

Academic Policy 2:

Student Pregnancy, Maternity, and Becoming a Parent during Study Policy 2024-2025

This document is available in hard copy and on the University intranet and internet sites. Please contact the Information Centres (in each campus library) or Kingston Students' Union Advice Service if you have any difficulty in obtaining a copy that you can read, or find any aspect of these regulations difficult to understand.

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Section 1 - Introduction

- 1.1. Kingston University values the diversity of its student and staff body. We are committed to providing a fully inclusive environment to ensure consistent and holistic support for our whole community. We recognise our duty under the Equality Act 2010 to prevent discrimination, advance equality of opportunity, and foster good relations between different people. We endeavour to ensure that this duty is carried out consistently throughout the institution.
- 1.2. Kingston University alongside our collaborative partners will ensure that pregnancy, maternity, and becoming a parent, are not in themselves a barrier to a student starting or continuing their studies.
- 1.3. This policy outlines support and arrangements for a student who is or becomes pregnant, has a baby, or in the sad event of suffering a miscarriage or stillbirth after accepting a place at the University. The University's Admissions policy includes information for applicants on pregnancy and maternity.
 - Students with partners who are either pregnant or in a maternity period may need to take time off to support their partners due to unforeseen/ unexpected circumstances, related to the pregnancy, which may adversely affect their performance in an assessment. In these circumstances an application can be made using the University's Mitigating Circumstances Procedure.
- 1.4. Research students should liaise with their supervisor(s) to consider the impact of the pregnancy on their studies and should develop individual plans. Annex C outlines additional advice and support research students can access should they require it.
- 1.5. When periods of days are referred to in this document, unless otherwise stated, a 'day' is **a University working day**, which is any day except weekends, bank holidays, and the period between Christmas and New Year when the University's administrative offices are closed. This applies even when some areas of the University, such as libraries and learning spaces, are open during these times.

Section 2 - Principles

- 2.1. A student who is pregnant, or has given birth within the last 26 weeks, is protected from unfavourable treatment in the areas of education and provision of services by the Equality Act (2010). If a student believes they are being discriminated against, bullied, or harassed as a result of their pregnancy or having given birth, they can report it using the <u>University's Report + Support site</u>, or submit a complaint following the <u>Student Complaints Procedure</u>.
- 2.2. The University will be flexible in its approach to facilitating a student's continuing studies whilst ensuring that academic standards are upheld and that agreed arrangements are in line with the requirements of external professional bodies.

- 2.3. The health and safety of the pregnant student and the unborn child will always take priority over the right to flexibility in the study plan. This is a **collective responsibility** and does not sit with an individual member of staff.
- 2.4. The University understands that a student's feelings around their own, or their partner's, pregnancy may be complicated, and not all students will choose to continue with their pregnancy. Advice and support given to students will be impartial and tailored to the student's individual situation. Annex C outlines internal and external advice and support that students can access.
- 2.5. Information given by students will be treated with sensitivity.

The academic staff member to whom the student discloses their pregnancy is required to inform the student's Course Leader so that necessary steps can be taken to protect the health and safety of the student and the unborn child. This should be explained to the student when the information is disclosed. Information listing other members of staff who will need to be notified is detailed in Section 3. The exception for this is, if the staff member is concerned that the student is at risk, or a risk to others. In this instance, staff should follow the University's Safeguarding Procedure.

Staff must also meet the requirements of the <u>Data Protection Act 1998</u> and the <u>General Data Protection Regulation (GDPR) (2018)</u>.

2.6. Whilst every effort will be made to accommodate a student's pregnancy and maternity related absence or to enable them to continue their studies, it may not always be possible. Clear reasons will be given in writing if this is the case. If a student is not satisfied with the reasons given, they may wish to follow the Student Complaints Procedure.

Section 3 – Responsibilities

(See Annex A for a visual representation of responsibilities and process)

Responsibilities of the Student

3.1. To confirm their pregnancy to an academic member of their course team (such as their personal tutor, module or course leader etc.). A student has the right to make the initial disclosure to the academic staff member that they feel most comfortable to do so with, and can do this in person or in writing.

On most courses, the Course Leader will have oversight of ensuring reasonable adjustments are put in place for pregnant students. If the student chooses not to initially disclose this information to their Course Leader, the staff member should explain that they are required to inform the Course Leader so that a risk assessment can be completed and a support plan put in place.

In some faculties, local arrangements are in place and a delegated lead holds the responsibility for providing this support. The academic staff member will be aware of any local arrangements and be able to advise. The delegated lead will then assume the responsibilities assigned to the academic staff member in this policy.

The University can only develop a study plan and take measures to safeguard a student when they have been made aware of the pregnancy and maternity by the student.

- 3.2. If the student is on or will begin a period of study abroad or work placement whilst they are pregnant, they should ensure they notify the relevant teams, in addition to an academic staff member, about their pregnancy so that appropriate support can be implemented.
- 3.3. If the student is a part of any sports, clubs, or societies through the Student's Union, they should notify the Union as soon as possible so that a risk assessment can be completed for these activities.
- 3.4. To ensure they have registered with and are receiving support from a GP or NHS Maternity Unit either at the University's Health Centre or locally to where they live. The NHS website outlines the support that can be accessed by people who are pregnant.
- 3.5. To attend meetings with a member of their course team to complete and review the risk assessment and study plan as soon as possible. Without attending these meetings, reasonable adjustments cannot be implemented.
- 3.6. To seek advice on housing or money matters if relevant.

If the pregnant student is living in Kingston University halls of residence, they will not be asked to leave their existing accommodation because they are pregnant. The University has no accommodation suitable for babies or children, therefore, if a student has a baby residing with them in halls, they may be in breach of their accommodation license.

Taking a break from studies may have implications on funding, and eligibility for various welfare benefits.

The <u>University Money Advisors</u> can advise on both housing and money-related issues.

- 3.7. International students that have Student Visas, should check what effect a break in studies will have on their immigration status. The student can contact the International Office for more information. Study plan arrangements made with the University will need to consider any visa restrictions and authorised absence allowed.
- 3.8. To seek advice from other relevant bodies if needed. A list of departments and bodies that a pregnant student may need can be found in Annex C.

- 3.9. To follow and apply for relevant procedures (such as Modified Exam Arrangements or Mitigating Circumstances) when needed. For more information about additional actions and information, see Section 4.
- 3.10. To ensure that any pregnancy or maternity-related absences are logged with the Student Engagement Team vis the KU Check-In email.
- 3.11. When ready to return to studies, students should contact their Course Leader before their start date in the time period agreed within the study plan, to confirm that they are ready to return. Support is only able to be offered to students returning from a period of maternity leave if they contact their Course Leader in advance of their return.

Responsibilities of the Academic Staff Member(s)

- 3.12. In line with the University's <u>Health and Safety Policy</u>, the Course Leader is responsible for ensuring a suitable and sufficient risk assessment is carried out through the collaboration of relevant faculty staff and the student. Advice can be sought from relevant departments including the <u>Health and Safety Office</u>.
 - Risk assessments should be completed within **10 University working days** of the student notifying the course team about their pregnancy.
- 3.13. To implement measures to manage any risks within the programme of study. Advice can be sought from relevant departments including the Health and Safety Office.
- 3.14. To draw up a study plan, together with the student, to ensure reasonable adjustments are put in place where possible. It should be recognised that the study plan will need to be reviewed regularly and ensure that implications from the risk assessment on the study plan are incorporated immediately. (See Annex B for the study plan template).
 - If the student has requested a Study Plan but there has been no action taken by the academic staff members on their course, this should be raised with the Student Services Director who will escalate this to the relevant Head of Department and EDI Faculty Action Group Chair.
- 3.15. To provide copies of the study plan and risk assessment to the student and course administration team.
- 3.16. To complete the <u>Student Pregnancy and Maternity Reporting Form</u>, upon completion of the risk assessment and study plan.
- 3.17. The member of staff the student discloses to must inform the student's Course Leader so a risk assessment can be completed (if the staff member the student has disclosed to is not the Course Leader). This should be explained to the student when they disclose their pregnancy.

- 3.18. On receipt of notification from the student of their return date, the Course Leader will ensure any necessary arrangements are made to facilitate the student's return to study, including notifying any relevant staff members. A recommencement meeting with the student should be arranged to ensure that the study plan and risk assessment form are updated accordingly.
- 3.19. Although elements of this policy may be delivered by multiple staff members, the Course Leader has overall responsibility to ensure that the actions in this policy are followed.

Responsibilities of Professional Service Staff

- 3.20. If a student discloses their pregnancy to a staff member within Professional Services, the staff member should either encourage the student to speak to their Course Leader themselves, or the staff member should explain that the Course Leader must be informed to ensure that a risk assessment can be conducted to protect the health of the student and unborn baby.
 - If the student has requested a risk assessment or study plan, but there has been no action taken by the academic staff members on their course, this should be raised with the Student Services Director who will escalate this to the relevant Head of Department and EDI Faculty Action Group Chair.
- 3.21. The <u>Health and Safety Office</u> can offer training and advice to academic staff completing risk assessments for students.
- 3.22. The <u>Student Inclusion Team</u> can signpost students and staff who are impacted by this policy to appropriate support and will be responsible for managing the <u>Student Pregnancy and Maternity Reporting Form</u> (for reporting purposes only).
- 3.23. Student Life, Health and Wellbeing offer a range of support services that students who are pregnant or who have become a parent can access. (See Annex C for a list of relevant University Support Services)
- 3.24. The <u>Student Engagement Team</u> are responsible for logging pregnancy and maternity-related absences, when the student or academic staff member has notified them by emailing the KU Check-In email.

Section 4 – Key Actions and Information

The University can only develop a study plan and take measures to safeguard a student when they have been made aware of the pregnancy or maternity by the student.

The Study Plan

- 4.1. The study plan will consider, the impact of the pregnancy or maternity on the student's programme of study, including arrangements for ante-natal appointments and maternity-related leave.
- 4.2. The study plan should detail any specific arrangements agreed during the student's pregnancy, as well as the timescale and arrangements for returning to study.

If the student has requested a study plan but there has been no action taken by the academic staff members on their course, this should be raised with the Student Services Director who will escalate this to the relevant Head of Department and EDI Faculty Action Group Chair.

The Course Leader is responsible for ensuring the study plan is completed and followed.

4.3. If reasonable adjustments need to be made, the student will need to agree in writing that the study plan/ information can be shared with relevant people involved in delivering the programme of study (e.g. technicians, module tutors etc.).

Examples of reasonable adjustments or flexibility includes:

- Allowing time out of study in line with the University Fees policy.
- Allowing absences for medical appointments prior to, and after the birth.
- Flexibility regarding assignment deadlines.
- Additional support when sitting exams (e.g. extra time for breaks, being seated close to the exit, and being allowed to bring food and drink).
- Allowing resit examinations to be counted as first attempts where the pregnancy or birth prevents the student from taking them at the usual time.
- Consideration of a request to transfer to part-time study where possible (the student will need to consider the financial applications of this).
- Offering support to help the student continue their studies after any period of prolonged absence.
- 'Keep in touch days' over any prolonged absence from the University.
- 4.4. The study plan should be reviewed at key stages during the pregnancy, and if any circumstances change during the pregnancy or maternity, the student should notify the Course Leader.
- 4.5. The study plan includes any rescheduling of assessment dates and/ or deadlines. The study plan does not preclude the use of <u>Mitigating Circumstances Procedure</u> where the student has been affected by sudden or unforeseen factors. **The**

Mitigating Circumstances Procedure should not be used in lieu of a study plan developed under this policy.

- 4.6. Maternity-related absence must be in line with the <u>University Fees Policy</u>. The requirement for particular courses will be confirmed in the study plan.
- 4.7. Study plan arrangements made with the University will need to consider any visa restrictions and authorised absence allowed for international students on Student Visas. Advice around this can be sought from the <u>International Office</u>.

The Risk Assessment

- 4.8. The risk assessment must be carried out as soon as possible and no later than **10 University working days** after the student has confirmed their pregnancy or maternity to the University.
- 4.9. The purpose of the risk assessment is to identify and put in place measures to manage any risks within the programme of study. The risk assessment informs the study plan and should be reviewed regularly.
- 4.10. The Health and Safety Office can offer training and advice to any staff member who will carry out a risk assessment.

Staff conducting risk assessments can access the form on the <u>Health and</u> Safety Staffspace pages.

The Course Leader is responsible for ensuring the risk assessment is completed.

- 4.11. HSSCE students should have a risk assessment completed for each Practice Learning Opportunity and for attendance in University.
- 4.12. When a student plans to take part in field work as a part of their studies, the faculty will identify the level of risk associated with pregnancy and complete a risk assessment. There may be particular risks associated with field work, and the student should discuss this fully with the academic staff member and/ or Course Leader.
- 4.13. The Student's Union should conduct a separate risk assessment if the student is involved in sports, clubs, or societies. It is the responsibility of the student to inform the Students Union of their pregnancy to ensure that support is put in place.

Reviewing the Study Plan and Risk Assessment

4.14. Completing and reviewing the study plan and risk assessment is an iterative and collaborative process involving the course team, the student, and any other relevant staff member. The study plan and risk assessment should be completed within 10 University working days after the pregnancy or birth has been notified.

- 4.15. Both documents should be reviewed regularly:
 - At key stages of the pregnancy: 12 weeks pregnant, 24 weeks pregnant, 34 weeks pregnant (which is the recommended step off point), and if necessary, when the student returns to study.
 - At key points of the academic year, such as prior to examinations, field trips, placements, or study abroad.
 - If there has been a specific change in the student's programme of study requiring a new risk assessment.

Work Placements and Study Abroad

- 4.16. For students who become pregnant before or during a period of study abroad or work placement, there may be circumstances where the University is limited in the support it can realistically offer the student. Where this is judged to present a particular risk to the student or their unborn child, they may be strongly advised to take time out or transfer to a different programme of study.
- 4.17. If a student becomes pregnant before or during a period of study abroad, advice may be taken from the Study Abroad office.
- 4.18. If the student becomes pregnant before, or during a work placement it is the responsibility of the placement provider, in collaboration with the University, to ensure that appropriate measures including risk assessments are put in place.
 - There may be particular risks associated with the placement and the student should discuss this fully with the placement provider, **preferably before the placement begins**. The faculty should ensure that this is carried out and issue this policy to the placement provider for information.
- 4.19. During a work placement or period of study abroad, the risk assessment should be carried out in situ, and a copy sent to the Course Leader. The academic staff team must ensure that this risk assessment takes place.

Students Studying at a Partner Provider

4.20. Depending on the type of partnership, students studying at a partner provider may be covered by this policy, or the provider's own policy, and entitled to the same level of support outlined in this policy as those studying at Kingston University. This will be considered when due diligence is carried out on the partner provider by the Quality Assurance, Enhancement, and Education Team.

Risk assessments should be carried out by an appropriate staff member at the student's place(s) of study. A copy of the risk assessment must be provided to the University and logged with the course team if requested.

Returning to Studies and Maternity Leave

- 4.21. As a minimum, students must take two weeks' compulsory maternity-related absence, or four weeks if they are on placement in a factory. This is in line with employment law and is to ensure the health and safety of the mother following birth.
 - NHS student bursaries recommend a minimum of 12 weeks' maternity absence, but allows the student to return earlier if they have approval from their GP, Health Visitor, or Midwife.
- 4.22. If the academic staff member is concerned about a student's health in relation to their proposed return date or course requirements, the student should be asked for their GP's, Health Visitor, or Midwife's confirmation of their fitness to return to study.

Other University procedures which support the Pregnancy and Maternity policy can be found in Annex C.

Recording Pregnancy and Maternity-Related Absences

4.23. Students who miss timetabled teaching as a result of pregnancy or maternity-related appointments/ absences, should notify the KU Check-In team who will record the absence appropriately, in line with the University Attendance Policy.

Student Pregnancy and Maternity Reporting Form

4.24. It is the responsibility of the Course Leader (or other designated staff member) to ensure the <u>Student Pregnancy and Maternity Reporting Form</u> is completed for each activity in relation to this policy (e.g. completing or reviewing the Study Plan or Risk Assessment etc.). The purpose of this form is to collate more comprehensive data on use of this policy, which can support future evaluation and revisions.

The form also serves as a way for academic staff to create a central record of their support for students who are pregnant or becoming a parent.

The form records the following information:

- Name and job titles of any staff members involved.
- Student's K number, faculty, and course name.
- Type of activity completed.
- Any additional notes/ comments about the process.

The data collated will be stored in line with the University's data protection and retention policies and will be used for reporting purposes only.

Associated Procedures

4.25. Any impact on examinations or assessments will be dealt with under the following procedures:

<u>Modified Exam Arrangements</u> – This procedure should be used for a pregnant student who knows in advance that modified arrangements will be needed during an exam, e.g. extra time allowed for comfort breaks. The student should make an application within the stated timescales and provide the required evidence.

<u>Mitigating Circumstances</u> – This procedure should be used when a student is unable to complete an assignment or sit an exam due to sudden and unforeseen circumstances. The student should make an application within the stated timescales and provide the required evidence.

If a student's parenting responsibilities prevent a student in engaging with their assessments, they should consult the University's Mitigating Circumstances procedure.

Babies on Campus

- 4.26. For health and safety reasons, as well as to avoid the disruption of classes or study, babies and children must not be brought into teaching or learning areas unless prior agreement has been sought from the relevant staff member.
- 4.27. Children brought onto campus are the responsibility of the adult who brings them and must have close and continuous supervision. Students should ensure they have suitable childcare arrangements in place at times when they are expected to be at University; Annex C outlines resources that can support a student to do this.

Breastfeeding

4.28. First Aid rooms with facilities for expressing and storing milk are available at Kingston Hill, Penrhyn Road, and Knights Park campuses. Digital access codes can be supplied by the Safety Office or via Security.

Kingston University welcomes breastfeeding on campus, noting that babies and children and babies should not be brought into teaching and learning spaces unless prior agreement has been sought from the relevant staff member.

Adoption, Surrogacy, Fostering, and Kinship Care

4.29. The University treats all parents equally. Arrangements for adoption, surrogacy, and fostering leave are the same as those made for maternity and paternity leave, in that the primary adopter or foster parent takes maternity leave, and the partner takes paternity leave.

- 4.30. Students who become kinship carers for a child, may do so suddenly and sometimes informally (without local authority involvement). The student should speak to their course team regarding any implications these responsibilities will have on their studies, and how these can be mitigated. Annex C outlines external advice and support that kinship carers can access.
- 4.31. If responsibilities related to adoption, surrogacy, fostering, or kinship care prevent a student in engaging with their assessments, they should consult the University's Mitigating Circumstances procedure.

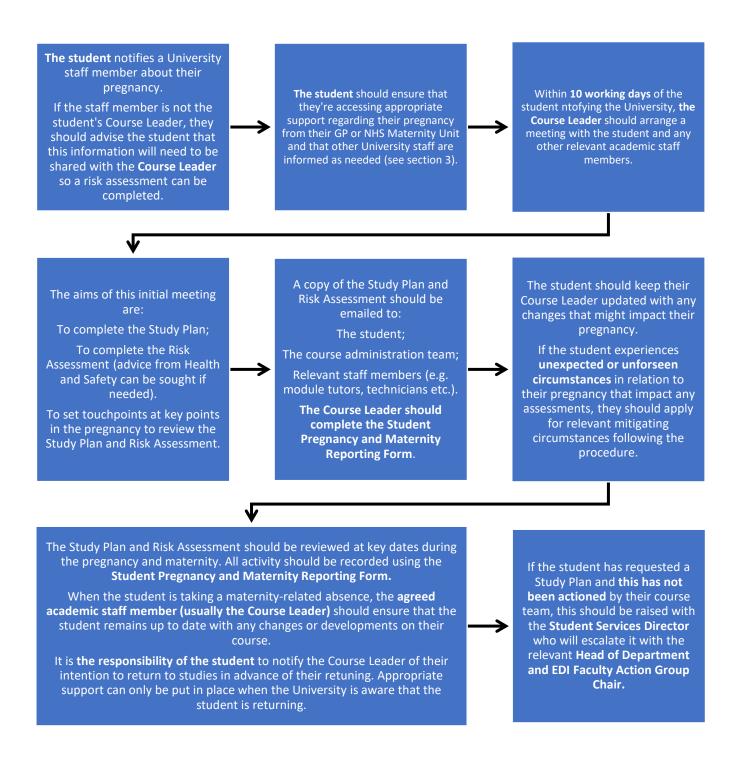
Absences for Students whose Partners Give Birth

4.32. Students whose partners are pregnant or in their maternity period, or who are partners of a primary adopter/ foster parent, are permitted to take 2 weeks (10 working days) leave either directly following the birth/ adoption/ foster date, or within 3 months of this. A student who wishes to take time away from their studies to support their partner through paternal leave provisions should speak to their personal tutor and agree a study plan for this period.

IVF Treatment

- 4.33. A student does not need to inform the University if they are having IVF treatment. Students undergoing IVF treatment are strongly advised to consult their medical advisor to discuss whether the University should be informed in order for a risk assessment to be undertaken to identify any factors of risk.
 - If a student chooses to inform a University staff member, the study plan and risk assessment should be completed by the course team.

Annex A - Process and Responsibilities



Annex B – Study Plan Template

Student Pregnancy and Maternity Policy				
Study Plan/ Schodule of Accessment				
Study Plan/ Schedule of Assessment				
Conta	act Details			
1	Student's Details			
	Name			
	K Number			
2	Emergency Contact Details			
	Name and Relationship to Student			
	Telephone			
3	Course Details			
	Course Title			
	Faculty/ School/ Department			
	Year of Course			
4	Details of Staff Member/s Complet	ing the Study Plan		
	Name/s			
	Job Title/s			
	Email/s			
		over the course of the pregnancy and		
mater				
5	When is the student's due date?			
6	What date did the student notify the			
	University of their pregnancy?			
	(Please note the method of this			
7	communication, e.g. email)			
<i>'</i>	How many weeks pregnant was			
	the student when they notified the University of their pregnancy?			
Comr	nunication with the Student			
Collii	numeation with the Student			
8	All communications regarding the			
	risk assessment and study plan			
	should be sent via email to their			
	University email address and their			
	personal email address. Please			
	confirm the student's personal			
	email address.			
		ant people who need to be informed about		
	tudent's pregnancy, and who the stu	ident consents to share this information		
with.	T. N.			
9	Name	Role/ Job Title		
Healt	h and Safety Risk Assessment (plea	se save a copy with this form). The Risk		
Assessment Form can be found here.				
10		nent been conducted that covers (where		
	relevant):			
	The student's course?			

	Placements or study abroad?	
	Examinations/ other assessments?	
	Field trips?	
	Return from maternity-related	
	absence?	
	Breastfeeding?	
11	When was the Course Leader	
	notified so they can ensure actions/	
	changes are taken to alleviate or	
	minimise risks?	
Preg	nancy-Related Absence	
10	D	
12	Please list the dates and times of	
	all antenatal appointments if	
	known. (If this is not known, it is the	
	student's responsibility to send this	
	information via email once they	
40	have it.)	
13	Have you discussed any	
	pregnancy-related illness that has	
	affected the student's ability to	
4.4	undertake their studies?	
14	If you have answered 'yes' to	
	questions 12 or 13, what	
	arrangements have been made to	
Mata	help the student catch-up?	
wate	rnity-Related Absence	
15	How much maternity-related	
	absence does the student intend to	
	take?	
16	When does the student intend to	
-	take maternity-related absence?	
17	When does the student intend to	
	return from maternity-related	
	absence?	
18	Will the dates of maternity-related	
	absence affect the student's ability	
	to complete any course module	
	requirements?	
19	If so, what arrangements can be	
	considered to enable the student to	
	complete course module	
	requirements?	
20	What information will the student	
	require during maternity-related	
	absence to keep up-to-date on	
	course developments?	
21	Who will be responsible for	
	providing the information to the	
	student?	
22	Is the student aware that they need	
	to contact the University well in	
	advance before the agreed date of	

	return to confirm their return to studies?	
23	Who should the student contact to	
23	confirm their return to studies?	
	(Please include their email	
	address)	
Asse	essments	
24	Is the student unable to complete	
	any assessments due to their	
	pregnancy or maternity?	
25	If so, please provide details:	
26	What alternative arrangements	
	have been made for any	
	outstanding or incomplete	
0.7	assessments?	
27	Please provide a revised schedule	
00	of assessment:	
28	Has the student been made aware of the Modified Exam	
	Arrangements and Mitigating Circumstances procedures?	
Stud	lents on Placement	
Stud	ients on Flacement	
29	Has the placement provider been	
	made aware of the pregnancy?	
30	Has the placement provider	
	conducted a health and safety risk	
	assessment?	
31	Has the placement provider been	
	made aware of the University's	
	Student Pregnancy, Maternity, and	
	Becoming a Parent policy?	
32	Will the student be able to	
00	complete placement?	
33	If not, what alternative	
34	arrangements will be made? Who is responsible for liaising with	
34	a placement provider?	
Inter	rnational Students/ Students on Place	ement Abroad
35	Have international students, or	
	students who are on a placement	
	abroad been informed about the	
	need to check visa implications or	
	extending their stay due to	
Brea	pregnancy and maternity?	
36	Does the student intend to	
	breastfeed? If so, please see the	
	health and safety risk assessment?	
Furt	her Support	

37	If the student is living in University halls of residence, have they contacted the Accommodation Team to notify them of their pregnancy?		
38	Has the student spoken to a Money Advisor to get advice on funding implications, benefits entitlements and housing in relation to their pregnancy?		
39	Has the student planned for childcare arrangements for their return to study? If not, Annex C has a list of resources that may support them to do this.		
Return to Study			
40	What support will be put in place for the student on their return to study? (E.g. key meetings with staff).		
41	Has the study plan and risk assessment been updated to consider the student's return to study?		
Furth	er Information		
42	Any other information or comments?		
Study Plan and Risk Assessment Review			
43	This plan and risk assessment is next due to be reviewed on: (Please include all dates for future reviews)		
Signatures			
Agree	ed by Staff Member/s (including Cou	ırse Leader)	
Name	/s and Job Titles		
Signature			
Date			
Agreed by Student			
Name			
Signat	ture		
LISTA			

Please save a copy of this form with the course administration team. Please also complete the <u>Pregnancy and Maternity Reporting Form</u>.

Annex C – Support and Information

Kingston University Support and Information:

- Accommodation for students living in Kingston University Halls of Residence.
- <u>Careers and Employability</u> for careers, employability, and advice on placements (where there is not a dedicated faculty placement team).
- Counselling and Student Wellbeing University student counselling and wellbeing service.
- <u>Disability and Mental Health</u> for students with disabilities, long-term health difficulties, specific learning differences, and mental health conditions.
- <u>Faith and Spirituality</u> support for any student regardless of their faith or spiritual background.
- Health and Safety Risk Assessment Form this should be used by staff completing risk assessments.
- <u>Information Centres</u> for general advice and guidance on a wide range of issues.
- <u>International Student Office</u> advice for international students and students who
 may be studying, or on placement, abroad.
- <u>Mitigating Circumstances Procedure</u> guidance on applying for Mitigating Circumstances.
- Money Advisors advice around Student Finance, benefits, housing, and financial implications of becoming a parent on funding.
- <u>Report and Support</u> for students and staff to report bullying, harassment, discrimination, and any other unwanted behaviour.
- <u>Union of Kingston Students Advice Service</u> for impartial advice, guidance and advocacy.

External Support and Information:

- Adoption UK Support for adopters, adoptees, and people across the adoption community.
- <u>British Pregnancy Advisory Service (BPAS)</u> for independent advice around pregnancy, and abortion.
- Brook advice and support around sexual health and wellbeing for young people.

- <u>Citizen's Advice</u> online and in-person advice on various topics such as money, housing, benefits etc.
- <u>Fairhill Medical Practice</u> GP practice based in Kingston (Kingston University students can register with them).
- The Fostering Network support for foster carers.
- Home-Start local community networks supporting families with young children.
- Kinship charity supporting kinship carers.
- <u>Little Village</u> Baby bank initiative, supporting families with babies and children under 5.
- NHS website advice and support around pregnancy and maternity.
- SANDS Still birth and neonatal death charity.
- <u>Seen (formally known as Crossway)</u> charity based in Twickenham supporting people facing unplanned pregnancy and baby-loss.
- <u>Tommy's</u> helpline and support for people who have experienced pregnancy and baby loss.
- Wolverton Centre NHS sexual health advice based at Kingston Hospital.