

Teitl: Title:	New or Expectant Mothers (Students) Guidelines
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I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	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:	EIA
<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

Perchennog y Ddogfen: Document Owner:	<i>Head of Learner Services</i>		
Ymgynghoriad / Consultation:	<i>Rhestrwch nhw / Please list Health & Safety Team</i>		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>Enw'r Grŵp a'r Dyddiad / Name of group & date Communications & Cultures Group January 2025</i>	
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		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	<i>N/A</i>
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Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
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Rhifwch bob adran a pharagraff
Please number each section and paragraph

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New or Expectant Mothers (Students) Guidelines

1. Purpose

- 1.1 The College believes that becoming pregnant or caring for a child should not in itself prevent any student from succeeding in their studies. The College will support you and help you to successfully complete your programme of study, whilst at the same time ensuring academic standards are not compromised. The degree of flexibility that can be offered will vary between programmes of study, but all departments should follow the guidelines set out in this document in conjunction with Awarding Body guidance. These guidelines apply to enrolled learners who attend a programme of study at any College site. Any individual who is a Work Based Learner should refer to the policies of their employing organisation.
- 1.2 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.
- 1.3 The College will support learners who are adopting a child and their right to continue their learning throughout the process.

2. Student Responsibilities

- 2.1 If you are expecting a baby, you will need to inform your Progress Coach/Course Tutor. This is so that the College is able to provide the appropriate support to you, perform risk assessment/s regarding your health and safety and also consider with you how the pregnancy is likely to impact on your study.
- 2.2 If you are on a placement at the time the pregnancy is confirmed, or due to start a placement during the pregnancy, you should also inform the placement provider of the pregnancy.
- 2.3 If your expected date of confinement (the date of birth) is before the end of your course or if you will reach the 36th week of your pregnancy before the end of your course, you should inform your Progress Coach/Course Tutor so that a further discussion can take place on how you may be able to complete your course subject to the requirements of the Awarding Body.
- 2.4 You should talk to your Progress Coach/Course Tutor about how you will be able to keep up with your coursework and assessments whilst you are away from college, including if planning to take adoption leave. 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 Progress Coach/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 (e.g. by phone, email, virtual learning or visits to college).
- 2.5 If you would like information about the College's Nursery (ToyBox Nursery) 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.

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

3. Authorised Absence

- 3.1 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.
- 3.2 We would normally expect maternity leave to begin from the 11th week before the expected week of childbirth up to the day childbirth occurs.
- 3.3 Students are required in line with employment law guidance to take two weeks compulsory leave of absence immediately following childbirth.
- 3.4 After the baby is born you are required to contact your Progress Coach/Course Tutor to agree a return to college date, alternatively your Progress Coach may contact you to discuss your completion of the course.
- 3.5 Any student who is the partner of someone who has given birth is entitled to two weeks parental leave. For the purpose of this policy, a partner is a person (whether of a different sex or the same sex) who lives with the mother/adopter and the child in an enduring family relationship, but is not a relative of the mother/adopter. Students should discuss paternity leave with their Progress Coach/Course Tutor in the first instance.
- 3.6 Authorised absence is also available to students who are co-parenting and who attend antenatal appointments.

4. Process

- 4.1 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.
- 4.2 It is important to remember that the greatest risk to an unborn child is in the first thirteen weeks of pregnancy. This is particularly important if you are studying in a department where there may be handling and/or be exposed to chemicals or radiation, or may be expected to lift heavy objects or undertake other strenuous activity.
- 4.3 Therefore, once you have let your Progress Coach/Tutor know of your pregnancy, it is essential that a Risk Assessment is carried out and recorded. This will identify any risks that may be present which could harm you or the unborn baby, and detail steps that need to be put in place to alleviate or minimise any risks that may arise from any placement or fieldwork due to be undertaken, with any necessary measures identified and implemented.
- 4.4 This will be carried out by a Student Services Advisor who will then liaise with your course tutor on your behalf. If there are underlying conditions and further advice is needed the Health Safety & Sustainability Team will work with your Progress Coach/Course Tutor to agree to any changes to working arrangements and offer immediate support to the expectant mother.

- 4.5 The risk assessment and any control measures are to be shared with learners and course tutors via OnTrack. Your course tutor will work with the Awarding Body or other partners to agree measures to support you including any appropriate modifications on your course if following discussion with you this is identified as necessary. This should be recorded. If appropriate any external tutors should be made aware of pregnant students on their courses and the risk assessment shared with them also.
- 4.6 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. The risk assessment should be reviewed every trimester. 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.
- 4.7 If you wish to return to college within 4 weeks of giving birth, an additional 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)

- 4.8 The college will normally seek to discuss any concerns about a learner aged under 18 with their parents/guardian. This must be handled sensitively and a Welfare Officer will discuss this with the learner. If the Welfare Officer believes that notifying parents/guardians could increase the risk to the learner or exacerbate the situation, advice will be first sought from Social Services.

Confidentiality /Sharing information

- 4.9 Colleagues should only discuss concerns with the learner and/or the colleagues 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.
- 4.10 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.
- 4.11 The Welfare Officer 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.
- 4.12 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. 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.

5. Welsh Language

In line with the Welsh Language Standards these guidelines are available in both Welsh and English. All meetings, correspondence and support services that fall within these guidelines will be offered in Welsh.

RISK ASSESSMENT FOR NEW OR EXPECTANT MOTHERS (STUDENTS)

Online Form is available via OnTrack for completion and sharing with Learner, Course Tutor and Admin Team Leader for the Curriculum Area.

Name of New or Expectant Mother: Student ID Number:	Date of Assessment:
Expected Date of Confinement or Date of Birth of Child:	Course/Programme of Study:
Curriculum Area:	Course Hours Per Week:
Course Description:	Person Carrying Out Assessment:

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			
Identified control measure to implement					

Are there any pregnancy related medical conditions we should be aware of? Please detail.

Are you currently breastfeeding?

Yes / No * please delete as appropriate

Access to suitable rest facilities available?

Access to privacy available?

Are there any other hazards that have been considered during this assessment? Please detail.

As a new or 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>.

Date Assessment Completed:-	
Signature and Name of Person completing Risk Assessment	
Signature of Student	
Name of Course Tutor Notified	

Review Required; Yes/No	Yes /No
Proposed Review Date 1	
Proposed Review Date 2	