

Edition 2 – June 2017

## **Guidance for supporting students who are pregnant or have children**

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# 1. Summary

## **What this guidance is about?**

This guidance document sets out the University's approach to supporting students or prospective students who are pregnant or who have children. It explains the parameters of support the University is able to provide to pregnant students and parent students along with sources of further information and signposting to other services for further support. It also provides comprehensive details to staff on the University's agreed approach to managing within this situation as well as giving advice, guidance and signposting information that the member of staff can use to support these students.

## **Who is the guidance for?**

This guidance will be of most interest to prospective and current students who are pregnant as well as all staff supporting students. It may also be of interest to the wider public.

## **How does the University check this guidance is followed?**

The University has various formal ways monitoring that this guidance is being used and working effectively. Use of guidance will be monitored through a number of channels including student feedback, referrals to Student Union and/or Sabbatical Officers and student complaints.

## **Who can you contact if you have any queries about this guidance?**

If you have questions about this guidance please contact the Equality and Diversity Team at [equality@port.ac.uk](mailto:equality@port.ac.uk).

## **2. INTRODUCTION**

This document provides students and staff who have a role in advising or supporting students with information about the University's approach to supporting a student who is pregnant. It also provides some information relating to supporting students (whether male or female) who have recently become parents. It also makes reference to students with children.

The Equality Act 2010 significantly strengthens legal protection for students (including applicants to higher education) in England, Scotland and Wales during pregnancy and maternity. The Act considers pregnancy and maternity to be a protected characteristic and prohibits discrimination on these grounds.

Section 17 of the Act expands the protection from discrimination on the grounds of pregnancy and maternity, which already exists for women in the workplace and vocational training, to women outside the workplace. In doing so, the Act specifically mentions the higher education sector. Under the Act, discrimination can occur against a student because of her pregnancy or because she has given birth if:

- the student is treated unfavourably because of her pregnancy
- within 26 weeks of the day of giving birth the student is treated unfavourably because she has given birth; this also applies in cases of miscarriage, still birth and neonatal death provided more than 24 weeks of pregnancy has elapsed
- the student is treated unfavourably because she is breastfeeding and the child is less than 26 weeks old, if the child is more than 26 weeks old, unfavourable treatment because of breastfeeding is likely to constitute sex discrimination

Education providers are unable to refuse an applicant entry to a course because they are pregnant, or ask that a student leave a course because they become pregnant. Absence related to pregnancy and maternity must be taken into account during any decision making process.

## **3. SCOPE OF GUIDANCE**

The scope of this guidance covers any UK student who becomes pregnant during her studies and any person becoming a parent (including through adoption) of a child.

## **4. INTERNATIONAL STUDENTS**

Due to specific UK Border Agency requirements this guidance does not cover International Students. International Students should contact the International Office at [internationaloffice@port.ac.uk](mailto:internationaloffice@port.ac.uk) or telephone 023 9284 3488 and ask for the International Student Adviser.

## **5. THE UNIVERSITY'S COMMITMENT**

The University of Portsmouth believes that being pregnant or being a parent should not, in itself, be a barrier to applying for, starting, succeeding in or completing a programme of study. The University is committed to being as flexible as reasonable, providing academic standards are upheld. The special arrangements that can and should be made for students in these circumstances will vary from programme to programme, however, the general approach to be taken is consistent across the University, as is the legal framework in which the University operates.

## 6. KEY GUIDING PRINCIPLES

The University recognises that every student's circumstances are individual, and so a "one size fits all" approach to childcare and maternity issues is not appropriate. This document is intended to serve as general guidance to be followed in the way that is most helpful and practicable to student the concerned, under the guiding principles, namely:

- **Avoiding less favourable treatment** – in line with the Equality Act the University and its staff will make sure they avoid treating the student (or applicant) less favourably than other students or applicants on the grounds that she is pregnant.
- **Taking a flexible approach** – the University recognises its legal obligations and staff will take a flexible approach to facilitating the continued learning of, and maintaining a high-quality and safe student experience for, a pregnant student, a student with parental responsibilities or a student whose partner is in either of these positions.
- **Demonstrating a non-judgemental and sensitive approach** – when supporting and working with a student on these matters, staff will take an open-minded and non-judgemental approach. Information provided by the student will be treated sensitively and only passed onto others with their consent? (on a need-to-know basis.)
- **Enabling informed choices** – members of staff should not attempt to direct or unduly influence a student's decisions. Their role is to provide context and advice to the student and to explore, in consultation with the student and others, flexibility that can be applied to the student's programme or period of study to provide appropriate support.

## 7. KEY EXPECTATIONS

**The University will ensure that:**

- Any student who becomes pregnant before or during a period of study at the University is accommodated as far as practicable to allow her to complete her programme of study, providing academic standards are upheld.
- Relevant staff are made aware of the terms of this guidance and their responsibilities arising under it.
- Support and guidance is available for staff undertaking risk assessments on elements of the programme of study that are likely to result in a risk to the health and safety of the student or unborn child.
- Where concerns arise on risk assessment, **advice** can be sought from the University Occupational Health Service (eg where a pregnant student is potentially exposed to chemicals in a laboratory setting.) Please see footnote below for further details, if necessary, when **referrals** can be made to Occupational Health Services.<sup>1</sup>

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<sup>1</sup> **Only** students studying in the Dental Academy or undertaking a PGCE within the School of Education and Continuing Studies can be referred to the University Occupational Health Service. Students studying within the Science Faculty on courses such as Radiography, Social Work and Paramedic Science can be referred to the

- Staff in Academic, Student and Financial Support Services and The Graduate School are available to discuss with staff the best way to support the continuing study of a pregnant student to ensure she is able to complete her programme of study.
- Appropriate support is available to students through various support services (see page 7 of the guidance).
- The guidance is kept under review and updated as necessary and will incorporate feedback from staff and students on its effectiveness.

### **Schools and Faculties must ensure that:**

- The guidance is widely publicised and available to staff and students.
- Students are made aware of the guidance and encouraged to disclose a pregnancy in confidence at an early stage, particularly where elements of their programme of study might result in a risk to the health and safety of the student or the unborn child.
- Staff are aware of the guidance so that they can respond appropriately when a student discloses her pregnancy and seeks support to continue her programme of study.
- As soon as a student discloses that she is pregnant, a risk assessment, or a series of risk assessments, are undertaken to ensure that there are not elements of the programme of study that present a risk to the health and safety of the student or the unborn child.
- Wherever practicable flexibility is demonstrated to enable a pregnant student, or student with a child, to complete her programme of study.
- If requested, a female member of staff is identified with whom a pregnant student can discuss her support needs.
- The student is given information on other sources of advice and support (see pages 7 and 15). General information is also available from the [Student Support](#) pages.

### **Individual staff members:**

All members of staff are advised to:

- Familiarise themselves with this Guidance and the University's responsibilities for students who are pregnant or have children.

Staff to whom a pregnancy is disclosed are responsible for:

- Treating any disclosure of a pregnancy seriously and making the students aware of appropriate sources of support.
- Respecting a student's right to confidentiality and verifying that a student has no objections to their pregnancy being discussed with others on a need to know basis, particularly when information needs to be passed on to other staff members, to arrange any agreed accommodations to the programme of study or adjustments to fee.
- Ensuring accurate information is given to prospective students regarding the availability of support for students who are pregnant or have children.
- Seeking advice from colleagues, central support services or the Equality and Diversity Team within the University if they are unsure of how best to support the continued study of a pregnant student.

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relevant Occupational Health provider. For further details please contact the Head of School/Department.

## Student (and applicants):

Students and applicants covered by this guidance are expected to:

- Disclose their pregnancy to their Personal Tutor/Course Convenor at an early stage of their pregnancy, with a view to discussing any necessary support arrangements or adjustments – particularly where elements of their programme of study might present a health and safety hazard to the student or unborn child.
- Ensure the safe supervision of any child they may bring onto campus (see page 14).
- Read the Guidance in order to understand the University's approach to supporting pregnant students and students with children.
- Ensure that they have a clear idea of what will be expected of them on their course of study in order to understand the potential impact of pregnancy related absence.
- Discuss any concerns they have relating to their pregnancy with the University of Portsmouth Health Centre or their own GP and, if required, staff in Counselling and/or Chaplaincy.

## 8. Notifying your School

It is important to note that the University will not be able to take a flexible approach to her programme of study, or provide specific support to the student, unless it knows about the pregnancy. Students are therefore encouraged to inform their Department/School as early as possible if they become pregnant so that the most appropriate support for the continuation of studies can be given. This is of particular importance if the student is studying a specific course or embarking on a placement for which there are Health and Safety concerns for either the woman or the unborn child or breastfeeding child.

Whilst making a decision on whether or not to inform their Department/School, students are encouraged to consider the following:

- There may be elements of a programme of study that could present a health and safety risk to a pregnant student and/or her unborn child. A student's Department/School will not be able to arrange appropriate Health and Safety Risk Assessments unless they are aware of her pregnancy.
- If a student's pregnancy-related absence (for example, for antenatal appointments) impacts significantly on the student's studies, the Department/School will only be able to take proper account of the reasons for absence if they are notified of these.
- In some cases, a student's pregnancy-related absence from University might be something that needs to be discussed with other organisations who are stakeholders in her course of study.
- It is recommended by the Equality Challenge Unit that if a student is planning to take maternity leave from their studies during a period when she would be expected to be in attendance she should notify the University by the 15<sup>th</sup> week **before** her due date. This will allow sufficient time for the University to liaise with the student, review any arrangements in place and make necessary changes/adjustments if required as well as making sure any changes are communicated. If the time is not taken as maternity leave it will be deemed to be an unauthorised absence.

## 9. Adoption

Students who have been matched for adoption should inform their Department/School as soon as possible. If the student is the primary adopter, then as with the disclosure of a student pregnancy the same approach should be taken as set out in this guidance. If the student's partner is the primary adopter, upon formal adoption of the child, the student should be allowed time off from studies in line with advice given within this guidance.

## 10. Support and signposting

A range of services across the University and Students' Union (UPSU) can offer confidential support and information about the various aspects of pregnancy. This includes areas such as continuing a pregnancy, nutrition and wellbeing or dealing with emotional changes, as well as other practical types of assistance. These services include:

- [Health and Medical Care](#)
- Chaplaincy – Nuffield Centre – 023 9284 3030 – [chaplains@port.ac.uk](mailto:chaplains@port.ac.uk)
- Counselling – Nuffield Centre – 023 9284 3157 – [wellbeing@port.ac.uk](mailto:wellbeing@port.ac.uk)
- UPSU – Student Advice Service – 023 9284 3478– [advice@upsu.net](mailto:advice@upsu.net)

Students also have access to external organisations for information, advice or support. These include:

- Student's GP
- [Brook Advisory Centres](#)
- [Let's Talk About It](#) – NHS Solent – go to the unplanned pregnancy page
- [Sorted?](#) – the organisation that provides information and support to under 20s in the Portsmouth
- [British Pregnancy Advisory Service](#) (BPAS)

## 11. Support for fathers and partners (including same-sex partners)

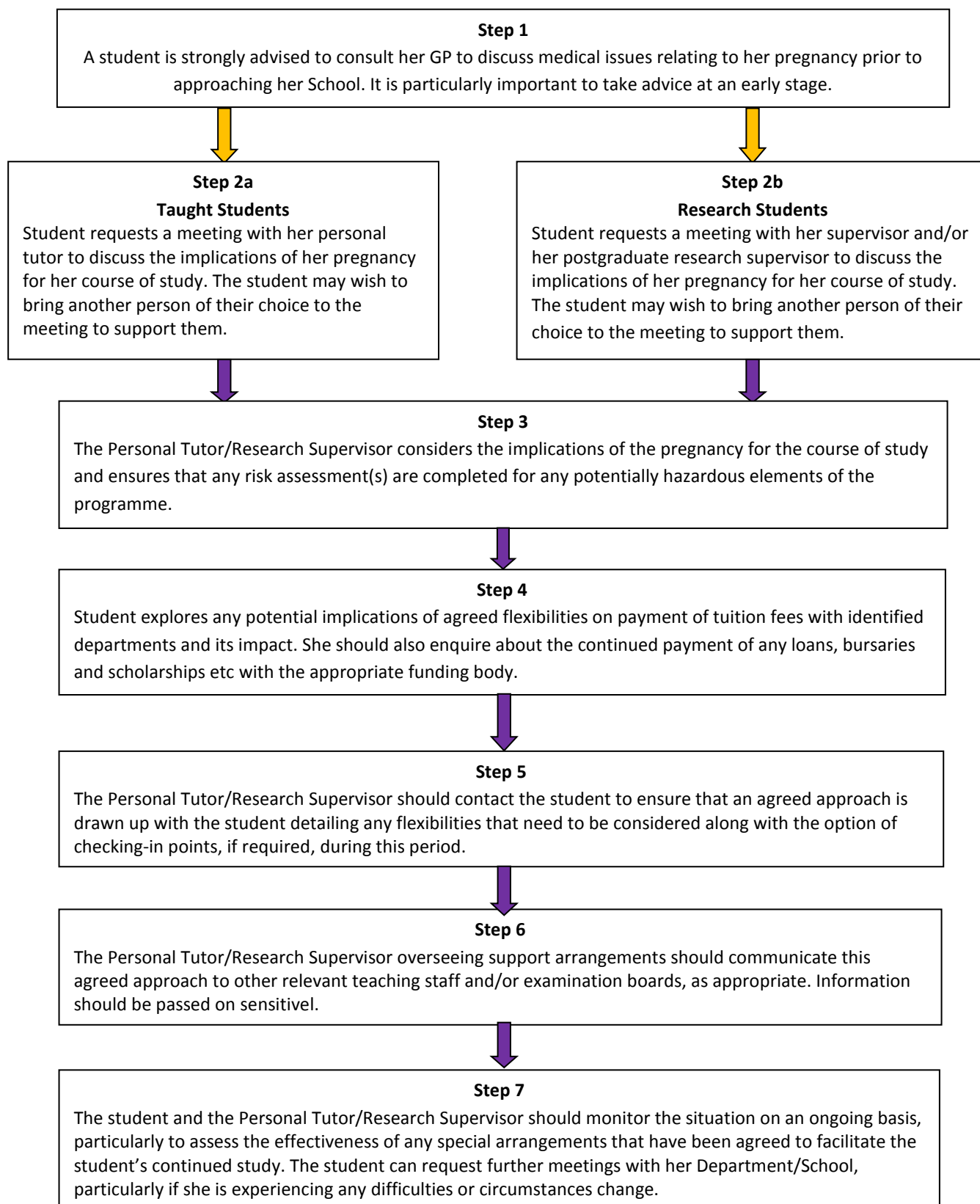
Any student who is to become a father, or any student who is a partner of a pregnant student (including same sex partners) who expects to be responsible for raising the child with the mother, will be entitled to request time out of study. This is likely to include time to attend medical appointments with their partner prior to, and after the birth, as well as a period of maternity support leave immediately following the birth. Flexibility will be shown where possible although this will necessarily be more limited in some programmes than others.

Whilst their Personal Tutor/Research Degree Supervisor would normally be the first point of contact, students can choose to speak to another member of staff with whom they feel more comfortable.



## 12. Supporting a pregnant student with continuing their studies – QUICK REFERENCE GUIDE

This summarises the steps that could most usefully be taken when a student or applicant discloses a pregnancy. For more detailed information about these steps go to page 10



### **13. Flowchart Supporting Notes:**

#### **Informing the University**

Students are strongly encouraged to inform the University as soon as possible if they become pregnant or become a parent whilst they are a student here. Their Personal Tutor/Research Supervisor should be the first point of contact as they are best placed to manage the specific permutations that this situation presents. If there are any concerns or reasons why the student does not want to disclose to their Personal Tutor/Research Supervisor or would prefer to deal with a female member of staff then the School must identify the most appropriate member of staff to support the student and ensure that a line of communication is established to keep the Personal Tutor/Research Supervisor informed of the agreed approach.

The University wishes to support students in their studies and ensure that any risk to mother and child are appropriately addressed, but can only do so if the student discloses their circumstances. Accordingly, the University cannot accept responsibility for the consequences of non-disclosure if the student opts not to inform.

#### **Extenuating Circumstances**

Whilst pregnancy itself is not considered to be an extenuating circumstance, there may be circumstances where pregnancy-related issues (e.g. medical conditions associated with the pregnancy) impact on a student's studies/assessment. In these cases, the student must use the extenuating circumstances procedure to report them to the University (and provide appropriate supporting evidence, which can be submitted in confidence, if necessary.) For further information follow this link [Academic Registry – Assessment and Regulations](#)

#### **Going through the Checklist**

Once the student has disclosed her pregnancy, the Personal Tutor/Research Supervisor will meet with the student to discuss how the pregnancy is likely to impact on her study. A checklist setting out what should be included in any agreed approach is included in Appendix A.

An approach to supporting the student in pregnancy should be agreed by both the member of staff and the student, detailing any special arrangements required during the student's pregnancy and the agreed timescale for her return to study.

Where relevant, the appropriate Occupational Health provider should be involved in any development of an agreed approach if the student is experiencing, or develops, a pregnancy-related medical condition. It may also be necessary for Occupational Health to be consulted where the programme of study is in a professional discipline such as dentistry as there may be specific regulations, procedures or guidelines on health considerations in place on these courses. Where necessary and with the student's consent, the relevant Occupational Health provider may liaise with the student's GP/midwife.

In order to inform what support can be given, it is essential that a Health and Safety Risk Assessment is carried out as a matter of urgency (see page 12).

Careful consideration must be given to the variety of ways in which the student can be enabled to continue her studies during her pregnancy or after the birth. For example, these might include:

- The date on which the student intends to start maternity-related absence.

- The length of maternity-related absence that the student intends to take and the date on which she intends to return (NB in this case, and in that above, these dates may need to be revised as circumstances dictate).
- Advice on where the student can locate material issued/covered in lectures/seminars/tutorials missed for reasons related to the pregnancy e.g., medical appointments.
- Use of extenuating circumstances procedure in cases where compliance with timescales/deadlines for assessments is affected by a pregnancy-related health condition or birth.
- Exploring the possibility of alternative means of assessment for the student (for example, a written assessment instead of a physical performance) if the pregnancy or birth prevents the normal methods of assessment.
- Any adjustments that may be required if the student will be sitting examinations (e.g., need for regular breaks)
- The student interrupting her studies for a pre-determined amount of time. This period of interruption may be extended if the time required to complete the programme of study will still fall within the maximum time limit allowed for the programme either by the University (and/or, where applicable, professional bodies).
- Consideration of a transfer to part-time study, where this is available.

Consideration should also be given to:

- Accommodate the student's antenatal care (e.g. medical appointments).
- Include a break from attending University of at least two weeks after giving birth for health and safety reasons as set out under the Maternity (Compulsory Leave) Regulations 1994.
- Include provision for re-integrating the student to the programme of study on return from any prolonged absence.

Information about the arrangements that have been put into place to support the student should be written down in an appropriate form that enables the student and Personal Tutor/Research Supervisor to gain agreement as well as review and amend as necessary. It would be good practice to get the student to signify her agreement with the arrangement in writing. The student's permission should be established before passing on information.

If the student continues to study during her pregnancy, she should meet regularly with her Personal Tutor/Research Supervisor (and with Occupational Health, if necessary and appropriate) to review the arrangements in place. These could be reviewed at key stages, such as when the student is 16 weeks pregnant, 24 weeks pregnant, and prior to her return to study, or at key points of the academic year, such as prior to the student's return to study. Regular review is important as some decisions cannot be made at the start of a student's pregnancy, for example the length of maternity-related absence that she will take.

### **Health and Safety Risk Assessment**

Pregnancy should not be equated with ill health, however, there are health and safety considerations that arise during pregnancy and breastfeeding, and the risks to which a student and her unborn child could be exposed need to be assessed.

The greatest risk to an unborn baby is during its first 13 weeks and so it is important that the student informs the University of her pregnancy as early as possible so that risks can be

assessed and any necessary health and safety measures can be identified and put in place in a timely fashion.

Close attention to health and safety measures will particularly be required in certain subject areas (e.g., where the student might be exposed to chemicals or radiation, or be expected to lift heavy objects or undertake other strenuous activity). Therefore, a Health and Safety Risk Assessment will be completed by the agreed member of staff as part of any arrangements made. If necessary, the University's Health and Safety Manager should be involved. The Risk Assessment will identify any risks that may be present that could harm the student or her baby, and should detail steps that need to be put in place to alleviate or minimise these risks. It should also detail any risks that may arise from any placement period or fieldwork due to be undertaken. The following link will take you to the Human Resources' pages to access the [New and Expectant Mother's Risk Assessment](#), which has been recommended by Health and Safety for use with students.

On occasion, it may not be practicable to alter the study conditions to alleviate or minimise the risk(s) connected with certain aspects of the course. Whilst the University will seek to identify alternative ways of allowing a student to meet the learning outcomes of her course in these circumstances, there may be occasions when this is not feasible. It may therefore be necessary for a student to temporarily suspend their studies or transfer to part-time mode to delay undertaking given modules where there are specific risks to her health and safety whilst she is pregnant.

### **Field Work**

Students will not be permitted to take part in field work after the 35<sup>th</sup> week of pregnancy. In certain areas, the time maybe less than this, depending upon the nature of the activity being undertaken and this must be identified within the risk assessment.

### **Students working or studying abroad**

Students studying on programmes of study abroad are also advised to check any insurance details to ensure that they provide adequate cover for any complications arising through pregnancy. There is no specific policy exclusion within the University's insurance policy regarding travelling as a pregnant person. It is, however, worth checking any travel restrictions that may exist for mothers in later stages of pregnancy, since many major airline carriers require written proof that a pregnancy is 'without complication' for expectant mothers travelling after 28 weeks, and may prohibit travel completely after 36 weeks. The traveller must also not travel against the advice of a medical practitioner.

International or European students taking part in placements or University exchange programmes at the University of Portsmouth should discuss their pregnancy with the international office, tutor or placement coordinator.

### **Financial Issues**

Where students receive government funding support, they are strongly encouraged to contact the [Student Finance Centre](#) to discuss the implications for their support. Generally when students suspend their studies because of pregnancy Student Finance England can continue to award statutory support where the student requests it. Access to Learning fund payments can also be made during periods of suspension of study on the grounds of pregnancy.

NHS Bursary students are advised to contact [NHS Student Bursaries](#) for advice.

Postgraduate and Research students receiving funding from external bodies (and all international students sponsored by external bodies) should follow the guidance for their particular scheme, or contact their funding body or sponsor for further advice.

Research council-funded students are entitled to maternity leave and pay. From 1 April 2010, all research councils introduced harmonised maternity leave and pay entitlements for students funded from training grants. Students funded from training grants are entitled to take six months' maternity leave on full stipend and a further six months' unpaid maternity leave. For further information see research council terms and conditions of funding on [RCUK Funding](#)

The [Student Finance Centre](#) is able to advise on loans, grants, bursaries, tax credits, state benefits, housing benefits, income support and budgeting. To contact the Student Finance Centre please telephone (023) 9384 3014 or visit them at the Nuffield Centre, St Michael's Road.

### **Accommodation**

Students should be advised to consider their accommodation requirements in the early stages of pregnancy. Students who become pregnant whilst living in University accommodation may find that this is no longer suitable for their needs. Contact should be made with the Student Housing Team for advice on 02392 843214, or at [Student.housing@port.ac.uk](mailto:Student.housing@port.ac.uk)

### **Returning to study**

Returning to study after having a child can seem like a big step, and students can experience some "culture shock" settling back into University life. Studying at any time is challenging, and studying with children can sometimes be extra difficult for students juggling multiple responsibilities.

### **Keeping in contact**

Even if the student does not choose to take extended leave for the birth of a child, they may find that their situation changes and some students can feel rather isolated and out-of-the-loop with regards to their studies. It can therefore be helpful if the student keeps in contact with their academic department/school at regular intervals, perhaps with a Personal Tutor or Course Leader. This will allow the department to better prepare for their return to study and to reduce any anxiety that they may feel after time away.

### **Car Parking**

The University recognises the issue often raised by students regarding car parking availability, and particularly from parents who need their cars in order to manage their childcare arrangements, but the University has insufficient parking spaces to meet demand. More information on car parking policies for students can be found at [Permits for students](#).

### **Breastfeeding/expressing milk at the University**

The University supports new mothers wherever possible, but although there are no University policies prohibiting breastfeeding in University social areas and learning spaces there may be other areas, such as a science lab, production workshops or building sites, that present a Health & Safety risk. It would be expected that these would be picked up during the risk assessment process. Additional information on breastfeeding at work produced by the National Childbirth Trust can be found [here](#).

Dedicated facilities for breastfeeding and/or expressing milk are currently not available. However these will be arranged at a local level within your respective school of study. Your school of study should discuss this with Estates at the earliest opportunity prior to the student's return to study.

### **Bringing children or babies to the University**

Children may be brought into social spaces of the University, provided that they are properly supervised by an adult at all times such as in the cafeteria areas. This also extends to social learning spaces such as the Third Space. This may also include picking up or submitting course work to a tutor or returning library books.

Teaching staff may allow students to bring children/babies to a meeting/session. However children/babies are not normally permitted in teaching situations because they may cause a distraction to the parent/carer and to other members of the class. Depending on the environment, an appropriate Health and Safety Risk Assessment must be made. There are also restrictions in high risk areas such as workshops, kitchens and laboratories. In those cases, individual guidance should be taken from the relevant Head of Department.

Where childcare issues prevent a student from attending classes in person, teaching staff are asked to supply any available materials that may help the student in making up for missed work. Where this proves to be problematic or difficult due to the nature of the assessing process then contact must be made with the student to discuss further and explore the options available or the impact on their studies.

**Students are reminded that the responsibility and safety of children remains with the parent at all times.**

Further guidance will be available within the [UoP Safeguarding Policy](http://policies.docstore.port.ac.uk/policy-020.pdf) <http://policies.docstore.port.ac.uk/policy-020.pdf> which is currently under review.

### **Baby changing facilities:**

Facilities are available in the following areas:

Nuffield  
Third Space  
Eldon  
Library  
Dental Academy

### **Childcare and the University nursery**

The University of Portsmouth Nursery provides full day care for a limited number of children aged six months to five years: it does not accept any children under the age of six months. The Nursery is a student facility, although sometimes places do become available for the children of University staff. The children of students are given priority over children of University members of staff. Any registered University of Portsmouth student, studying six hours or more per week or any member of staff is eligible to apply for a Nursery place. There is a waiting list, which is longest for the children aged less than two years. Parents are recommended to apply for a nursery place as early as possible as a place on a University of Portsmouth course does not guarantee a Nursery place. Further information is available at [Student support - Nursery](#).

## **Additional support for student parents**

Further support for student parents may be found locally. Following is a list of some of the current provision available in the Hampshire area:

**[Family Information Service](#)** (Portsmouth) - provides tailored information, advice and guidance for families with children from pre-birth to 19. Can help identify local childminders, nurseries or other childcare providers, as well as activity groups and family services.

Ground floor reception, Civic Offices, Guildhall Square, PO1 2AS E mail: [fis@portsmouthcc.gov.uk](mailto:fis@portsmouthcc.gov.uk) Tel: 023 9268 8830

## **Childrens Centres in Portsmouth**

### **Portsmouth Parent Guide**

**Portsmouth Local Offer** – for children, young people and their families with a special educational need or disability

**Portsmouth City Council - Learn Portsmouth** – gives information on parenting courses and support.

**NCT (National Childbirth Trust)** – a national support group for parents which gives accurate and impartial information to new parents so that they can decide what's best for their family as well as introducing them to a network of local parents to gain practical and emotional support. This link provides information about the NCT branch supporting families in Portsmouth and Southsea.

**NetMums – South East Hampshire** – provides a listing of parenting support in SE Hants. It features details of groups and organisations which offer support for parents having trouble coping with family life. Provides information about the services offered, together with group meeting venues and times, contact details and web addresses.

**Hampshire Family Information Service** - The Castle, Castle Avenue, Winchester, Hampshire, SO23 8UJ e mail: [children.services@hants.gov.uk](mailto:children.services@hants.gov.uk) Tel: 01962 847070

## **Hampshire Family Support Service**

**Sure start Childrens Centres** – find your nearest centre

## **Reviewing**

This guidance was produced in consultation with Student Support Services, Academic Support Services and The Students' Union.

Monitoring and reviewing the effectiveness of this Guidance will take place through following mechanisms:

- Student feedback
- Staff feedback, including academic and support staff
- Referrals to Student Union and/or Sabbatical Officers
- Student complaints

## 14. Appendix A: Personal Tutor Checklist – Student Pregnancy

- Contact Details – student details, next of kin, course details
- Key Dates – to be reviewed and added to as necessary – including notification of pregnancy by student and the due date
- Communication – student’s preferred method and ensuring this is kept up to date
- Informing others: identifying with the student who should know and at what point
- Health and Safety Risk Assessment – identify whether this has been completed and if not ensure one is completed – identifying a point of contact for any changes
- Rest Facilities – signpost or provide student with information about this
- Pregnancy Related Absence – antenatal appointments, pregnancy related illness, catch-up arrangements
- Assessments – have any assessments not been completed as a result of the pregnancy and what alternative arrangements have been made for any outstanding or incomplete assessments.
- Maternity-related absence – need to be noted (dates and duration) and what academic support has been arranged.
- Financial Support – signpost or provide information on sources of financial support or external organisation that assist. Signpost re benefit entitlement and its impacts on their student support entitlements and vice versa.
- Baby Feeding – signpost to available facilities (including designated breast feeding areas).
- Childcare – signpost to childcare facility on campus or in the local community and benefits advice re any changes to the mode of study which may affect their childcare funding entitlements.
- International Students – must be referred to the International Office who can provide them with information on what needs to happen next and impact on their studies.
- Student on placement – the placement needs to be informed and if necessary a H&S Risk Assessment undertaken. Clarify what, if any, impact the pregnancy will have on the placement. If so alternative arrangements must be made and communicated to the placement provider.
- Extenuating Circumstances – need to ensure that the student has been informed about the University EC policy in the event of pregnancy or maternity and how this affects examinations and assessments.
- Accommodation – if accommodation is in question then ensure that the student is referred to student accommodation office to explore options.
- Return to study – identify what support will be provided to the student on their return to study (eg meetings with key staff, put in contact with other student parents, etc)
- Any further information – any points of importance not covered in the checklist.