



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Family Policy

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Contents

1.	Introduction and Scope of the Policy	4
2.	Confidentiality and Data Protection	4
3.	Maternity Leave Policy	5
3.1	Introduction.....	5
3.2.	Maternity Leave Notification.....	5
3.3	Maternity Leave Entitlement.....	6
3.4	Time off for Antenatal Appointments	7
3.5	Sickness during pregnancy	7
3.6	Support during Pregnancy.....	7
3.7	Keep In Touch (KIT) Days	8
3.8	Returning To Work.....	8
3.9	Breastfeeding	9
4	Paternity Leave Policy (Maternity Support Leave)	10
4.1	Introduction	10
4.2	Paternity Leave Notification	10
4.3	Paternity Leave Entitlement.....	10
4.4	Antenatal Care Appointments	11
4.5	Support during Pregnancy.....	11
5	Adoption Leave Policy.....	11
5.1	Introduction.....	11
5.2	Adoption Leave Notification	12
5.3	Adoption Leave Entitlement	12
5.4	Adoption Pay – Eligibility	12
5.5	Adoption Process Appointments	13
5.6	Termination of Adoptive arrangement	13
5.7	Support during the Adoption Process	13
5.8	Keep In Touch (KIT) Days	14
5.9	Returning To Work.....	14
6	Shared Parental Leave Policy	14
6.1	Introduction.....	14
6.2	Shared Parental Leave Notification	14
6.3	Shared Parental Leave Entitlement	15
6.4	Shared Parental Leave Pay	16
6.5	Shared Parental Leave Dates	16
6.6	‘SPLIT’ days.....	16
7	Parental Leave Policy	17

7.1	Introduction.....	17
7.2	Parental Leave Notification.....	18
7.3	Conditions of Parental Leave	18
8	Foster Carers Policy	18
8.1	Introduction.....	18
8.2	Foster Carers Entitlement	19
9	Kinship Policy.....	19
9.1	Introduction.....	19
9.2	Kinship Carer.....	19
9.3	Flexible Working	20
9.4	Support during the Kinship Process.....	20
10	Surrogacy Policy.....	20
10.1	Introduction.....	20
10.2	Entitlement as a Surrogate Mother	20
10.3	Rights when using a Surrogate	20
10.4	Support during the Surrogacy Process.....	21
11	Neonatal Leave Policy	21
11.1	Introduction.....	21
11.2	Neonatal Leave Entitlement.....	21
11.3	Neonatal Leave Notification.....	21
11.4	Support during this period.....	21
12	Pregnancy Loss Policy	22
12.1	Introduction.....	22
12.2	Pregnancy Loss Entitlement – Miscarriage.....	22
12.3	Pregnancy Loss Entitlement – Stillbirth.....	22
12.4	Pregnancy Loss Entitlement – Termination for Medical Reasons (TFMR).....	23
12.5	Medical Appointments.....	23
12.6	Support during this period.....	23
13	Fertility Treatment & IVF Policy	23
13.1	Introduction.....	23
13.2	Fertility Treatment & IVF Leave Entitlement.....	24
13.3	IVF Treatment (Implantation)	24
13.4	Support during this period.....	24

1. Introduction and Scope of the Policy

- This Policy applies to all staff employed by the Trust and provides guidance and clarification regarding the family leave employees are entitled to, assisting employees in understanding their options.
- The Policy adheres to the Employment Rights Act 1996; Maternity and Parental Leave Regulations 1999; Paternity and Adoption Leave (Amendment) Regulations 2006; Maternity and Parental Leave and Paternity and Adoption Leave (Amendment) Regulations 2008; Additional Paternity Leave Regulations 2010; Additional Statutory Paternity Pay (General) Regulations 2010; Parental Leave (EU Directive) Regulations 2013, Paternity and Adoption Leave (Amendment) Regulations 2014; Children's and Families Act 2014; Shared Parental Leave Regulations 2014, the Conditions of Service for School Teachers in England and Wales (Revised August 2000) Burgundy Book and the NJC for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) (Revised March 2019).
- This Policy and Procedure will be applied consistently and fairly to all employees.
- In applying this policy, the Trust will have due regard for the Equality Act (2010), age, disability, gender, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, and sexual orientation, trade union membership or non-membership, or any other personal characteristic.
- Preservation of Terms and Conditions under the Transfer of Undertakings (Protection of Employment) Regulations 2006 applies.
- Employees may invite their Trade Union Representative to arranged meetings, for any matters detailed within this policy but this must not unnecessarily delay timings.

2. Confidentiality and Data Protection

- All information gathered throughout the policy will be retained on a confidential and secure basis. Information will be stored confidentially, with access only to individuals as deemed appropriate in line with the procedure and policy.
- The issues raised under this policy are often particularly sensitive, it is therefore essential that any record or information relating to, is held and destroyed in accordance with the provisions of the Data Protection Act 1998 and the Trust's Data Protection Policy.
- Information will be retained by the HR Department in accordance with the above legislation and Trust policies. All of the documentation is subject to the above legislation.

- Any breach of confidentiality may result in the application of the Disciplinary Policy and Procedure.

3. Maternity Leave Policy

3.1 Introduction

- This document gives information and guidance to employees in relation to their entitlement and eligibility for maternity leave and pay. Also detailed within this document is how the Trust aims to support employees during their pregnancies and upon their return to work.

3.2. Maternity Leave Notification

- The Trust acknowledges that employees may opt to notify their Principal/Senior leader at different times during their pregnancy but that this must be in accordance with clause 3.3. Where an employee is not aware of their pregnancy until after the times determined in clause 3.3, the employee must notify the Trust as soon as possible.
- Upon notification of pregnancy, a pregnancy risk assessment (appendix A) will be completed in consultation with the employee within 5 working days, with due care and consideration for the Health & Safety at Work Act 1974.
- The risk assessment will be reviewed regularly (Appendix A). A third trimester risk assessment review must be undertaken (preferably around pregnancy week 28).
- Employees will be required to inform their Principal/Senior leader of their intention to take Maternity Leave by the 15th week before the expected week of childbirth (EWC) (the “Qualifying Week”), or 14th week before the expected week of childbirth (EWC (the “Qualifying Week”) for Teaching staff, as per section 5 of the Burgundy book (2b).
- The employee should notify their Principal/Senior leader of the week that their baby is due and when they intend to start their maternity leave by completing a maternity leave request form (FOR025).
- The employee will be issued a MATB1 Form from their Midwife or Doctor at approximately 20 weeks pregnant. The original copy of this certificate will need to be given to their Principal / Senior leader as soon as is reasonably practicable. Failure to provide the MAT B1 certificate may result in non-payment of maternity pay until it is provided.
- If the employee requests to change the date that they wish to start maternity leave, the employee must give the Trust 28 days’ notice, or for teaching staff, as per section 5 of the Burgundy book (2c), 21 days.
- Where the employee gives birth earlier than expected, or is premature, the maternity leave starts straight away. (See neo-natal where applicable).

3.3 Maternity Leave Entitlement

- Statutory entitlement allows all pregnant employees, irrespective of length of service, to take up to 52 weeks of maternity leave divided into 26 weeks of “ordinary maternity leave” (OML) immediately followed by 26 weeks of “additional maternity leave” (AML). The first two weeks after giving birth are deemed “compulsory maternity leave” whereby the employee is not permitted to return to work during this period.
- Pregnant employees are entitled to start their maternity leave as early 11 weeks before the expected week of childbirth. Maternity leave will automatically start on the day the baby is born if not already started.
- For those with **under 1 years’ service**:
 - at the beginning of the 11th week before the expected week of childbirth (EWC) for teaching staff or
 - at the beginning of the 15th week before expected week of childbirth (EWC) for support staff;
 - Statutory Maternity Pay is awarded which consists of:
 - 90% of average weekly earnings for the first 6 weeks
 - SMP weekly rate or 90% of average weekly earnings (whichever is lower) for the next 33 weeks
 - Remaining 13 weeks unpaid
- Statutory Maternity Pay is only payable if average weekly earnings are above the lower earnings limit.

For those with **more than 1 years’ service**:

- at the beginning of the 11th week before the expected week of childbirth (EWC) for teaching staff or
 - at the beginning of the 15th week before expected week of childbirth (EWC) for support staff;
 - Maternity Pay entitlement is determined by the relevant local authority terms and conditions (or Burgundy Book for Teachers). Please contact the HR department for information regarding maternity leave entitlement.
- Employees who receive Enhanced Maternity pay (which is maternity pay over and above statutory maternity pay) must return to work for a minimum of 13 weeks (inclusive of school closure) following their maternity leave otherwise the 13 weeks half pay must be repaid. Depending on salary and average earnings, payments in these weeks will not exceed full average weekly pay.
 - If an employee does not qualify for Statutory Maternity Pay, they may be able to claim Maternity Allowance using form SMP1 available from payroll.

3.4 Time off for Antenatal Appointments

- Pregnant employees may be required to attend a number of antenatal appointments throughout their pregnancy and reasonable paid time off will be given to attend these appointments, including travel time. The employee should notify the Principal/Senior leader of any scheduled antenatal appointments, providing as much notice as possible and the employee may be required to provide evidence of these appointments.
- The Trust provides 7 paid antenatal appointments for expectant mothers per pregnancy (for appointment time and attendance).
- The Trust operates discretion of pay should the employee require additional appointments during pregnancy for any reason and should they be advised to attend as advised by their midwife/GP/nurse/registered medical practitioner.

3.5 Sickness during pregnancy

- Should an employee become unwell during pregnancy, the employee should follow the absence notification procedure. If an employee's sickness is pregnancy related, they must ensure their Principal/Senior leader is informed of this.
- Where an approved medical practitioner advises, or the risk assessment identifies a need for the employee to be absent from work, or on amended duties, the employee shall be granted leave with full pay, provided that the employee does not unreasonably refuse to undertake amended duties or serve in another work location, within a reasonable distance from their usual place of work.
- If a pregnant employee is absent from work due to a pregnancy related illness in the 4 weeks prior to the baby's due date, their maternity leave will automatically start.
- Sickness absence during pregnancy will not be recorded within sickness absence management procedures.
- Note: Maternity leave will not be taken into account for the calculation of the period of entitlement to sickness leave.

3.6 Support during Pregnancy

- Having a baby is an extremely exciting time, but it also a time of significant change which can be overwhelming. As a Trust we aim to support employees during their pregnancy and therefore should the employee require any additional support they should contact the Principal/Senior leader, a member of the HR Team or seek support through the Trust Employee Assistance Programme.

3.7 Keep In Touch (KIT) Days

- During maternity leave Principals / Senior leaders will endeavour to remain in contact with employees. Employees can agree a schedule for this with their Principal/ Senior leader prior to starting their leave and discuss what other matters they would like to hear about, and the preferred method of communication.
- During maternity leave the employee will be notified of important Trust updates such as;
 - any jobs that are being advertised
 - any promotion opportunities
 - any planning redundancies or reorganisation
- All employees on Maternity Leave are entitled to work 10 KIT Days if they wish. KIT days are taken whilst on maternity leave and are not in addition to. Employees should liaise with their Principal/Senior leader to agree when the KIT days will be worked.
- KIT days can only be taken whilst the employee is on Maternity Leave.
- KIT days may be taken to attend training, general keeping in touch, team meetings or as part of a gradual return to work.
- Employees will receive full pay for the KIT Day worked regardless of the number of hours worked.
- KIT days are paid in the next available payroll following when KIT days are worked. KIT days cannot be split into half days or by hours.
- If a KIT Day is within an enhanced maternity pay period, the KIT Day is not paid as an additional rate. For information regarding payment of KIT days, please contact the payroll team via email: PayrollPensions@astreaacademytrust.org
- KIT days must be carefully monitored by the Trust. Where an employee works more than 10 KIT days, their maternity leave and pay automatically end.

3.8 Returning To Work

- Employees are required to provide the Trust with 8 weeks' notice in writing if they wish to change or bring forward the date on which they return to work or for teaching staff, as per section 6 of the Burgundy book (7.1), 21 days before the day on which they propose to return of the date of their intended return if this is before the end of the 52 weeks' maternity leave. Where this notification is not given, the employer can postpone the teacher's return for a period of up to 21 days, or until the end of their maternity leave if this is sooner.
- Returning to work with a new baby can be a daunting prospect and the Trust wishes to support employees during this time. If an employee has any concerns regarding their return to work, they must speak to their Principal/Senior leader as

soon as they arise so that any concerns can be rectified in a timely manner.

- Employees have the right to return to work to the job in which they were employed under their original contract of employment and on terms and conditions not less favourable than those which would have been applicable to the employee, had they not been absent.
- ‘Job’, for this purpose, means the nature of the work which the employee is employed to do and the capacity and place in which they are so employed.
- Where it is not practicable by reason of redundancy for the employer to permit the employee to return to work in their job, the employee shall be entitled to be offered a suitable alternative vacancy where one exists, provided that the work to be done in that post is suitable and appropriate to the circumstances, and that the capacity and place in which the employee is to be employed and their terms and conditions of employment are not substantially less favourable to them, than if they had been able to return to the job in which they were originally employed.
- The redundancy protected period applies as follows;
 - starts when an employee tells their employer that they are pregnant
 - ends 18 months from the exact date the baby is born
- A return-to-work meeting will be held with employees who are returning to work after Maternity Leave. A New Parent (person who has given birth) Risk Assessment will be completed.
- Employees returning to work may wish to change their working hours/pattern. Employees have the right to submit a flexible working request for consideration, in accordance with the Employment Rights Act (flexible working) 2023.
- Where an employee is unable to return to work at the end of their period of maternity leave due to sickness, the sick pay scheme will apply.

3.9 Breastfeeding

- The Trust are aware that some employees may return to work whilst still breastfeeding and may wish to express during working hours. Employees should inform their Principal/Senior leader as soon as possible if this is the case, so that reasonable adjustments can be made.
- We will accommodate reasonable adjustments to the working day to enable breastfeeding mothers to rest and to breastfeed or express breastmilk at convenient times, as consulted with the employee upon. This will be in addition to adequate time in the working day to drink water, eat lunch and use the toilet.

- Breastfeeding mothers require adequate time to express their milk. Where an employee needs an extended morning, midday, or afternoon break to fully express her breastmilk, appropriate cover will be provided.
- We acknowledge that not all breastfeeding women will choose or be able to express breastmilk; we will ensure that all breastfeeding women will be able to leave work on time to reduce the risk of discomfort, breast engorgement, or infection.
- Those expressing will be provided with an adequate provision to store breastmilk which may include a private refrigerator.
- The Trust recognises that flexible working arrangements support combining breastfeeding and employees returning to work.

4 Paternity Leave Policy (Maternity Support Leave)

4.1 Introduction

- This document gives information and guidance to employees in relation to their entitlement and eligibility for paternity leave.

4.2 Paternity Leave Notification

- Employees will be required to inform the Trust of their intention to take Paternity Leave 28 days before their paternity leave period, unless this is not reasonably practicable. Employees will need to complete a paternity leave request form (FOR027) and may be required to submit a copy of the mother's MATB1 form or proof of adoption.

4.3 Paternity Leave Entitlement

- The Trust enhanced paternity entitlement allows the child's father, mother's partner or co-adopter, to take up to 2 calendar weeks of ordinary paternity leave at full pay (taken in blocks of 1 or 2 weeks at a time). If a partner has a multiple birth (e.g. twins) the amount of leave will still be the same.
- The employee must complete paternity leave within 56 days of the actual date of birth of the child, or placement for adoption, or if the child is born early, within the period from the actual date of birth up to 56 days after the first day of the week in which the birth was expected.
- In order to qualify for Paternity Leave, employees will be required to:
 - have worked continuously for the Trust for 26 weeks by the end of the 15th week before the Expected Week of Childbirth (EWC), or the end of the week in which the child's adopter is notified of being matched with the child
 - be the biological father of the child, or the mother's spouse or partner, or co-adopter

- expect to have responsibility for the child's upbringing
 - have average weekly earnings that are above the Lower Earnings Limit (LEL)
- Employees who qualify are entitled to 2 calendar weeks of paid leave (at their normal weekly rate) taken in blocks of 1 or 2 weeks at a time. If the employee has worked for the Trust for less than 26 weeks by the 15th week before the EWC they will not be entitled to paternity leave. Employees are encouraged to contact Central Services payroll for support and guidance.
 - For employees who work academic terms only, should the birth fall within the school holidays (closure periods), paternity can be taken during term time.

4.4 Antenatal Care Appointments

- The Trust recognises that support partners at appointment is important. Employees will be paid to attend up to 4 antenatal care appointments. The employee should notify the Principal/Senior leader of any scheduled antenatal appointments, providing as much notice as possible. The employee may be required to provide evidence of these appointments.
- The Trust operates discretion should the employee require additional appointments during their partners pregnancy for any reason.

4.5 Support during Pregnancy

- Having a baby is an extremely exciting time, but it also a time of significant change which can be overwhelming. As a Trust we aim to support employees during this time and therefore should the employee require any additional support they should contact the Principal/Senior leader, a member of the HR Team or seek support through the Trusts Employee Assistance Programme.
- If upon return to work an employee wishes to change their working hours/pattern, a flexible working request must be submitted with the adequate notice.
- Our EAP provision is also available for partners / spouses to provide support. Further information can be requested from the HR department if required.

5 Adoption Leave Policy

5.1 Introduction

- This document gives information and guidance to employees in relation to their entitlement and eligibility for Adoption Leave and the support available to employees throughout the adoption process.
- Statutory Adoption Leave is 52 weeks. It is made up of:
 - 26 weeks of Ordinary Adoption Leave
 - 26 weeks of Additional Adoption Leave

- Only 1 person in a couple can take adoption leave.
- Adoption leave and pay allows one member of an adoptive couple, the 'main adopter' to take paid time off work when their new child is placed with them for adoption. Paternity leave (Adoption support leave) and pay may be available for the other member of the couple or for an adopter's partner (if not adopting jointly) where eligible.

5.2 Adoption Leave Notification

- Employees should confirm their Expected Placement Date (EPD) and the date on which they intend to start their adoption leave with the Principal/Senior leader. This must be done within 7 days of receiving the notification from the Adoption Agency that confirms a "match" with a child or children (if more than one).
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- Employees are required to notify their Principal/Senior leader within 28 days of the date of placement (or UK arrival date) for overseas adoptions. An adoption leave request form (FOR033) must be completed and submitted to the Principal/Senior leader.
- For UK adoptions, adoption leave can start either on the day the child is placed with an employee or up to 14 days before they expect the child to be placed with them. For overseas adoption, the adoption leave can start on the day the child arrives in UK or up to 28 days after the child's arrival into the UK. If adopting a child/children from overseas an SC6 form must be completed and submitted to the employee's Senior leader/HR Team.

5.3 Adoption Leave Entitlement

- In order to qualify for Adoption leave, an employee must have been employed for no less than 26 weeks, up to any day in the week the employee is matched with the child (or children if more than one); and with average weekly earnings above the Lower Earnings Limit. If an employee is adopting multiple children, the amount of leave will still be the same.
- Adoption Leave entitlement is determined by the relevant local authority terms and conditions.
- Please contact the HR department for adoption leave entitlement.

5.4 Adoption Pay – Eligibility

- Employees may be eligible for one of more of the following payments depending on of length of service and contractual terms.
- If an employee has less than 26 weeks service, by the week the employee is matched with a child/children, they qualify for Adoption Leave without pay.

- For those with **under 1 years' service**:
 - Statutory Adoption Pay is awarded which consists of:
 - 90% of average weekly earnings for the first 6 weeks
 - SMP weekly rate or 90% of average weekly earnings (whichever is lower) for the next 33 weeks
 - Remaining weeks are unpaid
- **For those with over 1 years' service**:
 - Please contact the HR department for information regarding adoption pay entitlement.
- Where eligible for enhanced adoption pay, employees must return to work for a minimum of 13 weeks (inclusive of school closure) following their adoption leave entitlement otherwise the 13 weeks half pay must be repaid. Depending on salary and average earnings, payments in these weeks will not exceed full average weekly pay.

5.5 Adoption Process Appointments

- Employees have the right to paid time off to attend adoption appointments as part of the adoption process. If an employee is adopting on their own, they are entitled to paid time off for up to 5 appointments.
- If employees are adopting jointly then the main adopter will have this entitlement and the secondary adopter will be entitled to unpaid time off for up to 2 appointments (maximum 6.5 hours each).
- Employees must inform their Senior leader as soon as they are aware of an appointment. Proof of appointments may be requested.

5.6 Termination of Adoptive arrangement

- If the adopted child's placement is terminated during the adoption leave period, an employee will continue to be entitled to adoption leave and statutory adoption pay (if applicable) for up to 8 weeks after the placement ends.
- The employee should give 8 weeks' notice of their intended return, however if they wish to return to work earlier than 8 weeks, they must provide written notice of their intention to the Trust/Academy 28 calendar days prior to the intended return date.

5.7 Support during the Adoption Process

- The Trust appreciates that adopting a child/children, although exciting, can be a difficult process. As a Trust we aim to support employees during the Adoption Process and therefore should the employee require any additional support they should contact the Principal/Senior leader, a member of the HR Team or seek support through the Trusts Employee Assistance Programme.

5.8 Keep In Touch (KIT) Days

- During Adoption Leave Senior leaders will endeavour to remain in contact with employees and employees can agree a schedule for this with their Senior leader prior to starting their leave. All employees on Adoption Leave are entitled to work 10 KIT Days if they wish. Employees should liaise with their Senior leader to agree when the KIT days will be worked. Employees will receive full pay for the KIT day worked in addition to adoption pay. KIT days are paid in the next available payroll following when KIT days are worked.

5.9 Returning To Work

- Employees are required to provide the Trust with 8 weeks' notice in writing if they wish to change or bring forward the date on which they return to work.
- Returning to work following the placement of a child/children can be a daunting prospect and the Trust wishes to support employees during this time. If an employee has any concerns regarding their return to work, they must speak to their Senior leader as soon as they arise so that any concerns can be rectified in a timely manner.
- If upon return to work an employee wishes to change their working hours/pattern, a flexible working request form must be submitted with the adequate notice. Please refer to the flexible working policy (POL016) for more information.

6 Shared Parental Leave Policy

6.1 Introduction

- This document gives information and guidance to employees in relation to their entitlement and eligibility for Shared Parental Leave.

6.2 Shared Parental Leave Notification

- To apply for Shared Parental Leave, a shared parental leave request form (FOR031) must be submitted to the Principal/Senior leader giving 8 weeks' notice of the employee's intention to start shared parental leave. A copy of the MATB1 form or adoption paperwork will be required.
- Once an application for shared parental leave has been submitted, the Principal/Senior leader has 14 days to respond to inform the employee whether the shared parental leave dates can be accommodated, or whether alternative dates need to be requested. A maximum of three requests can be made, therefore if a request is refused this counts as one request and only two further requests can be submitted.

6.3 Shared Parental Leave Entitlement

- To qualify for shared parental leave, both parents must share the main responsibility for the care of the child at the time of the birth/placement for adoption.
- For either parent to get shared parental leave, the birth parent or primary adopter must do one of the following:
 - end their maternity or adoption leave and return to work
 - give their employer notice to 'curtail' (end) their maternity or adoption leave early
- Both parents are entitled to take shared parental leave at the same time, however the number of weeks will be removed from the overall entitlement (if a week is shared, 2 weeks is removed from overall entitlement).
- An employee must be:
 - The mother/adopter or the father of the child, or the spouse, civil partner or partner of the child's mother/adopter
 - The mother/adopter of the child must be entitled to statutory maternity/adoption leave, or statutory allowance and must have given notice to reduce any maternity/adoption entitlements
 - Must have 26 weeks continuous service with the Trust by the end of the qualifying week (15th week before the child is due, 26 weeks up until the date the child is matched for adoption) and will still be employed by the Trust in the week before the leave is to be taken
 - The employees' partner must meet the 'employment and earning test' requiring them in the 66 weeks leading up to the child's expected due date/matching date have worked for at least 26 weeks and earned an average of at least £30 a week in any 13 of those weeks
 - Statutory notices must be given to the employee and the parents respective employer
- Employees may be entitled to take up to 50 weeks shared parental leave during their child's first year. If they or their partner decides to reduce their maternity/adoption leave entitlement, they are able to opt-in to Shared parental leave and take any remaining weeks as shared parental leave. Employees can reduce their entitlement to maternity/adoption leave by returning before the full entitlement of 52 weeks.
- The mother must take two weeks maternity leave immediately following the birth of the child and the adopter can take shared parental leave after taking at least two weeks of adoption leave. The father/partner/spouse can take shared parental leave immediately following the birth/placement of the child but may first choose to exhaust any paternity leave entitlement (as the father/partner cannot take paternity leave or pay once they have taken shared parental leave or shared parental leave pay).

Employees can request leave as a continuous or discontinuous period.

- A continuous leave notification means an employee is requesting a number of weeks to be taken in an unbroken period, for example 6 weeks in a row. They are entitled to submit up to 3 separate

notifications for continuous periods of leave.

- A discontinuous leave notification means that an employee is requesting a period of time whereby they break the leave by returning to work, for example, over a 3-month period they take 6 weeks shared parental leave working every other week.
- In cases where the Trust is unable to provide periods of discontinuous shared parental leave, an employee will be able to take the same length of time in one continuous period. For example, if they requested three separate periods of four weeks each, they will be entitled to one 12-week period of leave.

6.4 Shared Parental Leave Pay

- Employees may be entitled to take up to 39 weeks shared parental leave pay whilst taking shared parental leave. The number of weeks available will depend on the amount by which they (if they are the mother/adopter) reduce their maternity/adoption pay period or maternity allowance period. To be entitled to receive shared parental leave pay employees must meet each of the following criteria:
 - They (the mother/adopter) must be entitled to statutory maternity/adoption pay or maternity allowance and must have reduced their maternity/adoption pay period or maternity allowance period
 - They must intend to care for their child during the week in which shared parental leave pay is payable
 - They must have average weekly earnings for the period of eight weeks leading up to and including the 15th week before their child's expected due date/matching date are not less than the lower earnings limit in force for national insurance contributions
 - The employee must remain in continuous employment until the first week of shared parental leave pay has begun
 - They must give proper notification in accordance with the rules set out in this policy. Written notice advising of their entitlement to shared parental leave pay must be submitted with 8 weeks' notice.
- Shared parental leave is paid at the weekly statutory rate.

6.5 Shared Parental Leave Dates

- Employees are entitled to request a variation or cancellation of an agreed period of shared parental leave. The request to change will need to be in writing at least eight weeks before the date of any variation. Any new start date cannot be sooner than eight weeks from the date of the variation request. An employee is entitled to three requests for shared parental leave dates.

6.6 'SPLIT' days

- Employees can agree to work or attend training during their shared parental leave for up to 20 days without bringing their period of shared parental leave to an end or impacting on their right to claim shared parental leave pay for that week. These dates are called 'Shared Parental Leave in Touch (SPLIT)' days.

An employee will be paid for the SPLIT days' work in addition to their shared parental leave.

- SPLIT days (20 days) is in addition to KIT days and cannot be saved for use during shared parental leave.

7 Parental Leave Policy

7.1 Introduction

- This document gives information and guidance to employees in relation to Parental Leave. The Trust appreciates that there may be times when a parent needs to take time off work to care for a child under the age of 18 and wishes to support this where possible. Parental leave is available to those who have parental responsibility for children up to 18 years old, regardless of whether they are adopted or birth children.
- Parental leave is unpaid and is intended to give parents the right to take time off work to look after their child or to make arrangements for the child's welfare. Eligible employees can take unpaid parental leave to spend more time with their children, look at new schools, settle children into new childcare arrangements or spend more time with family.
- A total of 18 weeks leave can be taken for each eligible child up to the child's 18th birthday, with a maximum of 4 weeks parental leave taken per year.
- Parental leave must be taken in blocks of weeks and cannot be taken as individual days, unless the employee has a disabled child (who is entitled to Disability Living Allowance), then the legislation permits that employees can take parental leave in blocks of a day.
- The blocks of weeks are equivalent to the days normally worked in a week.
- The Trust reserves the right to request that parent leave is postponed unless the employees request meets the following criteria;
 - the employer does not have a 'significant reason', for example it would cause serious disruption to the business
 - it's being taken by the father or partner immediately after the birth or adoption of a child
 - it means an employee would no longer qualify for parental leave, for example postponing it until after the child's 18th birthday

If postponed the Trust will;

- write explaining why within 7 days of the original request
- suggest a new start date - this must be within 6 months of the requested start date
- not change the amount of leave being requested

7.2 Parental Leave Notification

- A Parental Leave Request form (FOR029) must be submitted to the employees Principal/Senior leader with as much notice as possible. The minimum notice periods that must be given are:
 - one month's notice for one or 2 weeks of parental leave
 - 3 months' notice for 3- or 4-weeks' leave
- If the leave would cause undue disruption to the work of the Trust, the Principal/Senior leader, is entitled to refuse an application for parental leave. However, the application can only be postponed for a maximum of 6 months. Any decision on postponement must be given to the employee in writing. However, parental leave will not be postponed if the employee has given due notice to take it immediately after the birth or placement for adoption of a child.
- The employee has a right of appeal against a decision to postpone the application for parental leave. The appeal should be made in writing to the Trust HR Team within 5 working days of the receipt of the written decision and must state the full grounds for the employee's appeal.
- To take parental leave directly after a period of maternity/paternity/adoption/shared parental leave, an employee must give at least 21 days' notice, or where this is not possible, give as much notice as is reasonably possible.

7.3 Conditions of Parental Leave

- Regardless of their working arrangements, an employee must take parental leave as whole weeks with the exception of parents with disabled children i.e. children who are entitled to disability living allowance, who may take leave in multiples of weeks or days.
- Employees are entitled to 18 weeks parental leave, cumulative over the first 18 years of a child's life and covering all employments during this period. Parental leave allows each parent to take up to 18 weeks of unpaid leave for each child until the child is 18. Parental leave is taken in blocks of weeks, with a maximum of 4 weeks per year for each child.
- The Trust maintains records of the parental leave taken by employees and will, if requested; pass this information on to future employers. We may also ask past employers for information on parental leave taken so that we can monitor the parental leave entitlement correctly.

8 Foster Carers Policy

8.1 Introduction

- Foster carers offer children and young people a safe, loving and nurturing home when they can't live with their birth families. This means they have a unique chance to make a real difference to a child's life.

- This policy provides a period of leave to enable employees who are designated Foster Carers to attend appointments, planning meetings, reviews and training and development events.
- The Foster Carers leave arrangements are designed to recognise the significant demands placed on foster carers' time in addition to normal child caring responsibilities.

8.2 Foster Carers Entitlement

- Employees will be allowed up to 5 days paid leave during any leave year, pro rata for part-time employees.

The following evidence will be requested before granting leave:

- Proof of foster caring responsibility
- Proof and details of training course, assessment planning, review meeting or specialist consultation
- The Kinship Policy is applicable for the fostering of family or friends.

9 Kinship Policy

9.1 Introduction

- This policy gives information and guidance to employees who have become or are considering becoming a Kinship carer.
- Kinship care is when a child is being raised and cared for by a family member or friend, instead of their parents and this arrangement can be short term or permanent. If an employee becomes a Kinship Carer with full parental responsibility for the child/children in their care, this policy will apply.
- If an employee has become a Kinship Carer, they should inform the Principal/Senior leader as soon as possible. The Trust appreciates this can be a challenging time for the employee, and the child/children in their care and the Trust will try to support the employee where possible with reasonable adjustments.

9.2 Kinship Carer

- A Kinship carer is entitled to time off for family and dependents and also parental leave. The relevant application forms for each type of absence would need to be completed and submitted to the Principal/Senior leader in line with the notification documents detailed within each policy. Evidence of Kinship status may be requested.

9.3 Flexible Working

- A change within the home environment for the employee and child/children can be unsettling and it may be the employee feels a change to their working pattern/hours is required. If this is the case an employee can submit a flexible working request form with the adequate notice. Please refer to the flexible working policy (POL016) for more information.

9.4 Support during the Kinship Process

- The Trust appreciates that the Kinship process can be difficult and as a Trust we aim to support employees during the Kinship Process and therefore should the employee require any additional support they should contact the Principal/Senior leader, a member of the HR Team or seek support through the Trusts Employee Assistance Programme.

10 Surrogacy Policy

10.1 Introduction

- This document gives information and guidance to employees who are pregnant with a baby via surrogacy or having a baby via surrogacy.

10.2 Entitlement as a Surrogate Mother

- As a pregnant employee, a surrogate is entitled to take maternity leave irrespective of the relationship to the child once he/she is born. Statutory entitlement allows all pregnant employees, irrespective of length of service, to take up to 52 weeks of maternity leave divided into 26 weeks of “ordinary maternity leave” (OML) immediately followed by 26 weeks of “additional maternity leave” (AML). The first two weeks after giving birth are deemed “compulsory maternity leave” whereby the employee is not permitted to return to work during this period.
- Please refer to the Maternity Policy section for more information regarding an employee’s rights as a surrogate

10.3 Rights when using a Surrogate

- When using a surrogate to have a baby/babies the intended parent must apply for a parental order or adoption to become their legal parent. To apply for a parental order one parent must be genetically related to the child to apply. Applications must be made within 6 months of the child’s birth.
- If neither parent is genetically related the parent/s must apply to adopt the child.
- Employees who are having a baby/babies through surrogacy are entitled to Adoption Leave and Pay and Paternity Leave.

10.4 Support during the Surrogacy Process

- As a Trust we aim to support employees during the surrogacy and kinship Process and therefore should the employee require any additional support they should contact the Principal/Senior leader, a member of the HR Team or seek support through the Trusts Employee Assistance Programme.

11 Neonatal Leave Policy

11.1 Introduction

- This document gives information and guidance to employees whose child/children are born prematurely and admitted to neonatal care within the first 28 days of life.
- Parents of babies admitted to hospital as a neonate (28 days old or less) are entitled to a maximum of 12 weeks Neonatal Leave to support the employee during this difficult period.

11.2 Neonatal Leave Entitlement

- If a neonate aged up to the age of 28 days is admitted to neonatal care for more than 7 continuous calendar days, parents will be entitled to neonatal leave and pay. Parents are entitled to a maximum of 12 weeks Neonatal Leave. The Trust will pay employees full pay for neonatal leave.
- There is no minimum length of service required to access this entitlement. An employee's entitlement to maternity and paternity leave is not affected by this, and upon discharge from neonatal care an employee's maternity or paternity leave can commence.

11.3 Neonatal Leave Notification

- It is requested that employees notify their Principal/Senior leader as soon as possible of their request to take Neonatal Leave, and the Manager will complete a Neonatal Leave Request form (FOR037) on the employee's behalf.
- When the baby/babies are discharged from neonatal care, employees must notify the Principal/Senior leader as soon as possible and maternity/paternity leave will then commence.

11.4 Support during this period

- The Trust understands that having a baby/babies admitted to neonatal care is an extremely upsetting, anxious and distressing time for parents and we endeavour to support parents as much as possible during this time. Neonatal services will have recommended support channels for parents; however, support can also be accessed via the Trusts Employee Assistance Programme.

12 Pregnancy Loss Policy

12.1 Introduction

- The Trust is committed to supporting all employees who suffer the loss of a pregnancy, whether it happens directly to them, their partner or their baby's surrogate mother, regardless of the nature of the loss, and irrespective of length of service.
- This policy also makes no assumptions about how employees suffering a loss will feel, or how they want to be treated. It instead aims to outline the support that is available, and advice that may be useful, should this be needed.
- The loss of a pregnancy within the first 24 weeks is called a miscarriage, and the loss of a pregnancy after 24 weeks gestation is called a stillbirth.
- This policy recognises termination procedures within pregnancy loss. An employee may have a termination for a variety of reasons including a termination for medical reasons (known as TFMR). This policy is designed to support all circumstances.
- Statutory Parental Bereavement Pay and Leave is detailed within the Special Leave of Absence Policy, if referring to employees who suffer the loss of a child under the age of 18 or suffer a stillbirth from 24 weeks of pregnancy, irrespective of how long they have worked for the employer.
- Any sickness absence due to pregnancy loss will not be recorded within sickness absence management procedures.
- Reasonable adjustments will be discussed with employees returning work during their return-to-work meeting.

12.2 Pregnancy Loss Entitlement – Miscarriage

- All employees who have been affected by a pregnancy loss (including partners and those with a surrogate mother) are entitled to a minimum of two weeks' leave on full pay to include any medical intervention required post pregnancy loss.
- Employees should contact their Principal/Senior leader as soon as possible to inform them of their loss. If the employee is unable to contact the Trust, a friend or family member can do so on their behalf.

12.3 Pregnancy Loss Entitlement – Stillbirth

- For a stillbirth after 24 weeks of pregnancy the employee is entitled to their full maternity or paternity leave entitlement starting the day after the loss.
- Employees should contact their Principal/Senior leader as soon as

possible to inform them of their loss. If the employee is unable to contact the Trust, their next of kin can do so on their behalf.

12.4 Pregnancy Loss Entitlement – Termination for Medical Reasons (TMFR)

- All employees who have been affected by TMFR (including partners and those with a surrogate mother) are entitled to a minimum of two weeks' leave on full pay to include any medical intervention required post termination for medical reasons.
- This includes employees who suffer pregnancy loss, where they have an ectopic or molar pregnancy, and all pregnancies with complications, where a TMFR is required, or recommended by a medical practitioner.
- Employees should contact their Principal/Senior leader as soon as possible to inform them of their loss. If the employee is unable to contact the Trust, a friend or family member can do so on their behalf.

12.5 Medical Appointments

- Employees are entitled to paid time off to attend appointments (or to accompany their partners) relating to pregnancy loss which do not fall within an agreed period of leave, including but not limited to medical examinations, scans and tests, and mental health-related appointments.

12.6 Support during this period

- The Trust recognises that Pregnancy loss is extremely difficult and a distressing time. The Trust will support employees as much as possible, signposting to the GP and the Employee Assistance Programme.

13 Fertility Treatment & IVF Policy

13.1 Introduction

- The Trust are committed to supporting all employees going through fertility and IVF treatment and appreciate that this can be an emotionally and physically draining time.
- For the purpose of this policy, fertility treatment leave refers to the collecting of eggs, implantation, other treatment options, monitoring, taking time to rest after a procedure or to recover from some of the emotional effects.
- Investigating reasons for infertility such as infertility initial exploratory investigations will not be classed as fertility treatment leave and instead will be classed as time off for a medical appointment as detailed in the Special Leave of Absence policy, noting the sensitivity.
- Any sickness absence due to the fertility treatment medical procedure(s) will not be recorded within sickness absence management.

- The Trust acknowledges that prior to fertility treatment procedures, employees will be required to take hormone therapy drugs (often synthetic), that may cause employees to feel unwell. The sickness absence policy will apply.

13.2 Fertility Treatment & IVF Leave Entitlement

- Where possible, medical appointments relating to fertility treatment and IVF should be made outside of working hours, however given the nature of the treatment and the opening hours of clinics, the Trust appreciates this is not always possible and endeavours to be as supportive as possible.
- Employees receiving fertility treatment are entitled to five days paid leave for fertility treatment leave within a 12-month period. For an employee whose partner is going through fertility treatment, they are entitled to two days paid fertility treatment leave within a 12-month period. These days can be taken as a block, separate days or half days.
- The Trust appreciates that undergoing fertility treatment can be an emotive, challenging and sensitive time for employees and it is the employee's discretion as to whether they disclose this treatment to their Senior leader/Principal.
- The employee is asked to provide evidence of appointments/treatments where able to.
- Any disclosures regarding fertility treatment will be kept confidential.

13.3 IVF Treatment (Implantation)

- Following successful embryo implantation, the woman is deemed legally to be pregnant and from that time is entitled to time off for antenatal care and pregnancy related sickness as detailed within the Maternity Policy (clause 3).
- In the unfortunate event of an unsuccessful IVF embryo implantation, the employee undergoing fertility treatment is entitled to two weeks full pay in line with the Pregnancy Loss Policy (clause 12).

13.4 Support during this period

- The Trust recognises the emotional pressure of going through Fertility and IVF Treatment and endeavours to support employees as much as possible. Employees are encouraged to speak to their Senior leader/Principal if they require any further support. Support can also be accessed via the Trusts Employee Assistance Programme.

14 Appendices

14.1

Appendix A

Pregnancy and New Parent (person who has given birth) Risk Assessment (FOR088)

This risk assessment is to be completed in consultation with the employee. Any employee who notifies the Trust that they are pregnant or who returns to school after giving birth requires a specific risk assessment to be carried out.

Academy/ Department:

Employee Name:

Date:

Assessor / Manager:

Employee Job Title:

Detail of workplace activity:

Date of expected week of childbirth (EWC)		Expected date of return to School	
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Risk Assessment Review Dates. The RA must be reviewed during the 3rd trimester

Please refer to page 159 to 163 of the H&S Handbook [H&S Handbook.docx](#) for guidance on completing. This template must be adapted to be specific to the employee, recognising the role and duties undertaken. **Line Manager / Assessor must change the risk grading category as required.**

Risk Rating		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major Causes major injury, disability or ill-health.	High	High	Medium
	Severe Causes injury requiring medical treatment.	High	Medium	Low
	Minor Causes injury requiring first aid treatment.	Medium	Low	Low

#	Hazards and Risks	Control Measures	Risk Level (high, medium, low)	Further Actions	Comments	Review Date	Review Date	Review Date
1.	Standing / Walking: Standing for long periods of time. Excessive strain on back and legs to expectant mother. Exposure to noise and stressful environment. Long periods of walking.	<ul style="list-style-type: none"> Ensure that adequate breaks are taken, and suitable seating is provided. Ensure that adequate welfare facilities are provided so as to allow for quiet periods of rest to be taken. Review 2 weekly. Staff room to be used as and when needed. Management team to ensure provision of support to deal with situations that may cause undue stress. 	LOW					

2.	<p>Manual handling: Excessive lifting / bending.</p> <p>Hormonal changes and postural problems may increase any risks associated with manual handling. Strain to back / arms / legs / raised blood pressure / damage to unborn child.</p>	<ul style="list-style-type: none"> • Member of staff should not carry heavy bags or large amounts of learning resources. • Assistance should be available for manual handling tasks. • Ensure that colleague or technician is on hand to provide and set up all teaching materials to be used during the day. • Lessons planned in advance and all materials identified. • A manual handling assessment will be carried out for any specific activities necessitating manual handling. 	MEDIUM				
3.	<p>Use of Stairs:</p> <p>Risk of slips, trips and falls. Physical exertion can lead to complications in pregnancy. Possible difficulties in emergency evacuation where pregnant worker cannot move quickly.</p>	<ul style="list-style-type: none"> • Where lifts are available, the pregnant member of staff should be provided with access to keys. • If lifts are not available, use of the stairs should be limited. Consideration should be given to providing alternative working location if employee is unable to use stairs. 	HIGH				
4.	<p>Floor surfaces: Are they in poor condition, cluttered? Slips and trips may occur</p>	<ul style="list-style-type: none"> • Ensure that all floor surfaces are clear and in good condition. • Any issues to be reported urgently. 	LOW				
5.	<p>Working in small or confined spaces: Will become problematic as the expectant mother comes bigger.</p> <p>May lead to sprains or strain injuries. Dexterity, agility, co- ordination, speed of movement, reach and balance may be impaired, and an increased risk of accidents may need to be considered.</p>	<ul style="list-style-type: none"> • Introduce or adapt equipment. • Redesign the workstation and/or work area. 	LOW				

6.	Working at height: Low blood or high blood pressure, which can cause loss of concentration, dizziness and fainting. Postural problems can affect balance and agility.	<ul style="list-style-type: none"> Member of staff must not work at height. Assistance to be provided for any activities that involve working at height, including the putting up of displays. 	LOW					
7.	Lone working: No assistance available if required	<ul style="list-style-type: none"> Lone working should be avoided A colleague is to be notified and arrangements for summoning assistance agreed. 	LOW					
8.	Use of visual display screen equipment (DSE): May cause postural problems if periods of prolonged sitting, and may cause muscular- skeletal problems if the member of staff cannot sit close enough to the desk.	<ul style="list-style-type: none"> A specific DSE assessment should be carried out for the member of staff. The workplace to be adjusted to the member of staff needs. Learning activities to be adjusted to minimise risks. 	LOW					
9.	Prolonged sitting (general), poor posture: Discomfort, poor circulation, risk of thrombosis or embolism.	<ul style="list-style-type: none"> The member of staff is advised to vary her position and activities. 	LOW					
10.	Mental or physical fatigue: Fatigue from high levels of concentration, standing, sitting or walking, or other mental or physical fatigue may cause stress, anxiety and raised blood pressure. Also, dizziness, fainting, general feeling of being unwell.	<ul style="list-style-type: none"> Agreed rest area for member of staff. Member of staff advised not to carry heavy bags or resources. Buddy system to be used (fellow member of staff to accompany pregnant colleague around school) Member of staff to be identified as a point of contact. All staff to be made aware of agreed procedures put in place for colleague. 	MEDIUM					

11.	Access to Toilets: May need to use toilet facilities more frequently, particularly during latter stages of pregnancy. Risk of infection or kidney disease.	<ul style="list-style-type: none"> Consider location of nearest toilet facilities. May need to allow for extra breaks. 	LOW					
12.	Access to drinking water: Dehydration in pregnancy can lead to complications.	<ul style="list-style-type: none"> Keep well hydrated and always have a bottle of water at hand. 	LOW					
13.	Supervising children: May be occasions where children become boisterous or anxious which may result in unintentional knocks and bumps	<ul style="list-style-type: none"> If incidents are likely or known to occur, members of staff should be precluded from supervisory roles, i.e. in a playground scenario. 	LOW					
14.	Threat of violence in the workplace: Physical / verbal threats Leading to stress / anxiety / raised blood pressure	<ul style="list-style-type: none"> Should not be placed in a confrontational situation with staff / pupils or members of the public. A senior member of staff must attend and provide support when called for. Pregnant member of staff must be allowed time and space after any situation that causes them anxiety. Senior member of staff must support in addressing issues with pupils who cause concern. Support to be given to allow staff member time to relax after situations of stress. Staff room or suitable quiet office space to be used. 	LOW					
15.	Movement around site: Possible crushing due to overcrowded corridors or duty involving control of large groups. Crushing damage to body. Strains to arms, legs etc. Trip or fall	<ul style="list-style-type: none"> Movement around site must be planned to avoid congestion times and areas. Moving in advance or prior to lesson start. Site duty must take into account pregnant Mother's condition in that she must not be: <ul style="list-style-type: none"> exposed to extreme temperatures placed in situations of congestion or areas of 	MEDIUM					

	<p>due to large numbers of pupils contained in one area. Increase in blood pressure / anxiety / stress to mother and unborn child. Intimidation due to large numbers of pupils.</p>	<p>overcrowding expected to travel distance around the site to area or patrol a large area placed in areas of known problems leading to intimidation or confrontation.</p> <ul style="list-style-type: none"> ○ Additional time should be given for the staff member to take their welfare breaks, this should take into account movement around site, preferably prior to lesson change to avoid situations where crushing may occur on the corridor. ○ Additional support may be required to take control of the lesson at the start and at the end of a period to allow the pregnant staff member to make their way to the staff room prior to the pupil breaks. ○ Review duties as and when needed. 					
16.	<p>Duty Responsibilities: Exposure to excessive heat / cold. Standing for periods of time.</p>	<ul style="list-style-type: none"> • Duties should be assessed. Consideration given to swap outdoor duty for indoor duty. • Facility to sit down whilst on duty. 	LOW				
17.	<p>Fire Evacuation: Exposure to stressful situation whilst evacuating building</p> <p>Being knocked, pushed, elbowed resulting in a fall or impact with a fixed object</p>	<ul style="list-style-type: none"> • Member of staff to be accompanied by nominated fellow staff member. • Evacuate at the rear of the group of students to reduce congestion and possible risk of collision. • Leadership team member to assist with evacuation of class. 	HIGH				
18.	<p>Excessive heat or cold (hot / cold weather or hot / cold learning environments): Pregnant workers may be more liable to heat / cold stress.</p>	<ul style="list-style-type: none"> • Localised or general heating / cooling to be provided as necessary. 	MEDIUM				

19.	<p>Exposure to hazardous substances / Chemical Agents: Depending on the substance, risks to the baby during pregnancy or whilst breastfeeding.</p>	<ul style="list-style-type: none"> Exposure to hazardous chemicals should be avoided. A specific COSHH assessment should be carried out and all necessary control measures implemented. 	LOW				
20.	<p>Exposure to infectious diseases: Those working with children or animals or where there is exposure to syringes etc. are at greater risk which could harm the developing foetus.</p> <p>Hepatitis and HIV exposure – syringes</p> <p>Chicken pox – contact with infectious children</p> <p>Rubella – contact with infectious children</p> <p>Chlamydia in sheep – contact with infected animals</p> <p>Toxoplasma – contact with animal faeces</p> <p>Covid-19 – contact with infectious children/adults</p>	<ul style="list-style-type: none"> Contact with infectious children / animals should be avoided. Contact with syringes should be avoided. PPE should be used as a last resort. Where a child or staff member has been diagnosed with an infectious disease, the pregnant member of staff should be advised and seek medical advice from their doctor or midwife. Where member of staff identifies as having additional risk factors, e.g., in the case of Covid-19 – BAME and/or significant heart disease, additional protective measures should be explored including advice from midwife/consultant. In the case of Covid-19, there is no evidence that pregnant women are more likely to get seriously ill from Covid-19, but pregnant women have been included in the list of people at moderate risk as a precaution. Social distancing, respiratory hygiene, and enhanced handwashing applies to all pregnant women to reduce the risk of transmission. 	LOW				
21.	<p>Exposure to radioactive material: Seek advice</p>	<ul style="list-style-type: none"> Lessons involving work with radioactive materials should be avoided. 	LOW				
22.	<p>Driving to and from work and driving as part of the job: Fatigue, stress, static posture, discomfort and accidents.</p>	<ul style="list-style-type: none"> Where a significant risk is identified, a separate driving risk assessment should be completed. Member of staff should avoid sitting in static postures for prolonged periods. 	LOW				

23.	<p>Use of machinery / mechanical apparatus: Vibration may cause foetus distress.</p>	<ul style="list-style-type: none"> Use of machinery / mechanical apparatus should be limited or removed. 	LOW				
24.	<p>Personal Protective Equipment (PPE) / Uniforms: Existing PPE / uniform may be restrictive as pregnancy progresses.</p>	<ul style="list-style-type: none"> 'Maternity wear' should be provided. Larger sizes should not be purchased as these can become a hazard in themselves i.e. longer sleeves dangling. 	LOW				

Teacher / School Based Specific Considerations:

25.	<p>Science / Food Technology Classes: Exposure to hazardous substances, hot surfaces or liquids, handling of heavy items such as pots/pans</p> <p>Burns/scalds, slips and falls from spillages, foot/lower leg injury, including from dropping items being handled</p> <p>Exposure to nauseating smells. Biological agents – microbiology / activities involving animals – including rural science and farm visits</p>	<ul style="list-style-type: none"> Handling of hazardous substances should be avoided. Support from a nominated 'buddy' fellow member of staff in lessons where there is a risk. Must not clean out animal cages / animal litter as potential source of pathogens To eliminate low risk of contamination for leak tests / unsealed sources, those pregnant and breastfeeding are recommended not to carry out these procedures. Sealed sources are safe. 	LOW				
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	Ionising radiations – unsealed sources, leak tests							
26.	<p>Physical Education Lessons</p> <p>Physical exertion leading to complications in the pregnancy</p> <p>Standing in cold conditions or exposure to heat</p> <p>Unable to sit and rest</p> <p>Injury, coldness / dehydration, fatigue</p>	<ul style="list-style-type: none"> Manual handling advice is applicable in relation to carrying of equipment etc. Staff member should seek advice from their midwife in relation to physical exertion. This may involve not participating in activities at all or beyond a certain number of weeks. Suitable seating arrangements in place if watching PE / sports activities. 	LOW					
27.	<p>Moving teaching materials from car to classroom, and also moving materials around the school site between lessons: Excessive lifting and carrying of objects / bending / strain to back / arms / legs / raised blood pressure / damage to unborn child</p> <p>Use of stairs to access workplace.</p>	<ul style="list-style-type: none"> Moving of materials from car to classroom or around site by the pregnant mother must, at all times, be avoided. A colleague or technician must provide support in transferring teaching materials from car to classroom and around site .Lesson planning must take into account the location of teaching rooms and all movement around site between teaching classrooms reduced to a minimum. Where possible, teaching should be contained to one room only. Stairs and steps are to be avoided. 	MEDIUM					

Other considerations

Breastfeeding Provisions
Rest and breastfeeding at work

Please refer to HSE guidance for additional information HSE [Protecting pregnant workers and new mothers - Risk assessment](#) and the H&S handbook [H&S Handbook.docx](#)

<p>The Trust must provide a suitable area where pregnant workers and breastfeeding mothers can rest. It should:</p> <ul style="list-style-type: none"> · include somewhere to lie down, if necessary, · be hygienic and private so they can express milk if they choose to – toilets are not a suitable place for this, · include somewhere to store their milk, for example a fridge. · There is advice from Acas on accommodating breastfeeding employees in the workplace. · Some work presents an extra risk for breastfeeding mothers and their children – see risk assessment categories. <p>Any breastfeeding risks identified?</p>	
<p><u>Medical Notes:</u> Has the employee provided any medical notes regarding their pregnancy and associated complications?</p>	
<p><u>Occupational Health</u> Does the employee require an occupational health referral?</p>	
<p><u>Additional comments:</u></p>	<p>Note: Where staff are unwell, they must report as sick if they are too unwell to work.</p>
<p><u>Employee comments:</u></p>	

Please do raise any questions.	
Employee	Signed: Dated:
Manager	Signed: Dated:
Please do see HR / H&S Guidance if required	