



# STUDENT PREGNANCY, MATERNITY, PATERNITY, PARENTAL LEAVE, AND ADOPTION POLICY & PROCEDURES

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# 1. Introduction

- 1.1 The University is committed to providing adjustments for students to ensure that they are not disadvantaged in their studies due to pregnancy, maternity/paternity/parental leave, and/or adoption of a child/children.
- 1.2 The University aims to be as flexible as possible, providing academic standards are upheld.
- 1.3 The arrangements and adjustments for students may vary by School due to the nature of different teaching programmes, however this policy stipulates the general principles and framework in which the University operates for matters pertaining to pregnancy, maternity/paternity/parental leave, and adoption.
- 1.4 The arrangements and adjustments may also vary by students as the University recognises the need for tailored support based on each student's individual circumstances.
- 1.5 The University is committed to ensuring that students who are pregnant or will have parental responsibilities are not treated less favourably as a result of the pregnancy and maternity/paternity/parental status.
- 1.6 This policy seeks to achieve the following:
  - 1.6.1 Ensure a framework for students who are pregnant at the point of registration or become pregnant during their studies and students who require parental leave following adoption or their partner having a child.
  - 1.6.2 Ensure a set of guidelines for university staff who may have a role in providing guidance to students on these matters.
- 1.7 This Policy should be read in line with the [student information privacy notice](#).
- 1.8 Any reference to contacting Student Support Services where a contact email has not been provided, refers to contacting [welfare@le.ac.uk](mailto:welfare@le.ac.uk) in the first instance.

## 2. Purpose

- 2.1 The purpose of the Student Pregnancy, Maternity, Paternity, Shared Parental Leave, and Adoption Policy ('the Policy') is to:
  - 2.1.1 Provide clear guidance to registered students who become pregnant/require a period of maternity, paternity, shared parental, or adoption leave during their studies.
  - 2.1.2 Set out the University's responsibilities, duty of care, and its commitment to an inclusive, respectful, positive, and safe environment.
  - 2.1.3 Ensure that University staff are aware of their responsibilities to support students and their role in managing all individual cases sensitively and compassionately.
  - 2.1.4 Positively contribute to maintaining the University community's health, safety, and wellbeing.

## 3. Scope

- 3.1 These guidelines cover all registered students, in all modes of study, including:
  - 3.1.1 Undergraduate Students.
  - 3.1.2 Postgraduate Taught Students.
  - 3.1.3 Postgraduate Research Students.
  - 3.1.4 Visiting exchange/study abroad students.
  - 3.1.5 Student on the Pre-sessional English Programme.
- 3.2 The guidance applies to:
  - 3.2.1 Those who become pregnant during their studies or who are pregnant at the point of registration.
  - 3.2.2 Those who give birth during their studies.
  - 3.2.3 Students whose partners are pregnant.

- 3.2.4 Any student who is the partner of someone who is pregnant and expects to be responsible for the child.
- 3.2.5 Any student becoming a parent, for example through adoption or a parental order.

## 4. Responsibilities

### 4.1 Students (including PGRs):

- 4.1.1 Any student who has circumstances that fit within the scope of this policy have a responsibility to inform their personal tutor/supervisor to ensure the appropriate support can be made available.
- 4.1.2 Students must work with their personal tutor/supervisor to complete their support plan, as outlined in section 6 of this document.
- 4.1.3 Students must remain engaged in their studies as agreed in their support plan and in line with the Engagement Policy.

### 4.2 Personal tutors/supervisors

- 4.2.1 Staff must ensure they provide academic and signposting support for their students, from the point of disclosure regarding pregnancy/adoption/paternity/parental leave.
- 4.2.2 Staff must ensure they have provided opportunities for a support plan and associated risk assessments to be completed in a timely manner, and the outcomes are shared with students accordingly.
- 4.2.3 If staff are uncertain at any stage, then it is their responsibility to gain further support [Health and Safety Services](#) or from Student Support Services or HR where students are also staff,

## 5. Notifying the University Regarding Pregnancy

- 5.1 Students are encouraged to first disclose their pregnancy to their personal tutor/supervisor who, utilising the guidance in these policy and procedures, will take the appropriate actions to ensure appropriate support and academic guidance is offered. This will include a requirement to complete the [health and safety risk assessment](#) as soon as possible.
- 5.2 If a student has disclosed their pregnancy to another member of staff within the university, then it is the responsibility of this member of staff to notify the student's personal tutor, with the student's consent, in order for the guidance in this document to be followed.
- 5.3 If a student does not consent to their personal tutor being made aware then Student Support Services need to be notified of this as soon as possible on [concerned@le.ac.uk](mailto:concerned@le.ac.uk) and will then be managed via the Cause for Concern group.
- 5.4 If a student does not feel comfortable talking to their personal tutor about their pregnancy, they can get in touch with Student Support Services via [concerned@leicester.ac.uk](mailto:concerned@leicester.ac.uk) and request support to have this discussion.
- 5.5 The University strongly encourages students to disclose their circumstances as early as possible to enable necessary adjustments to their studies and to ensure relevant discussions take place to manage risk, impact on academic deadlines, visa conditions, and health/safety assessments throughout their pregnancy.
- 5.6 If a student who is pregnant is residing in university managed accommodation or private accommodation, then they will need to adhere to the regulations of their provider. Students will be supported in finding alternative suitable accommodation prior to the arrival of their baby. Student Support Services will be able to provide guidance on this matter and the student may self-refer to the service to access this support or the personal tutor can make a referral on their behalf, with the student's consent.

## 6. Student Support Plan

- 6.1 Once a student has disclosed their pregnancy to their personal tutor, the support plan (*Appendix A*) must be completed as soon as possible, where possible within two weeks of the disclosure.
- 6.2 Both the student and personal tutor/supervisor must complete this collaboratively to ensure all relevant information is collated and appropriate support can then be put in place. The personal tutor is ultimately responsible for ensuring the completion of this document.

- 6.3 The personal tutor/supervisor will then use the information in this support plan to liaise with other University staff as required. This will be done with the written consent of the student – i.e. once the initial support plan is completed, the personal tutor will email this to the student who will then respond confirming the information is correct and provide their written consent for the information to be shared where deemed necessary for the purpose of coordinating support for the student.
- 6.4 If there are concerns for the student's health and safety then the information on this support plan may be shared without explicit consent to additional parties within the University to support the student.
- 6.5 The student will be made aware that the additional parties, within the University, have been informed as soon as possible of this happening.
- 6.6 The support plan should be reviewed at regular intervals by the personal tutor with the student (e.g., at 16 weeks of pregnancy, 24 weeks of pregnancy, and prior to return of study).
- 6.7 At the point the student has disclosed their pregnancy and the support plan is created (*Appendix A*), their dates of maternity leave should be calculated. In some instances where a pregnancy is being disclosed early on, the dates of leave may not be finalised and so the personal tutor should remind the student to confirm this as soon as possible.

## 7. Study Arrangements for Pregnant Students

- 7.1 The personal tutor must discuss the impact of the pregnancy on the student's academic studies. The tutor may ask other academic members of the School (module/programme leads, Business Administration Managers, Head of School) for guidance on the specifics around assessments and examinations.
- 7.2 The School will work with the student to identify adjustments that can be made for the duration of the pregnancy. The health and safety risk assessment (section 9) will inform these adjustments. These adjustments may include: making lecture content available to the student online if they are attending a medical appointment and extension of submission deadlines in line with the University mitigating circumstances policy.
- 7.3 If alternative exam arrangements are required, students should be signposted to the AccessAbility Service. The student will need to provide the relevant evidence before any exam arrangements may be put in place.
- 7.4 The adjustments made for the student will be in line with existing reasonable adjustment policies to ensure academic standards are upheld and module learning objectives are met.
- 7.5 If additional adjustments are required due to the health impact of pregnancy for a student, then Student Support Services should be contacted by the School to work in collaboration to determine if these can be put in place.
- 7.6 A student may wish to suspend their studies, in line with the [suspension policy](#), and return following their pregnancy. This will need to be noted on the support plan with impact to assessments agreed. Once the return to studies date has been agreed, the personal tutor needs to meet with the student prior to their return to ensure the correct support is in place.
- 7.7 If a student wishes to suspend their studies, then this will be processed through the standard route for requesting suspense.
- 7.8 If a student would like guidance on suspension and their best course of action, they are encouraged to get in touch with Student Support Services to talk through their circumstances.
- 7.9 In instances where there is significant health, wellbeing, and/or safety concerns to engage or re-engage a student with their studies, this will be addressed in line with the [Support to Study Policy](#). The personal tutor needs to raise these concerns and seek support from [concerned@le.ac.uk](mailto:concerned@le.ac.uk) as needed.
- 7.10 If a student is in receipt of funding or sponsorship from an external body then it is the student's responsibility to inform these parties and seek the relevant guidance on the impacts of taking time away from their studies.

## 8. Work Placements and Study Abroad

- 8.1 If a student becomes pregnant prior or during their study abroad year, they will need to discuss this with their personal tutor and the Study Abroad Unit. It may also be advisable to inform the host university.

- 8.2 It may be advised that the student withdraws from or curtails their year abroad and transfers to a different programme of study.
- 8.3 If a student becomes pregnant prior to their work placement, then they must discuss this with their personal tutor and School as well as the placement provider. It is the responsibility of the student to inform their placement provider of the pregnancy but if they do not, the personal tutor and/or placement coordinator is able to do this with the student's consent.
- 8.4 Once the placement provider is aware, it is their responsibility to decide if they feel the student is able to complete the placement whilst pregnant, in line with their own procedures and risk assessments.

## 9. Health and Safety

- 9.1 Certain health and safety measures may need to be put in place to protect the student during pregnancy and beyond, and this will be particularly relevant in certain Schools (e.g. where the student might have the potential to be exposed to harmful chemicals or radiation, or be expected to lift heavy objects or undertake other strenuous activity and/or expected to travel).
- 9.2 Therefore, once the student has let their personal tutor and School know about the pregnancy, a [Health and Safety Pregnancy/Maternity Risk Assessment](#) must be completed by the School. Schools can also refer to the [New and Expectant Mothers Policy](#).
- 9.3 The risk assessment will identify any risks that may be present which could harm the student or the baby/babies, and detail steps that need to be put in place to alleviate or minimise these risks. It should also detail any risks that may arise from any placement period or fieldwork due to be undertaken.
- 9.4 This risk assessment must be completed by the School who are aware of the detail entailed in their programme of study. The student must also be given an opportunity to comment on this and particularly to share any advice received from a doctor or midwife (for example, any pregnancy-related medical conditions such as high blood pressure, a history of miscarriages etc.)

## 10. Maternity Leave

- 10.1 A student is required to take a minimum of two weeks of mandatory leave from their studies after their pregnancy. This will be recorded as an authorised absence by the School.
- 10.2 The length of maternity leave for PGR students who are also staff members, should be decided in line with the Staff Maternity Policy.
- 10.3 Further guidance for international students can be found in section 15 which addresses visa considerations.
- 10.4 It is acknowledged that a baby may be delivered earlier than expected. In this instance, students should notify their personal tutor as soon as is possible of the date that they are starting their two-week mandatory maternity leave from (i.e., the day a student goes into labour).
- 10.5 From this date, the mandatory two weeks of maternity leave will be agreed and the personal tutor should update the support plan to reflect these dates and communicate this to relevant colleagues (those who authorise absences etc.)
- 10.6 If a student wishes to take more than two weeks of maternity leave then they must discuss this with their personal tutor **15 weeks before their expected due date** and as part of their support plan (*Appendix A*). The dates of any length of maternity leave must be noted on the support plan and shared with School administration teams and the student.
- 10.7 If the request of maternity leave is beyond the two weeks and means the student will miss considerable teaching and assessments, then a temporary suspension of their studies may be recommended. This approach will be recommended by the School where it is felt a continuation of authorised absences would hinder the student's chances of academic success and that a suspension would be in their best interest.
- 10.8 If a student does not take a suspension of studies the expectation is that they will continue to engage with their studies and submit and adhere to all assessment deadlines.
- 10.9 If a student is struggling with their studies and not adhering to their deadlines following the birth then it is the student's responsibility to raise this with their personal tutor.
- 10.10 As aforementioned in the introduction section, the School can contact Student Support Services on [welfare@le.ac.uk](mailto:welfare@le.ac.uk) should they feel their guidance is required.

## 11. Finance and Funding

- 11.1 Students receiving funding from external bodies should follow the guidance for their particular scheme or contact their funding body or sponsor for further advice.
- 11.2 Students who are also a member of staff at the University must contact their line manager to discuss their maternity pay. Further guidance can be found in the staff [Maternity Leave Policy and Procedure](#) and any additional queries can be directed to [hradvice@le.ac.uk](mailto:hradvice@le.ac.uk).
- 11.3 Students who would like to seek financial guidance should contact the Student Welfare Service, who will be able to provide guidance on any statutory support the student may be able to receive.
- 11.4 For PGR students in receipt of a stipend, refer to section 16 in this document.

## 12. Still Births and Miscarriages

- 12.1 The University acknowledges the sad and difficult circumstances of a still-birth and miscarriage. The University will ensure support is offered to the student and provide as much flexibility as possible during this time.
- 12.2 In the sad event that a student's pregnancy ends in miscarriage in the first 24 weeks of pregnancy, they will not be entitled to maternity related absence. However, they are able to seek authorised absence in line with the University mitigating circumstance and attendance policies. Students should get in touch with their personal tutors in this instance who will authorise the absence.
- 12.3 In the sad circumstance that a baby is stillborn after the 24<sup>th</sup> week of pregnancy or sadly dies shortly after birth then the student is entitled to maternity related absence which is a minimum of a mandated two weeks of leave following birth.
- 12.4 If a student wishes to take more time away from their studies then they should discuss this with their personal tutor.
- 12.5 Students should speak to their personal tutors in the event this occurs to ensure appropriate support can be put in place. This may include the personal tutor referring the student to Student Support Services.

## 13. Resuming Studies Following Maternity Related Absence

- 13.1 The dates of a student's return to their studies should be clearly marked on their support plan and the personal tutor and relevant support staff should be made aware of this.
- 13.2 The return to studies date will have to be agreed by the School in relation to the structure and requirements of the programme.
- 13.3 The personal tutor should get in touch with the student before they are due to return to confirm the start date and to set up a meeting in the student's first week back.
- 13.4 In this meeting, the personal tutor should confirm and outline to the student what their academic expectations are (attendance, assessment deadlines etc) and any additional support they may now need.
- 13.5 Personal tutors should seek advice and support as appropriate, including seeking support within the School and Student Support Services if they feel they would like input in how to best support the student returning to their studies.
- 13.6 If a student returns to study and then wishes to take further leave, this will need to be agreed with the personal tutor. If it is deemed that this continued absence will considerably hinder the student's ability to engage with their studies then a suspension of studies will be recommended.
- 13.7 If there are concerns about the student's health upon their return to studies then the student must engage with their GP and Student Support Services to understand their options in continuing their studies.
- 13.8 It is important that when a student is due to return to their studies, the expectations are set out to them by their personal tutor and there is continued contact to ensure a smooth return.



## 14. Children on Campus and Breastfeeding/Expressing Milk

- 14.1 The University Health and Safety Services document titled '[UHSP-19a: Safety of Children and Young Persons](#)' provides guidance on bringing children to campus.
- 14.2 Bringing a child onto campus brings significant safeguarding complexities and health and safety concerns and as such, students and staff supporting students who are new parents should take time to read the aforementioned policy in detail.
- 14.3 The University does not provide childcare arrangements on campus.
- 14.4 The University has [dedicated space](#) on campus for breastfeeding and expressing milk, which students can use.
- 14.5 If students are struggling to manage their academic commitments alongside parental duties, then they must speak to their personal tutor to ensure they can be advised on their academic options. For further support, students are encouraged to get in touch with Student Support Services.

## 15. International Students

- 15.1 In accordance with UKVI regulations, international students who require a visa to study in the UK cannot extend their visa for reasons relating to pregnancy, maternity, paternity, the adoption process, or for any other reasons relating to caring responsibilities.
- 15.2 All visas allow for a stipulated period of stay in the UK in addition to the time spent on a programme. International students who become pregnant should seek immigration and visa advice as soon as possible by contacting the SIAC team on [visas@le.ac.uk](mailto:visas@le.ac.uk)
- 15.3 Further information on advice from the SIAC team can be found [here](#).

## 16. Postgraduate Research Students

- 16.1 The same guidance stipulated throughout this policy and procedures document applies to PGRs.
- 16.2 The impact of the pregnancy on the student's funding, sponsorship, and/or stipends must be discussed at the support plan stage and subsequent meetings.
- 16.3 For those with HR contracts (incl. GTAs) HR advice around this should be sought as deemed necessary via [hradvice@le.ac.uk](mailto:hradvice@le.ac.uk).
- 16.4 For other PGRs in receipt of a stipend, contact the doctoral college via [pgresearch@le.ac.uk](mailto:pgresearch@le.ac.uk).

## 17. Parental Support, Paternity and Adoption Leave

- 17.1 A student whose partner is pregnant or who is adopting a child may apply to take two weeks of parental support/paternity leave. This period of leave must be discussed with the personal tutor/supervisor at least 15 weeks prior to the expected due date. In cases of adoption, this date should be agreed as soon as possible.
- 17.2 Students should submit this request for their leave to their personal tutor in the first instance who will then raise it with their Head of School to authorise.
- 17.3 The absence will then be authorised in line with the normal University absence policy.
- 17.4 A student who is also a staff member and/or PGR student must follow the same process and contact their supervisor. The relevant staff policies (for example, the [Paternity/Partner Leave Policy](#)) will then also be applied. In some cases, the relevant funding body/sponsor's regulations will also have to be applied.
- 17.5 In cases where a student needs to attend antenatal appointments with their partner, they must make every effort to do so around their academic commitments.
- 17.6 If a student's partner has complications with their pregnancy, including miscarriage/stillbirth, then the University mitigating circumstances policy applies.



- 17.7 If a student is the primary adopter, then the same support will be offered as a student who becomes pregnant.
- 17.8 A support plan (*Appendix A*) should also be completed for students taking adoption leave; both for a student who is a primary adopter or for a student whose partner is adopting and would like to take leave.

## 18. Abortion or Termination

- 18.1 Students are under no obligation to inform the University if they do not want to continue with their pregnancy.
- 18.2 If a student has terminated their pregnancy for physical or medical reasons, then the University strongly advises the student to inform their personal tutor or a member of Student Support Services to ensure appropriate support is offered to them.
- 18.3 Students are encouraged to access [Student Support Services](#) if they would like to access support.

## 19. Guidance for Staff

- 19.1 At all times, staff must ensure that those students who come under the scope of this policy are not treated less favourably than any other student on the basis of their circumstances. Flexibility should be shown where possible to ensure continued learning is facilitated.
- 19.2 When a student contacts a member of staff to discuss their circumstances, a response and a meeting should be arranged as soon as possible.
- 19.3 Whilst adjustments to support a student's academic journey will vary case-by-case, some examples have been noted below:
- 19.4 Ensuring the amount of maternity leave is clear for the student and the expectations on their return to study is also clear.
- 19.5 Authorising absences for medical appointments and providing support for the student to catch up on missed content.
- 19.6 Working with the student to show flexibility with assessment deadlines, as is deemed reasonable.
- 19.7 Signposting the student to other University services as deemed necessary - for example, ensuring international students have been signposted to the SIAC team to understand the impact on their visa, ensuring proactive signposting to Student Support Services if a student requires financial support, study advice, and or/wellbeing support.
- 19.8 Offering support to help the student reintegrate to their studies after any prolonged period of absence.
- 19.9 Whilst flexibility is imperative, staff should also seek to protect the academic integrity of the programme. Staff should liaise with other academic colleagues in the school to ensure all academic adjustments are reasonable and kept equal across all students.
- 19.10 If staff are concerned or uncertain on any of the guidance provided to them within this policy, it is important they immediately get in touch with Student Support Services on [concerned@le.ac.uk](mailto:concerned@le.ac.uk) who will provide them guidance on how to proceed.

# Appendix A – Student Support Plan

Please note, not all sections of this support plan may apply to the student’s circumstances. Please complete the sections as needed with particular focus on: the period of leave a student needs to take, the impact on their studies and any return to study information.

Contact details	
<b>1</b>	<b>Student’s details</b>
	Name
	Student number
	Telephone
	Email address
	Term Time Address
<b>3</b>	<b>Course details</b>
	Course title
	Department
	Personal tutor
	Year of course
<b>Key dates (to be reviewed and added to over the course of pregnancy and/or paternity, parental, adoption leave)</b>	
<b>5</b>	What is the student’s/partner’s due date? OR expected date of adoption?
<b>6</b>	How many weeks pregnant was the student when they notified the University of their pregnancy?

<b>Communication with the student</b>		
<b>7</b>	What is the student's preferred method of communication:	
	During pregnancy?	
	During maternity-related absence or paternity, parental or adoption leave?	
	On return to study?	
<b>Informing other staff – Who else needs to be informed?</b>		
<b>8</b>	<i>*Role*</i>	<i>*Purpose (.e.g support, mitigating circumstances support etc*)</i>
<b>Health and Safety Assessment</b>		
<b>9</b>	<b>Has an assessment been carried out that covers (where relevant):</b> <i>*The assessments should also articulate who is responsible for implementing any mitigation that has been identified.</i>	
	The student's course (including exams and assessments)?	
	Placement or study abroad?	
	Field trips?	
	Exposure to hazardous substances?	
	Other:	

<b>Additional information:</b>		
<b>10</b>	Will the dates of antenatal appointments affect the student's attendance?	
	Have any pregnancy-related medical concerns been disclosed?	
	If yes to either of the above, what adjustments have been put in place to enable the student to continue with their studies and meet the learning objectives of their course?	
<b>Assessments and Examinations</b>		
<b>11</b>	Is the student unable to complete any assessments due to their pregnancy or parental, paternity or adoption leave?	
	If so, outline what adjustments have been put in place for the student to complete their assessments including any referrals to AAC for exam arrangements:	
<b>Maternity/Paternity/Parental/Adoption Leave: (students should provide information in writing to complete the below at least 15 weeks before their due date. In cases of adoption, where the placement may occur with less notice, the student should agree these dates with their personal tutor as soon as possible)</b>		
<b>12</b>	How much leave does the student intend to take?	
	When does the student intend to start their leave?	
	When does the student intend to return from this maternity/parental leave?	
	If this leave is going to mean the student will miss assessments, what adjustments have been made for them to catch up after they return?	
	Who will be responsible for keeping in touch with the student whilst they are on leave and then when they return?	
	Who is responsible for compiling a return to study plan for the student to ensure they are aware of their academic commitments?	

Additional considerations	
12	If the student you are supporting is an international student, have you asked them to get in touch with Student Immigration Advice and Compliance Team?
	If the pregnant student is due to go on placement, have they informed the placement provider?
	If the pregnant student is due to go on study abroad, has the study abroad office been informed?
	If the student has disclosed any accommodation or financial concerns, have you signposted them to the Student Welfare Service ( <a href="mailto:welfare@le.ac.uk">welfare@le.ac.uk</a> )?

Signatures and review dates	
When will this support plan be reviewed? <i>*For pregnant students, there should be at least 3 review meetings with their personal tutor including one close to their maternity leave date</i>	
<b>Agreement by staff member (personal tutor/supervisor)</b>	
Name	
Title	
Signature	
Date	
<b>Agreement by student</b>	
Name	
Signature	
Date	

## Appendix B – Useful links

- Students who are also staff can access additional information from the HR team [here](#).
- Additional Health and Safety Services guidance can be found [here](#).
- The 'Health and Safety Services: New and Expectant Mothers' policy can be found [here](#).
- The 'Health and Safety Services: Safety of Children and Young Persons' policy can be found [here](#).
- Student Support Services information can be found [here](#).
- International Student Guidance can be found [here](#).