



## New and Expectant Mothers Policy

### Statement

The law defines the new or expectant mother as someone who is pregnant, has given birth within the previous six months, or is breast feeding. We have a responsibility to protect the new or expectant mother under the Management of Health and Safety at Work Regulations 1999.

Since it is possible for the first weeks of pregnancy to go undetected, this policy must be made known to all female employees. It will be added to the staff induction pack to enable all staff to be aware of the procedures needed to be followed in these circumstances.

- ★ The expectant mother must inform Creative Stars in writing that she is pregnant so that a specific risk assessment can be undertaken for the employee concerned.
- ★ The Health & Safety Officer will contact Lewisham Environmental Health Team to make reasonable steps taken to remove any risks identified in the job.

Upon receipt of written confirmation of pregnancy from the employee and regardless of medical confirmation, the Health and Safety Officer; with support from the Manager will undertake an immediate risk assessment and discuss the issue with the employee concerned.

### General Welfare Requirement: Suitable People

Providers must ensure that adults looking after children, or having unsupervised access to them, are safe to do so.

- ★ Particular regard will be given to the Safe lifting procedures. The pregnant or nursing employee will be advised not to lift children, heavy loads, and loads above chest height or furniture.
- ★ Trip hazards which are part of the daily risk assessment will be removed by any staff member upon seeing them as it is a particular risk of working with small children that they may leave toys lying around at any time or any spills must be cleared up immediately and the area marked.
- ★ Adequate opportunity will be provided for the pregnant/nursing employee to be seated while working with children. The employee concerned will not be required to sit or stand for lengthy periods of time and will be encouraged to adopt the most comfortable and safe posture while carrying out her duties.
- ★ Notice will be given to parents reminding them of the requirement to notify the Manager or of the presence of infectious diseases within the family e.g. German measles and the Senior Supervisor has a duty of care to inform the pregnant /nursing employee if such information is received.
- ★ The risk assessments will be conducted at regular intervals by the Health and Safety Officer, Managing Director and the employee concerned.

## Statutory Maternity Leave

Statutory Maternity Leave is 52 weeks. It's made up of:

- ★ Ordinary Maternity Leave - first 26 weeks
- ★ Additional Maternity Leave - last 26 weeks

You don't have to take 52 weeks but you must take 2 weeks' leave after your baby is born. The earliest you can start your leave is 11 weeks before the expected week of childbirth.

Leave will also start:

- ★ the day after the birth if the baby is early
- ★ automatically if you're off work for a pregnancy-related illness in the 4 weeks before the week (Sunday to Saturday) that your baby is due

## Pay

Statutory Maternity Pay (SMP) is paid for up to 39 weeks. You get:

- ★ 90% of your average weekly earnings (before tax) for the first 6 weeks
- ★ £139.58 or 90% of your average weekly earnings (whichever is lower) for the next 33 weeks

SMP is paid in the same way as your wages (eg monthly or weekly). Tax and National Insurance will be deducted.

SMP usually starts when you take your maternity leave.

It starts automatically if you're off work for a pregnancy-related illness in the 4 weeks before the week (Sunday to Saturday) that your baby is due.

### Statutory Maternity Leave

You qualify for Statutory Maternity Leave if:

- ★ you're an [employee not a 'worker'](#)
- ★ you give your employer the [correct notice](#)

It doesn't matter how long you've been with your employer, how many hours you work or how much you get paid.

### Statutory Maternity Pay (SMP)

To qualify for SMP you must:

- ★ earn on average at least £112 a week
- ★ give the [correct notice](#)
- ★ give [proof you're pregnant](#)
- ★ have worked for your employer [continuously](#) for at least 26 weeks up to the 'qualifying week' - the 15th week before the expected week of childbirth.

### Maternity Allowance

Maternity Allowance is usually paid to you if you don't qualify for [Statutory Maternity Pay](#).

The amount you can get depends on [your eligibility](#).

You can [claim Maternity Allowance](#) as soon as you've been pregnant for 26 weeks. Payments can start 11 weeks before your baby is due.

The amount you can get depends on [your eligibility](#).

You could get either:

- ★ £139.58 a week or 90% of your average weekly earnings (whichever is less) for 39 weeks
- ★ £27 a week for 39 weeks
- ★ £27 a week for 14 weeks

Maternity Allowance is paid every 2 or 4 weeks.

You can claim Maternity Allowance once you've been pregnant for 26 weeks. Payments can start 11 weeks before your baby is due.

**This policy was reviewed on: 20.05.19**

**Date of next review: 20.05.20**