



TrustEd CSAT Alliance Maternity Scheme for Support Staff

This policy has been consulted through the Trust Forum Group, which includes Support Staff and Teacher's representation for all schools within our Trust.

FREQUENCY OF REVIEW: Every two years

COMMITTEE: Personnel

APPROVED: November 2022

AUTHOR: Shropshire HR

DATE OF NEXT REVIEW: Autumn 2024 unless there is material change

Adopted by the Board of TrustEd CSAT Alliance

Signed _____
Chair of Trust Board

Dated _____

Signed _____
Chief Education Officer (CEO)

Dated _____

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TrustEd CSAT Alliance Maternity Scheme for Support Staff

1. Introduction

All female employees, regardless of hours of work or length of service are entitled to take Maternity Leave. Maternity Leave is for a maximum of 52 weeks and is made up of 26 weeks Ordinary Maternity Leave and 26 weeks Additional Maternity Leave.

The employee may also be entitled to Maternity pay, of up to 39 weeks. (See Maternity Pay at point 17).

The Trust is committed to caring for staff by striving to ensure a safe, healthy and productive working environment. This guidance ensures that both employees and the Trust understand maternity entitlements and responsibilities to pregnant employees. Reference to 'Headteacher' throughout this procedure also includes the Executive Headteacher or the Chief Education Officer (CEO) of the Trust.

2. Roles and Responsibilities

The employee has responsibility for notifying the Headteacher of her pregnancy within the timescales outlined. The Headteacher has responsibility for ensuring that the health and safety of the employee is considered, and for notifying Employment Services (or their payroll provider) to ensure accurate payment of salary. Throughout this policy it implies that the Headteacher will be the Line Manager, however this is not always the case and can sometimes be another senior member of staff.

3. Scope

This policy applies to all female support staff in the Trust who are employed under National Joint Council (NJS) terms and conditions of employment. The Trust is committed to ensuring that the scheme will be applied fairly and consistently and in a non-discriminatory way, i.e. regardless of:

- Race
- Gender
- Sexual orientation
- Disability
- Religion and belief
- Age
- Contract type
- Trade union membership

4. Legislation

The right to Maternity Leave is a statutory right, introduced by the Employment Relations Act 1999, the Maternity and Parental Leave Regulations 1999 and the Maternity and Parental Leave (Amendment) Regulations 2001 and 2008. Maternity Leave can also be curtailed and parents can also consider Shared Parental Leave (SPL) arrangements, which are covered in the Children and Families Act 2014.

5. Glossary

AML - Additional Maternity Leave

AMP - Additional Maternity Pay
EWC - Expected Week of Childbirth
LEL - Lower Earnings Level
MA - Maternity Allowance
OML - Ordinary Maternity Leave
SMP - Statutory Maternity Pay
SPL - Statutory Paternity Leave
SSP - Statutory Sick Pay
OHS – Occupational Health Service

6. Notification Requirements

The employee must provide formal written notification of her pregnancy by completing the 'Maternity Leave Intention Form' (Appendix B), which includes the date on which the baby is due and the date on which she intends to start maternity leave, which can be any time after the beginning of the 11th week before the Expected Week of Childbirth (EWC) up to the birth.

The form should be given to the Headteacher before the end of the 15th week (the qualifying week) before the EWC, or as soon as possible. The employee should attach the original MATB, which is issued by the doctor or midwife.

The Headteacher should forward the form and MATB1 to the Employment Services Team (or payroll provider) as soon as possible giving plenty of notice.

The Headteacher should assume that the employee will take 52 weeks maternity leave unless notified to the contrary.

7. Acknowledgment of Maternity Leave

Employment Services (on behalf of the Trust schools subscribing to Shropshire Council's Employment Services team*) will write to the employee within 28 days of receiving the notification confirming their pay and leave entitlement and informing them the day on which they are expected to return to work (*non-subscribing schools and academies will need to arrange for notification to be sent using templates in Appendix C). The information in the letter will vary depending on individual entitlements.

8. Changing the commencement date of maternity leave.

If the employee subsequently wishes to change the start date of their maternity leave, they must write to their Headteacher at 28 days before the new date or as soon as reasonably practicable. Where the baby is born early, the employee should notify the Headteacher as soon as possible. In both instances the Headteacher must notify Employment Services (or their payroll provider) as soon as possible.

9. Health and Safety

It is the responsibility of the Headteacher to ensure that the expectant mother is as comfortable as possible given the differing circumstance e.g., size of pregnant mother and place/type of work carried out.

In order to assess the health and safety of the employee during pregnancy, the Headteacher should arrange for a risk assessment to be carried out. The risk assessment must be carried out within 10 days of the employee notifying of their pregnancy. If any risks are identified in this assessment the Headteacher will ensure that the necessary alterations are made under the Management of Health and Safety at Work Regulations (MHSW) 1999. (Appendix D)

In an event that a risk cannot be eliminated, the following steps will be taken: -

- temporary adjustment of the employees working conditions and/or hours of work.
- offer of suitable alternative work within the school, if any is available, or if that is not feasible,
- suspension from work for as long as necessary to protect the health and safety of the employee and her unborn child. HR can support with this decision. If suspension from duty is the most appropriate decision, normal pay is maintained, unless the employee turns down a reasonable alternative.

The Risk Assessment should be reviewed periodically.

For any queries regarding the health & safety of a pregnant employee, please contact the Trust's Health and Safety provider on 01743 252819.

10. Antenatal Care

All expectant mothers are entitled to reasonable time off work to attend antenatal care. Antenatal care includes medical and antenatal appointments, if recommended by the midwife or doctor, parenting classes are also included.

Reasonable notice of antenatal appointments should be given to the Headteacher. If possible, the appointments should be arranged for non-working days, or at a time which least disrupts the working day. The Headteacher may request the appointment card for all but the first appointment.

Where the employee has no choice but to attend during their normal working day a reasonable number of appointments should be paid. Alternative working pattern arrangements should also be considered, such as swapping working days where appropriate.

Fathers and partners of pregnant women may request time off to attend antenatal appointments. The Headteacher should consider such requests applying the principles of the Managing Attendance - (Special Leave Policy) which allows discretion to give paid leave where appropriate. Fathers/partners are entitled to unpaid time off to attend such appointments.

11. Sickness during Pregnancy

If the employee falls sick at any time during the pregnancy before the 4th week before the EWC the Trust's normal sickness absence procedure applies.

If sickness occurs less than 4 weeks before the expected week of childbirth and is not pregnancy related the employee is entitled to receive Statutory Sick Pay (SSP). The employee must provide a medical certificate to confirm the doctors' diagnosis. SSP can be paid up until the day before the birth of the baby.

If the sickness occurs less than 4 weeks before the expected week of childbirth and is pregnancy related maternity leave is triggered (refer to section 12 below).

12. Commencement of Maternity Leave

The employee can choose when the maternity leave will begin but it cannot be earlier than the beginning of the 11th week before the EWC.

If the employee is absent from work after the beginning of the 4th week before the EWC due to a pregnancy related issue, maternity leave will be triggered. The employee must provide a medical certificate to confirm the doctors' diagnosis.

If the employee has not started maternity leave by the date the baby is born, the birth will trigger the start of maternity leave which will commence the day after the birth.

The employee must notify the Headteacher in writing (or email) that she has given birth as soon as is reasonably possible. Headteacher must then notify the Trust's payroll provider as soon as possible (Appendix E).

13. Stillbirth or Miscarriage

The Trust recognise that the loss of a child is one of the most devastating events that an employee may face. Where a stillbirth or miscarriage occurs before the 24th week of pregnancy, time off would be treated as sickness absence. The Headteacher will require a medical certificate and normal sick pay rules apply. If a stillbirth or miscarriage occurs after the 24th week of pregnancy, the employee will retain her right to maternity leave and pay.

If the employee wishes to return to work early, 8 weeks' notice should be provided to Headteacher.

The employee also may request Parental Bereavement leave. An employee's right to take parental bereavement leave applies to all employed parents if they lose a child under the age of 18 or suffer a stillbirth 24 weeks or more into a pregnancy, on or after 6 April 2020.

The right to parental bereavement leave is for 2 weeks leave for all employed parents, irrespective of how long they have worked for the school. Please refer to the Parental Bereavement Leave policy for further information.

Advice from the Trust's Occupational Health (OH) provider should be sought to ensure the employee is supported back to work.

The employee may wish to contact the Trust's counselling service provider (NOSS) who will offer support in a confidential way. NOSS may be contacted on 01978 780479.

14. Maternity Leave

A female employee who is the new mother of her biological child is entitled to take 26 weeks ordinary maternity leave (OML) followed immediately by 26 weeks additional maternity leave (AML). Employees are entitled to a maximum of 52 weeks maternity leave.

There is no qualifying service requirement to take maternity leave. It is important to note that even women who were pregnant when they started working for their current employer are entitled to the ordinary and additional leave.

The employee must continue to be employed up to the 11th week before the EWC.

Although a woman is entitled to 52 weeks maternity leave, some couples may decide to 'convert' some maternity leave to Shared Parental Leave, see section 22 below.

15. Compulsory Maternity Leave

Compulsory maternity leave is the period of 2 weeks immediately after giving birth during which the female employee who is the biological mother who works within a school is not permitted to work. This is part of the ordinary maternity leave period, not additional to it. It is discriminatory and a criminal offence for an employer to permit a woman to work (or attend a Keeping in Touch (KIT) day) during these 2 weeks.

16. Arranging cover for the employee

The maternity cover would normally be offered to the job share partner in the first instance. Alternatively, the post may be advertised internally or advertised externally. The post will be offered on a temporary contract and the temporary member of staff must be made aware in the contract of employment that the post will end when the substantive post holder returns from maternity leave.

17. Maternity Pay

Maternity pay may be payable, depending on the employee's continuous service. Please see the qualifying criteria below to determine which of the four categories apply.

When the category has been determined, the employee's entitlement to Statutory Maternity Pay (SMP) or Maternity Allowance (MA), and whether they qualify for Additional (Occupational) Maternity Pay (AMP) is outlined in the grid below.

Entitlement to Statutory Maternity Pay

- For the purposes of SMP, the employee must have **26 weeks' continuous service with their current employer at the 15th week before the EWC**. The current employer means service within the Trust. However, if an employee transferred under TUPE legislation from a Shropshire School to the Trust from Shropshire LA then the service is classed as continuous.

Entitlement to Additional Maternity Pay

- For the purposes of Additional Maternity Pay, the employee must have **1 years' continuous service at the 11th week before the EWC with bodies covered by the Modification Orders**. The service of a Trust employee who TUPE transferred from Shropshire LA also counts as continuous service. The Trust can determine whether the continuous service of an employee who has resigned from an LA school to take up a post at the Trust will be considered as continuous.
- Additional maternity pay is paid on the understanding that the employee has an obligation to return to The Trust for at least 13 weeks (including school closures) following maternity leave. Where the school agrees a Flexible Working request, the employee may return to work with a reduction in hours for a period of 13 weeks. In the case that an employee receives additional

maternity pay but resigns within 13 weeks of their return, they will be required to repay the additional maternity payments.

- **The Modification Orders** include organisations within the Local Authority 'family'. As a general rule the following applies; other Local Authorities, further education colleges which were funded by the Local Authority before 1992 are covered but FE colleges which have always been independent are not covered. Universities which used to be Polytechnics are covered whereas traditional universities are not, police support staff are covered but police officers are not. The NHS and Primary care Trusts are not covered but Care Trusts are covered. If there is uncertainty about whether a body is on the Modification Orders the past (or future) employers should be contacted directly for confirmation.

18. Categories of Maternity pay

Summary of maternity categories of entitlement

The Category of entitlement	Statutory Maternity Pay (SMP)	Additional (occupational) Maternity Pay (AMP)
	26+ week's continuous service at the 15th week before the EWC with Trust	1+ year continuous service at 11th week before EWC with Trust /Local Authority Employer* (*see section 15)
Category 1	Yes	Yes
Category 2	No	Yes
Category 3	Yes	No
Category 4	No	No

CATEGORY 1

Entitlement to SMP.

Completed **at least** 26 weeks continuous service with the Trust at the 15th week before the EWC, the employee will be entitled to Statutory Maternity Pay (SMP), providing they have average weekly earnings, for the 8 week period ending with the Qualifying Week (15th Week before the EWC) of not less than the Lower Earnings Limit (LEL). If the employee is not eligible for SMP because they earn less than the LEL they may be entitled to Maternity Allowance (MA) payable by the Department of Work and Pensions (DWP) **also**,

Entitlement to Additional (Occupational) Maternity Pay.

Completed **at least** 1 Years' continuous service with the Trust (see section 15 for explanation of continuous service) at the 11th week before the EWC they will also be entitled to Additional Maternity Pay.

Maternity Pay.

Maternity Pay weeks 1-6

6 weeks at 9/10 of a week's pay offset against SMP/MA payments made.

Maternity Pay weeks 7-18

If the employee has notified the Headteacher in writing that they intend to return to work they will be entitled to 12 weeks at half pay, plus SMP (**OR** MA payments if not eligible for SMP). This is

provided the amount does not exceed their normal full pay. For SMP/MA rates please refer to: <https://www.gov.uk/maternity-pay-leave/pay>

This is paid on the understanding that the employee will return to the Trust for 13 weeks. If they do not intend to return they will be paid SMP only. Employment Services (for subscribing schools to Employment Services*) will write to the employee before they commence maternity leave and ask if weeks 7-18 should be paid monthly or as a lump sum on return to work. This helps prevent repayment of 12 weeks' pay if the employee decides not to return to work. (*non-subscribing schools and academies to Employment Services will need to arrange for this letter to be sent using templates in Appendix C)

Maternity Pay weeks 19-39

For the next 21 weeks they will receive SMP entitlement only (at current year rate) **OR** MA if not eligible for SMP.

Remaining 13 weeks

Unpaid.

The school assumes that the employee will be returning at the end of Additional Maternity Leave, after 52 weeks leave. If the employee wishes to return earlier than this they must write to the Headteacher giving 8 weeks' notice. If they do not give the required notice, the school may postpone their return for up to 8 weeks, provided that this does not exceed the original return date.

In the event that the employee decides not to return to work, they will need to pay back the AMP paid in weeks 7-18, or a proportion, as the Trust decide. SMP payments made to the employee are not refundable.

CATEGORY 2

Entitlement to SMP.

Completed **less than** 26 weeks' continuous service with the Trust at the 15th week before the EWC, the employee will not be entitled to SMP but may be entitled to claim MA payable by the Department of Work & Pensions (DWP), (see section 15 for explanation of continuous service). They must have been employed or self-employed in at least 26 of the 66 weeks ending with the week before the EWC. Form SMP1 will be provided by Employment Services (schools who do not subscribe to Employment Services must ask their payroll provider) when they have received the MATB1 and Maternity Intention form to enable the employee to claim this benefit. For further information on MA. Job Centre Plus on 0800 055 66888 or visit www.gov.uk/maternity-allowance/how-to-claim, **also**,

Entitlement to Additional (Occupational) Maternity Pay

Completed **at least** 1 years' continuous Trust service at the 11th week before the EWC they will be entitled to AMP. (see section 15 for explanation of continuous service)

Maternity Pay weeks 1-6

6 weeks at 9/10 of a week's pay offset against MA payments made.

Maternity Pay weeks 7-18

If they have notified the Headteacher in writing that they intend to return to work they will be entitled to 12 weeks at half pay, plus MA (if eligible). This is provided the amount does not exceed their normal full pay. For SMP/MA rates please refer to: <https://www.gov.uk/maternity->

[pay-leave/pay](#)

This is paid on the understanding that the employee will return to a local authority (not just current authority) or current employing academy school for 13 weeks. If the employee does not intend to return only MA will be paid. Employment Services* will write to the employee before commencing maternity leave and ask if weeks 7-18 should be paid monthly or as a lump sum on return to work. This helps prevent repayment of 12 weeks' pay if the employee decides not to return to work. (*non-subscribing schools and academies to Employment Services will need to arrange for this letter to be sent using templates in Appendix C)

Maternity Pay weeks 19-39

For the next 21 weeks, the employee will receive MA only (if eligible).

Remaining weeks

Unpaid.

The school assumes that the employee will be returning at the end of Additional Maternity Leave, after 52 weeks leave. If they wish to return earlier than this they must write to the Headteacher and give notice of 8 weeks. If they do not give the required notice, the school may postpone the employee's return for up to 8 weeks, provided that this does not exceed the original return date.

In the event that the employee decides not to return to work, they will need to pay back the monies paid in weeks 7-18, or a proportion, as the authority or employing / academy school decides. Maternity Allowance payments made to the employee are not refundable.

CATEGORY 3

Entitlement to SMP.

Completed **at least** 26 weeks' continuous service with the Trust at the 15th week before the EWC, the employee will be entitled to SMP, providing they have average weekly earnings, for the 8 week period ending with the Qualifying Week (15th Week before the EWC) of not less than the Lower Earnings Limit (LEL). (See section 15 for explanation of continuous service). If they are not eligible for SMP because they earn less than the LEL they may be entitled to MA payable by the Department of Work and Pensions (DWP) **also**,

Entitlement to Additional (Occupational) Maternity Pay

Completed **less than** 1 year's continuous Trust service at the 11th week before the EWC, they will not qualify for AMP and will receive SMP/MA only. (see section 15 for explanation of continuous service)

Maternity Pay weeks 1-6

6 weeks at 9/10 of a week's pay offset against SMP/MA payments made.

Weeks 7 - 39

The next 33 weeks of the maternity absence is paid at flat rate SMP or 90% of the employee's average earnings if this is less. For SMP/MA rates please refer to: <https://www.gov.uk/maternity-pay-leave/pay> **OR** MA if not eligible for SMP.

Remaining weeks

Unpaid.

The school assumes that the employee will be returning at the end of Additional maternity leave, after 52 weeks leave. If they wish to return earlier than this they must write to the Headteacher and give notice of 8 weeks. If they do not give the required notice, the school may postpone their return for up to 8 weeks, provided that this does not exceed the original return date.

CATEGORY 4

Entitlement to SMP.

Completed **less than** 26 weeks continuous service with the Trust at the 15th week before the EWC, they will not be entitled to SMP but may be entitled to claim MA payable by the Department of Work & Pensions (DWP), (see section 15 for explanation of continuous service) They must have been employed or self-employed in at least 26 of the 66 weeks ending with the week before the EWC. Form SMP1 will be provided by Employment Services for (Schools who do not subscribe to Employment Services must ask their payroll provider) when they have received the MATB1 and Maternity Intention form to enable them to claim this benefit. For further information on Maternity Allowance (MA) contact, Job Centre Plus on 0800 055 66888 or visit www.gov.uk/maternity-allowance/how-to-claim also,

Entitlement to Additional (Occupational) Maternity Pay.

Completed **less than** 1 years' continuous Trust service at the 11th week before the EWC, the employee will not qualify for AMP. (see section 15 for explanation of continuous service)

The school assumes that the employee will be returning at the end of Additional Maternity Leave, after 52 weeks leave. If they wish to return earlier than this they must write to the Headteacher and give notice of 8 weeks. If they do not give the required notice, the school may postpone their return for up to 8 weeks, provided that this does not exceed the original return date.

19. Paternity Leave

Paternity Leave is the absence from work to care for the newly born child or for supporting the mother of the child. Up to two weeks Paternity Leave may be taken within 56 days of the birth. Please see the Trust's Paternity Leave Scheme for further information.

20. Maternity Support Leave

Maternity Support Leave is an NJC condition of service for support staff who have been nominated as the carer of an expectant mother, but who would not qualify for paternity leave. Maternity support leave must be taken at or around the time of the birth and is paid at one weeks' contractual pay. An expectant mother is only entitled to support from a carer through maternity support leave or paternity leave support not both. There should only be one nominated carer. The nominated carer should write to the Headteacher requesting maternity support leave and complete the relevant section of the 'Request for Paternity Leave' form for this leave. The Headteacher should discuss with the employee and notify their payroll provider).

21. Reasonable contact and Keeping in Touch (KIT) Days

The Headteacher reserves the right to remain in reasonable contact with the employee and should meet with the employee to agree reasonable contact arrangements prior to commencing maternity leave. The employee should also be notified of updates on any developments, important events taking place within the school, any staff consultation affecting

her employment. She must also be kept informed of any internal job vacancies advertised within the school whilst during her maternity absence. The arrangement may be to email or phone the employee on a monthly basis or as mutually agreed.

Employees are allowed to work up to 10 Keeping in Touch (KIT) days during their maternity period without losing their entitlement to maternity pay or bringing their maternity leave to an end. It is not compulsory for an employee to work any KIT days if they do not wish to, as they must be mutually agreed with the Headteacher. KIT days may include working (to meet a new year group), attending an appraisal meeting or a training session for example.

Return to work (and any other special) arrangements should be discussed prior to return to help ease the employee back to work. Any training identified to ease the return may be offered as a KIT Day.

The employee is entitled to be paid for any KIT days worked. Each time a member of support staff attends work, irrespective of whether it is for half an hour or (any number of hours up to) a whole day, each 'visit' counts as 1 KIT Day. Payment however, is made for the actual hours worked and will be calculated based on the employee's normal hourly rate of pay (offset against the SMP or occupational entitlement for the day).

The payment of a KIT Day is made to the employee on their return to work following maternity leave. The Headteacher must notify their payroll provider how many KIT days were worked during the employee's maternity period, payment/ reimbursement will be arranged by completing Appendix F.

22. Shared Parental Leave

Shared Parental Leave (SPL) is designed to give parents more flexibility in how to share the care of their child in the first year following birth or adoption.

If an employee wishes to return to work earlier than the maximum of 52 weeks, she may 'convert' some of her Maternity Leave into Shared Parental Leave which she may share with her spouse, civil partner or partner. Please refer to the Trust's Shared Parental Leave Scheme for qualifying conditions, notification guidance, payment and further information.

23. Sickness during and after Maternity Leave

Maternity leave is not treated as sick leave and will not be taken into account for calculating entitlements to sick leave.

If the employee is sick at any time during their maternity leave, it is classed as maternity leave rather than sickness absence.

If the employee is medically unfit on the day, they are due to return from maternity leave, they must inform their Headteacher. The maternity return date will not change but her absence will be considered as sick leave. The normal sickness procedures will then apply, and the employee will receive payments in accordance with the Trust's Managing Attendance Policy and Procedure.

If an employee is absent due to long term sickness after returning from maternity leave, an OHS referral should be made, as with all long-term sickness cases.

24. Return to Work.

It is assumed that the employee will return after 52 weeks absence unless the employee has previously advised the Headteacher.

- If an employee wishes to return to work earlier than expected they must provide 8 weeks written notice of the date of the early return. If they do not give 8 weeks' notice, the Headteacher may postpone their return for up to 8 weeks, provided this does not prolong their return date beyond the original return date. The Headteacher should notify the Trusts payroll provider (Employment Services) of the return to work by completing the Confirmation of Return Form (Appendix F).
- If the employee does not wish to return to work following maternity leave, a letter of resignation giving the correct contractual notice should be submitted to the Headteacher. Any KIT days worked will be paid prior to the employee leaving.
- A nursing mother will need to write to the Headteacher if she intends to continue breast feeding after her return to work. The Headteacher will need to carry out a risk assessment with advice from Health and Safety and HR and in discussion with the employee. There is no statutory right to time off for breastfeeding or expressing milk and there is no legislation requiring employers to provide specific facilities where employees can express milk. However, Headteachers should consider providing the employee with breaks for breastfeeding and/or expressing milk as far as is reasonably practicable. Toilets are not suitable venues for expressing milk.
- An employee may request a change to their working pattern for when they return to work following maternity leave. The employee should talk to the Headteacher in good time. Please see the Trust's Flexible Working Policy for further information. The Headteacher will consider an employee request alongside the needs of the school. The Headteacher may take up to 6 weeks to make a decision and it is not always feasible to grant the request.
- When an employee returns to work after maternity leave, she has the right to return to the same job, on the same terms and conditions as though she had not been absent. If this is genuinely not possible, then a similar suitable alternative job on the same terms and conditions should be given.
- If a genuine redundancy situation has arisen, she must be offered a suitable alternative vacancy if one is available, there is no need for her to apply for it. If there is no suitable alternative work, she may be entitled to redundancy pay. For redundancy to be fair the employee must have been consulted with during her maternity leave. The period of maternity leave is classed as protected and during this period unfavourable treatment due to pregnancy and taking maternity leave is unlawful. Please speak to the Trust's HR provider if the situation arises.

25. Parental Leave

Support staff with a child (subject to eligibility) are eligible to parental leave of 18 weeks per child /or adopted child, with a maximum of 4 working weeks being taken each year, up to the child's 18th birthday. Support staff must have at least 1 years' service to be entitled, provided that the Headteacher has authorised the time off. The first week is paid at full pay and the remaining 17 weeks are unpaid. Please refer to the Trust's Parental Leave Scheme for further

information.

26. Accrual of Annual Leave

Support staff working a full year continue to accrue annual leave during their maternity leave. Prior to commencing maternity leave, support staff who work a full working year should take the leave they have accrued to date. Leave continues to accrue during paid and unpaid maternity leave. If a full year of maternity leave is taken there is a possibility that that there will be insufficient time available to take the remaining annual leave entitlement within the same leave year. Annual leave can therefore be carried over into the next leave year in order to manage the situation.

Support staff working 'Term time only' contracts do not have a right to contractual paid annual leave, however, there is a right to a statutory entitlement under the Working Time Regulations which is 5.6 weeks (28 days) which needs to be pro rata for term time only and part time staff. **This entitlement to annual leave is not in addition to the school closures.** This entitlement to leave is paid in equal amounts each month. The annual leave year starts 1 September and leave is taken during the normal school closure.

An employee commencing maternity leave is entitled to take 28 days annual leave (pro rata for term time and part time staff) which should be taken before maternity leave commences or after returning from maternity leave. The leave should be taken during school closure periods.

There are 13.2 weeks (66 days) during school closure periods within the annual leave year when the 'statutory' leave can be taken:

	School Closure Days	
October	5 days	(1 week)
December	10 days	(2 weeks)
February	5 days	(1 week)
March/April	10 days	(2 weeks)
May	5 days	(1 week)
July	10 days	(2 weeks)
August	20 days	(4 weeks)
Plus May bank holiday	1 day	(0.2 week)
	66 days	13.2 weeks

If, there are insufficient school closures before commencing maternity leave or after the return from maternity for the full entitlement of leave to be taken, the employee will be allowed to take leave in term time.

An employee may not obtain payment in lieu of untaken annual leave instead of taking the leave during the leave year. If, however, the employee resigns following maternity leave a portion of leave may be paid. The Trust's HR provider will assess each employee's entitlement on a case-by-case basis.

27. Pension

LGPS

Staff who are in the Local Government Pension Scheme (LGPS) will continue to have pension contributions deducted whilst receiving additional or statutory pay. The contribution rate will be based on the amount of pay that the employee is receiving. Pension contributions will not be made during periods of no pay.

An employee in the LGPS may wish to elect to pay Shared Cost Additional Pension Contributions (SCAPCS) to cover the 'lost' pension for the unpaid maternity leave. The employer covers 2/3rds of the cost, and the employee covers 1/3rd. If the employee wishes to do so they must exercise their right up to 30 days after the return to work, by contacting the Pensions Team on 01743 252130 to arrange this. If this right is not exercised within 30 days of returning from maternity leave, the alternative option is to consider an Additional Pension Contribution (APC) which is solely funded by the employee.

For further advice related to maternity and pension contact the LGPS Pensions Team on 01743 252130, or by email pensions@shropshire.gov.uk or visit the web site www.shropshirecountypensionfund.co.uk

28. Childcare Vouchers/ Tax Free Childcare (TFC) scheme

The Government's Childcare Voucher salary sacrifice scheme, enabled employees to 'sacrifice' their salary in exchange for childcare vouchers and do not pay tax or national insurance on the number of childcare vouchers they receive. The Government closed this scheme to new entrants from 4th October 2018, and existing users can only continue to remain in the scheme if they remain with the same employer. Therefore, anyone not already registered with a Childcare Voucher scheme as at 4th October 2018 will need to access the Government's new support scheme for working parents called, Tax Free Childcare (TFC). Employers have no role in the administration of TFC and employees apply directly for this via gov.uk website; www.gov.uk/tax-free-childcare.

29. Union Membership

As long as there is sufficient salary to cover the monthly subscription the monthly payment will continue to be deducted. The subscription cannot be deducted from a statutory payment. Employees are advised to contact their Union on this matter.

Unison: 01743 252951 or 01743 /252952

GMB: 01827 66001

NEU: 07498923634

NAHT: 01743 282360

NASUWT: 07920532467

30. IVF Treatment

In Vitro Fertilisation (IVF) is the process of fertilisation which happens outside the women's body. This process can typically take between 4 and 7 weeks for one cycle and does not always result in a pregnancy.

There is no statutory right for employees to take time off work to undergo investigations or treatment. However, medical appointments related to IVF should be treated the same as other appointments. Please refer to the Trust's Special Leave Policy.

Headteacher and other school leaders should handle matters related to IVF treatment confidentially and sensitively. The employee may be supported by a colleague or family member when liaising with the Headteacher in relation to treatment arrangements.

Following implantation, the woman is regarded as being pregnant and is protected against dismissal or adverse treatment. Following implantation, a pregnancy may or may not occur.

A pregnancy test is usually taken 2 weeks after implantation. If the IVF is successful refer to the Maternity Scheme Policy. If unsuccessful, the protected period ends 2 weeks after the end of the pregnancy (2 weeks after the date the woman was informed that implantation was not successful). An advanced stage of IVF Treatment is between the retrieval of the ova followed by the immediate transfer of the fertilised ova. Employees should notify their employer once they have reached this stage.

In some cases, the employee may be unable to work due to the effects of the treatment and signed off sick by the GP. The Headteacher should treat this sickness absence in the same way as sickness for other reasons in accordance with the Trust's Managing Attendance Policy.

31. Associated Trust Policies

- Adoption & Surrogacy Scheme
- Managing Attendance Policy – Sickness Absence
- Paternity Leave Scheme
- Shared Parental Leave Scheme
- Parental Leave Scheme
- Flexible Working Policy
- Managing Attendance -Special Leave Policy
- Parental Bereavement Leave Scheme

32. Monitor & Review

Trustees will monitor the outcomes and impact of this policy on a bi-annual basis in conjunction with school representatives and will discuss revisions with their HR provider.

Appendices

Appendix A: FAQs

Appendix B: Maternity Leave Intention Form

Appendix C: Template Maternity Letters

Appendix D: New and expectant Mothers at Work Risk Assessment

Appendix E: Confirmation of Maternity Leave

Appendix F: KIT days record for Headteacher

Appendix G: Confirmation of Return

Appendix A

TrustEd CSAT Alliance Frequently Asked Questions for Support Staff

1. What happens if I am on a temporary or fixed term contract?
 - You will still be entitled to take maternity leave. If your contract comes to an end during your maternity leave (and is not renewed) during the course of your maternity, your employment will come to an end.
 - Even if your contract terminates whilst on maternity leave, if you are eligible for SMP, you will continue to receive the full 39 weeks.
 - If your contract terminates whilst on maternity leave, your entitlement to Additional Maternity Pay will be considered. This helps prevent repayment of 12 weeks' half pay if you are unable to return to work.
 - If your contract is due to expire after your return from maternity leave, you will have the right to take maternity leave and return to work. Bear in mind that your additional maternity pay will be affected if you are not able to return to work for 13 weeks.
2. Can I be dismissed for being pregnant?
 - No, it would be automatically unfair to dismiss you because of your pregnancy or for a pregnancy related illness.
3. Am I entitled to receive an increment or pay award which I would have been entitled to if I were still at work, whilst on maternity leave?
 - Any entitlement to incremental progression, or a pay award, will still apply.
4. Will going on maternity leave affect my continuous service?
 - No, your continuous service continues to accrue.
5. How are KIT days paid?
 - KIT days must be agreed between the Headteacher and the employee. For the purposes of record keeping, working a part day, counts as one KIT day. Payment will be at normal hourly rate for the hours worked and offset against SMP entitlement for that day. Payment for KIT days will be made on return from maternity leave.
6. Can I be made redundant whilst on maternity leave?
 - In a genuine redundancy situation, and where there is no suitable alternative work available for those on maternity leave, then they can lawfully be made redundant, providing that pregnancy and maternity is not the reason for redundancy, the redundancy is genuine and the correct redundancy procedures have been considered, including consultation and redeployment opportunities have been considered. Schools HR will provide further advice if this situation emerges.
7. I was recently TUPE transferred to the Trust -am I still entitled to the provisions in this policy?
 - Yes, as your employer we will follow this policy, which is the same policy adopted by Shropshire Council.
8. I want to return from maternity leave earlier than expected, I would like to return the last week of the summer term, can the Headteacher say no?
 - The Headteacher must accept your request to return to work early, and will need to notify the person who has been covering the maternity leave. If however, you have not given sufficient notice of your intention to return early (8 weeks), the Headteacher can postpone your request by 8 weeks or your proposed return date whichever is sooner.

9. My baby is due during the school holidays can I delay the start of my maternity leave until September?

- No, the latest date that Maternity Leave must start is when the baby is born.

10. What appointments can I attend as part of my antenatal care?

- Antenatal care is the care provided by healthcare professionals during pregnancy. A series of appointments with a midwife, or sometimes with a doctor who specialises in pregnancy and birth (an obstetrician) will be offered. As a general guide for a first pregnancy there will about be 10 appointments and for subsequent pregnancies 7 appointments (NHS advice).

11. How do I work out the Qualifying week?

- The qualifying week is the 15th week before the baby is due. A week is 7 days beginning midnight between the Saturday and Sunday. Find the Sunday of the expected week of childbirth (EWC), count back 15 Sundays (don't count the Sunday of the EWC).

E.g., baby due Sunday 16 October 2022

EWC Sunday 9 October 2022

15 Sunday's' before is 26 June 2022

Qualifying week is 20 - 26 June 2022

TrustEd CSAT Alliance Maternity Leave Intention Form

Surname:		Mrs / Miss / Ms	
First Name(s):			
Payroll ref Number:			
Place of Employment:			
Post Title and Number:			
Home Address:			
Expected week of childbirth (EWC)			
Date commenced employment:			
Previous Local Government Service:	Authority	From	To
[Give Dates - including any other posts with Shropshire Council]			

I wish to give notice that:	
MATERNITY Intention not to return from Maternity leave	
It is my intention not to return from Maternity Leave. At the point I decide I am not going to return, I will follow normal resignation procedures.	
<input type="checkbox"/> Please tick, OR	
MATERNITY Intention to remain absent for up to 52 weeks	
I wish to exercise my rights to commence Maternity leave on (no earlier than the 11 th week prior to EWC): __/__/20__ (i.e. my first day of absence on maternity leave)	
And it is my current intention to remain absent until (for up to 52 weeks): __/__/20__.	
Please note this date is an indication only and your manager/Headteacher must confirm in writing to payroll when you return for your salary to start again.	
Should I be absent through illness wholly or partly due to pregnancy after the 4 th week before EWC, then I understand my maternity leave will start the day after the first day of the illness.	
To be signed in all cases:	
Signature of applicant:	Date:
Signature of Headteacher:	Date:
To be completed and returned to the Trust's Payroll provider MATB1 – Original attached	

TrustEd CSAT Alliance Template Maternity Letters for Support Staff

Employment Services team calculate and confirm entitlements to pregnant employees on behalf of schools. Schools who do not subscribe to this service may use the following maternity letter templates.

- **Maternity Letter for Support Staff**

Dear [Name],

Congratulations and thank you for notifying me of your maternity leave and the date that your baby is due. I am writing to you regarding your maternity leave and pay. You are eligible for 52 weeks' maternity leave (26 weeks' ordinary maternity leave plus 26 weeks' additional maternity leave).

Given your chosen start date of [Date] your maternity leave will end on [Date]. These dates represent the full maternity leave period to which you are entitled. I note that you are intending to return to work on [Date], however, I would be grateful if you could confirm your actual return to work date, in writing, nearer the time, giving 8 weeks' notice.

Your length of service entitles you to maternity pay, as follows:

- Weeks 1-6** 90% of a week's salary – offset against payments made by way of SMP
- Weeks 7-18** Half pay (paid only if it is your intention to return to work) plus flat rate SMP, currently £[insert amount] per week or 90% of your average earnings if this is less.
Please see enclosed letter regarding half pay.
- Weeks 19-39** Flat rate SMP, currently £[insert amount] per week or 90% of your average earnings if this is less.

If you decide not to return to work you must inform us, in writing, giving the appropriate notice. Your decision will not affect your entitlement to SMP.

Your original start date held on our records is [Date] and has been used to calculate your payments. Therefore, please ensure that this date is correct as this may affect your entitlement to occupational maternity pay.

As an employer we have the right to deduct from payments made to you any sums due to them including, without limitation, any overpayment of occupational maternity pay.

It is an employee's responsibility to regularly check payments made to them and inform the school of any errors, either under or overpayment.

I have listed an estimate breakdown of payments you should expect to receive over the course of your maternity leave. Please note that these figures are intended as a guide only, and do not take into account any unforeseen changes to your maternity leave or any budget changes to Statutory Maternity Pay. The figures quoted below are gross figures and will be subject to tax, national insurance and pension contributions where applicable.

Month	Gross SMP	Gross OMP

Employees paying into the LGPS

For unpaid additional child related leave, as a member of the Local Government Pension Scheme, you have the option of paying Shared Cost Additional Pension Contributions (SCAPCs) to cover the 'lost' pension for the unpaid period. To pay SCAPCs you must elect to do so within 30 days of your return to work. If you do elect to do this within 30 days of returning to work, then your Employer covers 2/3rds of the cost with the remaining 1/3rd being covered by the member, via a Shared Cost Additional Pension Contribution (SCAPC). If you don't elect to do this within 30 days of returning to work, then this is solely funded by you via an Additional Pension Contribution (APC).

Electing to purchase an APC or SCAPC

The cost of purchasing an APC or SCAPC to cover 'lost' pension during an unpaid period can be calculated by using the on-line calculator which can be found at: <http://lgps2014.org/content/how-do-i-buy-extra-or-lost-pension>. A form is also available via the calculator should you wish to pay. If you do wish to pay you can use regular payments (depending on pay frequency and amount) or by a single lump sum.

Please contact xxxx on your return from maternity leave as soon as possible to obtain the lost pensionable pay figure in order to complete the on-line calculator.

If you have any further queries, please do not hesitate to contact xxxxxx at xxxxxxxxxxxxxxxx.

Yours sincerely

TrustEd CSAT Alliance Half Pay Maternity Letter for Support Staff

Dear [Name],

Maternity Leave for Support Staff

As you have completed one year's continuous service with the Trust, you are entitled, under your conditions of service, to contractual maternity pay for eighteen weeks **if** you return to work. However, if you **do not** return to work, your entitlement is reduced to six weeks (no entitlement to the following twelve weeks at half pay).

Although you have indicated on your application for maternity leave your intention is to return to work, you may not be making your final decision until after your child is born. If this is the case, you may wish to elect to have the half pay element of your entitlement withheld until you have actually returned. This would avoid the need of repaying any monies should you receive the payment of half pay and subsequently resign.

This is simply an option for you to consider and does not affect your entitlement to Statutory Maternity Pay. If you opt to have half pay withheld then subsequently return, half pay payments will then be made. You may choose not to take this option, preferring to receive payments as and when due, which is perfectly in order.

Enclosed are two copies of a form on which you can indicate which option you wish to take. Please return one copy to me and retain the other for information.

If you wish to discuss this matter further, please do not hesitate to contact me on the above number.

Yours sincerely,

-
- *a) I agree to the school withholding payment in respect of my maternity leave other than the initial six weeks until I return to work in accordance with the conditions of service applicable in my case.
 - *b) Please make maternity leave payments when due. I undertake to repay the appropriate amount if I do not return to work.

This does not affect your entitlement to Statutory Maternity Pay (SMP).

Signature: _____ Date: _____

- *a) I agree to the school withholding payment in respect of my maternity leave other than the initial six weeks until I return to work in accordance with the conditions of service applicable in my case.
- *b) Please make maternity leave payments when due. I undertake to repay the appropriate amount if I do not return to work.

This does not affect your entitlement to Statutory Maternity Pay (SMP).

Signature: _____

Date: _____

TrustEd CSAT Alliance New and Expectant Mothers at Work Risk Assessment Arrangements

Risk Assessment Guidance notes

Introduction: General Duties – Employers are required to take account of risks to new and expectant mothers when assessing risks arising from work activities and to give information on the extra hazards associated with work that may be relevant to new and expectant mothers, and the actions to be taken to assess and mitigate the risks involved.

This must be done when the employer is notified of the pregnancy or if an employee has given birth within the previous 6 months.

Guidance for Managers – When a member of your staff notifies you that she is pregnant or a new mother returns to work, a Risk Assessment Checklist and Risk Assessment should be completed. The completed checklist will be placed on the employee's file.

The Checklist identifies the known risks to new and expectant mothers and gives advice on what to do. The completed Checklist should be kept with the employee's personnel details.

Completing the New and Expectant Mothers at Work Checklist

Complete the introductory details, including a brief description of the duties carried out by the new or expectant mother. The Checklist is specific to this person, therefore, when completing the Checklist, consider what this person actually does – there may be subtle differences between the tasks carried out by people with the same job title. Consultation with the employee is vital.

Consider each hazard and the risk to new and expectant mothers. Decide whether the hazard applies to the employee being assessed and what action is required to adequately protect the employee. Indicate by commenting whether action is required. Detail the action required on the Risk Assessment Checklist comments section.

Completing the New and Expectant Mothers at Work Risk Assessment

This form is to be completed by a line manager whenever there are actions required from the checklist. It is a legal requirement to undertake such an assessment and to record the findings of it. Failure to do this is likely to result in prosecution or civil action against the authority and in extreme cases against individual employees. The manager should set aside time to go through the assessment process with the employee, so that agreed standards are established and recorded. The purpose of the form is to assess the level of risk to the mother and unborn child which arises from her everyday work and to identify if the risks are adequately managed or if further measures are required to protect the mother or the child. Complete the risk assessment using the Shropshire Council generic risk assessment form.

NB. The expecting member of staff must notify the manager of the pregnancy in writing for these requirements to apply.

If you need any assistance or guidance concerning this form, please contact the Trust' H&S Team on 01743 252819. Advice on maternity leave and non H&S maternity issues is available from other HR (See contact list)

It is important to note that pregnancy is not an illness and that most expectant mothers undertake normal work for a large proportion of their pregnancy. Nevertheless, there can be complications in pregnancy that can affect significantly the risk to the health and safety of the mother and/or child. Also, for pregnant women undertaking physical work, especially involving manual handling, the latter stages of pregnancy can make previously routine practical work at best uncomfortable and at worst dangerous.

You do not have to be a qualified medical practitioner or health and safety expert to make judgements about risk, even where pregnancy is involved. The application of common sense to your knowledge of the work and the individual doing the work is absolutely essential for an effective risk assessment and it is this baseline assessment that is needed first. It may be that this leads you to get detailed advice about specific aspects of the assessment, but you need to DO the baseline risk assessment first.

Consulting with Pregnant Employee

When the action required has been identified and the assessment completed, advise the employee of the outcome of the assessment and the action to be taken. Discuss the findings fully and give the employee the opportunity to raise any other issues, which may be concerning her.

Notification

Keep the original in the employee's file, these records will be kept confidential.

Useful Contacts

	Contact Name or Information	Phone Number
Trust's Health & Safety provider		01743 252819
Trust's Occupational Health provider		01743 252833
Health and Safety Executive	www.hse.gov.uk	
ROSPA	www.rosipa.org	

TRUSTED CSAT ALLIANCE NEW, EXPECTANT MOTHERS AT WORK CHECKLIST LISTING

Hazard Group	Hazard Number	Hazard
Physical Agents		
	1	Movements and Postures
	2	Manual handling
	3	Shocks, vibrations, excessive movements
	4	Noise
	5	Radiation
	6	Violence and Aggression
	7	Extremes of cold or heat
	8	Workload
	9	Occupational stress
	10	Physical Activity
Other Work Factors		
	11	Mental and physical fatigue/working hours
	12	Exposure to nauseating smells
	13	Facilities (including rest rooms)
	14	Use of personal protective clothing
	15	Working alone
	16	Fire evacuation
	17	Slippery surfaces
	18	Working with display screen equipment
Biological Agents		
	19	Any biological agent of ACDP
	20	Farming and animal care
Chemical Agents		
	21	Carcinogens, mutagens and teratogens
	22	Carbon monoxide (CO)
	23	Lead / lead derivatives, mercury

Risk Assessment

Form No

A. Outline of activity or task to be assessed:

Directorate:

Workplace/Team

Date of Assessment:

Date for Re-assessment

Name of Assessors:

Signature:

Manager/Headteacher:

Signature:

Hazard is something with the **potential** to cause **harm**. **Risk** is the **likelihood** of someone being hurt multiplied by the **severity** of the occurrence.

Level of risk = likelihood x severity

B. Risk Matrix – This section is used for guidance to complete section C.

5 x 5 RISK ASSESSMENT MATRIX

Increasing consequence or severity ↑	5	5 low	10 med	15 med	20 high	25 high
	4	4 very low	8 low	12 med	16 med	20 high
	3	3 very low	6 low	9 low	12 med	15 med
	2	2 very low	4 very low	6 low	8 low	10 med
	1	1 very low	2 very low	3 very low	4 very low	5 low

PRIORITY OF ACTION

High 17 - 25 Unacceptable – Stop work or activity until immediate improvements can be made.

Medium 10 – 16 Tolerable but need to improve within a reasonable timescale, e.g., 1-3 months depending on the situation.

Low 5 - 9 Adequate but look to improve by next review.

Very Low 1 – 4 Residual risk acceptable and no further action will be required all the time the control measures are maintained.

©	1	2	3	4	5
	Increasing likelihood or probability →				

Score	Likelihood / Probability	Description
5	Very likely / Almost certain	Event is expected to occur in most circumstances
4	Likely	Event will probably occur in most circumstances
3	Fairly likely / Possible	Event could occur at some time
2	Unlikely	Event is not likely to occur in normal circumstances
1	Very unlikely	Event may occur only in exceptional circumstances

Score	Consequence/Severity	Description
5	Catastrophic / Severe / Fatality	Death or permanent disability to one or more persons
4	Major injury / ill health	Hospital admission required, eg, broken arm or leg
3	Moderate (over 7-day injury)	Medical treatment required, over 7-day injury
2	Minor injury / ill health	First aid is required
1	Insignificant / no injury	Injuries not requiring first aid treatment

C. Use information from section B to identify level of risk for each hazard

HAZARD	Who's Affected	Existing Controls	Risk Level Low/Med/ /High	What else is required	Risk Level Low/Med/ High	Action	
						Who	When
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

If more hazards are identified please add more boxes

D. Safe Systems of Work to be outlined below by using the information in Section C once completed:

-
-
-

E. Circulation List

Please list people who have been informed of the assessment.

NAME	DESIGNATION	SIGNATURE	DATE

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TrustEd CSAT Alliance New, expectant mothers at work risk assessment checklist

Site:	Assessor:
Employees name:	Date of assessment:
Date pregnancy/birth notified:	Job title:
Expected/actual date of birth:	
Description of duties:	

Hazard	Risk to new/expectant mothers	How to avoid the risk	Action required Yes/No/N/A	Comments
Physical Agents (is the employee likely to come into contact with):				
1) Movements and postures	<p>Standing: Continuous standing during the working day may lead to dizziness, faintness, and fatigue. It can also contribute to an increased risk of premature childbirth and miscarriage.</p> <p>Sitting: Pregnancy-specific changes pose a relatively high risk of thrombosis or embolism, particularly with constant sitting. In the later stages of pregnancy, women are more likely to experience backache, which can be</p>	<p>Control hours, volume and pacing of work. Adjust how work is organized or change type of work if necessary.</p> <p>Ensure seating is available where appropriate and take longer or more frequent rests breaks to avoid or reduce fatigue.</p> <p>Adjust workstations or work procedures where this will</p>		

	intensified by remaining in a specific position for a long period of time.	minimize postural problems and risk of accidents.		
Hazard	Risk to new/expectant mothers	How to avoid the risk	Action required Yes/No/N/A	Comments
	Confined space: Difficulties in working in tightly fitting work spaces or workstations during the later stages of pregnancy can lead to strain or sprain injury, also with impaired dexterity, agility, coordination, speed of movement, reach and balance. Also associated increased risk of accidents	Review situation as pregnancy progresses		
2) Manual handling (of loads where there is a risk of injury)	<p>Hormonal changes in pregnancy can affect the ligaments increasing susceptibility to injury; postural problems may increase as the pregnancy progresses.</p> <p>Possible risks for those who have recently given birth e.g. likely to be a temporary limitation on lifting and handling capability after a Caesarean section.</p>	<p>It may be possible to alter the nature of the task undertaken to reduce the risk of injury for <u>all</u> workers involved;</p> <p>Or, it may be necessary to reduce the amount of manual handling (or use aids to reduce the risks) for the specific woman involved.</p> <p>Undertake Manual Handling Risk Assessment.</p>		

3) Shocks and vibrations, excessive movements.	Regular exposure to shocks, low frequency vibration (e.g. driving or riding in off-road vehicles) or excessive movement may increase the risk of miscarriage. (no particular risk to breastfeeding workers)	Avoid work likely to involve uncomfortable whole-body vibration, especially at low frequencies or where the abdomen is exposed to shocks or jolts. i.e. Fork Lift Truck driving.		
4) Noise	Prolonged exposure to loud noise may lead to increased blood pressure and tiredness.	If risks of noise are being managed – No further action required. Conform to the Noise at Work Regulations if in doubt.		
5) Radiation (ionising and non-ionising)	Significant exposure can harm the foetus	Avoid exposure to radioactive contamination. No specific action required in relation to Display Screen Equipment.		
Hazard	Risk to new/expectant mothers	How to avoid the risk	Action required Yes/No/N/A	Comments
6) Violence and Aggression	If a woman is exposed to the risk of violence at work during pregnancy, when she has recently given birth or while she is breastfeeding this may be harmful. It can lead to detachment of the placenta, may be harmful to the foetus, miscarriage, premature delivery and underweight birth, and it may affect the ability to breastfeed.	Measures to reduce the risk of violence include: <ul style="list-style-type: none"> • Providing adequate training and information for staff. • Improving the design or layout of the workplace. • Changing the design of the job e.g. avoid lone working. 		

		If the risk of violence cannot be significantly reduced, pregnant women and new mothers should be offered suitable alternate work. Risk assessment to be carried out by manager to determine level of exposure to risk aggression in the workplace environment.		
7) Extremes of cold or heat	Risk of heat stress, dehydration, fatigue Increased blood pressure Breast feeding difficulties	Avoid prolonged exposure to heat. Provide access to rest facilities and access to refreshments. No specific problems arise from extreme cold.		
8) Workload	Fatigue associated with risk of miscarriage, premature birth, and low birth weight.	Provide frequent rest breaks. Review workloads		
9) Occupational stress (including postnatal depression)	Stress is associated in some studies with increased incidence of miscarriage and pregnancy loss, and with impaired ability to breastfeed. Stress also can contribute to anxiety and depression.	Account to be taken of known organizational stress factors (such as shift patterns, workloads etc). Discuss volume/pacing of work with employee to ensure manageable stress levels.		
10) Physical Activity	Dexterity, agility, co-ordination, speed, reach and balance impaired in later pregnancy. Risk of accident increased.	Avoid work at height. Avoid work in confined space.		

Hazard	Risk to new/expectant mothers	How to avoid the risk	Action required Yes/No/N/A	Comments
Other work factors:				
11) Mental and physical fatigue and working hours. (Evening and Early morning work)	Long working hours shift work and night work can have a significant effect on the health of new and expectant mothers, and on breastfeeding. Increasing tiredness	Consider flexible rostering in consultation with employees. It may be necessary to adjust working hours temporary, as well as other working conditions. Including the timing and frequency of rest breaks, and to change shift patterns and duration to avoid risks.		
12) Exposure to nauseating smells	Can exacerbate morning sickness	Flexible work allocation or relocation in early pregnancy Remove source of smell, control by local exhaust ventilation or alter working patterns as necessary.		
13) Facilities (including rest rooms) Difficulty in leaving place of work.	Resting facilities: Rest is important for new and expectant mothers. Tiredness increases during and after pregnancy and may be exacerbated by work-related factors. The need for rest is both physical and mental.	The need for physical rest may require that the women concerned has access to somewhere where she can sit or lie down comfortably in privacy. Flexible work allocation		

	Hygiene facilities: Without easy access to toilets (and associated hygiene facilities) at work, due to distance, work processes or systems, etc, there may be increased risks to health and safety, including significant risks of infection and kidney disease.	Access to clean drinking water should also be available.		
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Hazard	Risk to new/expectant mothers	How to avoid the risk	Action required YES / NO/ NA	Comments
14) Use of Personal Protective Clothing	Increasing size	Provision of larger sizes when required.		
15) Working alone	Pregnant women are more likely to need urgent medical attention	Depending on their medical condition, access to women's communications with others may need to be reviewed and revised and levels of (remote) supervision involved, to ensure that help and support is available when required, and that emergency procedures (if needed) consider the needs of new and expectant mothers.		
16) Fire Evacuation	Difficulty in fire evacuation in later stages due to fatigue	Consider redeployment or relocation if travel time is unachievable or excessive to fire assembly points		

17) Slippery surfaces	Impaired balance in later stages of pregnancy	Implement good practices to minimize slipping risks (e.g. clear signage, regular cleaning of wet areas). Consider referral if the risk is very high		
18) Working with display screen equipment (DSE)	Postural / ergonomics problems due to changes in body proportions. Circulation problems due to extended periods of sitting.	Review DSE assessment and make appropriate changes to work patterns and workstation equipment.		
Biological Agents: Infectious diseases				
19) Any biological agent of ACDP Hazard Groups	Following infection with these agents there is potential for abortion of physical and neurological damage to the unborn child.	Avoid exposure to biological agent of hazard groups, 2,3 and 4 or Hepatitis B, HIV, Herpes, TB, Chickenpox, Typhoid, Rubella. Specific COSHH risk assessments required followed by strict adherence to control measures.		
Hazard	Risk to new/expectant mothers	How to avoid the risk	Action required Yes/No/N/A	Comments
20) Farming and animal care	Risk to foetus if mother infected during pregnancy	Avoid all contact with Sheep		
Chemical Agents: Note new globally harmonized H-phrases now replace old R-phrases on product labelling and Safety Data Sheets (SDS).				
21) Carcinogens, mutagens and teratogens (substances or preparations labelled: H360 ,	R40 = H351 : Possible risk of irreversible effects R45 = H350 : May cause cancer R46 = H340 : May cause heritable genetic damage R49 = H350i : May cause cancer by inhalation	Prevention of exposure is the top priority. No chemical contact. No LPG filling.		

<p>H350, H340, H350i, H360F, H360FD, H301f, H361Df, H362, H362fd & H371 now replace R-phrases R40, R45, R46, R49, R60, R61, R62, R63, R64, R68) on product labelling and SDS.</p>	<p>R60 = H360F & H360FD: May impair fertility R61 = H360D & H360FD: May cause harm to the unborn child R62 = H361f & H361Df: Possible risk of impaired fertility R63 = H361fd: Possible risk of harm to the unborn child R64 = H362: May cause harm to breast-fed babies R68 = H371: Possible risk of irreversible effects</p>	<p>The worker may have to be assigned other duties away from the source of potential exposure for the duration of the pregnancy.</p>		
<p>22) Carbon monoxide (CO)</p>	<p>Carbon monoxide readily crosses the placenta and can result in the unborn child being starved of oxygen.</p>	<p>Avoid exposure to CO</p>		
<p>23) Lead and lead derivatives, mercury</p>	<p>indicating harmful to unborn/breast –fed babies</p>	<p>No contact with compounds</p>		

Updated by Shropshire Health & Safety Team May 2019

TrustEd CSAT Alliance Confirmation of Maternity Leave

Employee's Name:	Payroll ref Number:
School:	Post Title:
Headteacher's Name:	

- The above named employed started her maternity leave as per the Notification of Intention Form.
- The above named employee started her maternity leave on: ___/___/20__ due to the following:
- She was ill with a maternity related illness
- She gave 21 days' notice in writing which was sent to the HR Transaction Team
- Baby was born earlier than when maternity leave was due to start
- Still birth: * in or after 25th week of pregnancy

(* Before 25th week of pregnancy cross through the one that does not apply)

Headteacher Signature:

Headteacher Payroll Ref Number:

Date:

Please return this form on the day the employee starts her leave to the Trust's payroll provider (**Employment Services Team, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND**)

- To inform of changes to leave or circumstances please contact the Trust's payroll provider (HR Employment Services Team on 01743 252190)

TrustEd CSAT Alliance KIT day(s) record for Headteachers

Employee's Name:	Payroll ref number:
School:	Post Title:
Headteachers Name:	

Dates worked	Actual hours to be paid	Headteacher approval for payment
1		
2		
3		
4		
5		
6		
7		
8		
9		
10 (max)		

The employee can do up to 10 days work during her maternity leave without bringing her maternity leave to an end or the loss of SMP. Working for part of a day will count as one day.

Headteacher Signature:

Date:

Headteacher Payroll Ref Number:

Please return this form to: Trust's Payroll Provider(**Employment Services Team, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND. 01743 252190**)



TrustEd CSAT Alliance Confirmation of return from Maternity

Employee's Name:	Payroll ref Number:
School:	Post Title:
Headteacher's Name:	

I can confirm that the above named employee returned from maternity leave on the __/__/20__ (insert date).

The employee returned to duty on the same terms and conditions

The employee has changed their contract under the flexible working policy. The form is attached/has already been sent to the HR Transaction Team.

Headteacher signature:

Headteacher payroll reference number:

Date:

Please return this form on the day the employee returns to work to the Trust's payroll provider (**Employment Services Team, Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND**)

To inform of changes to leave or circumstances please contact the Trust's payroll provider (Employment Services Team on 01743 252190)