to study after a period of maternity-related absence. Outcomes of review must be noted, signed by the student and approved by the Programme Leader.