



TOLLCROSS
housing association

New & Expectant Mother Policy

Prepared by	Corporate Manager
Policy created	October 2025
Date of last review	//
Date of current review	//
Date of next review	October 2028
Reviewed by	Audit & Business Sub-committee

Corporate Fit:	Internal Management Plan	✓
	Risk Register	✓
	Business Plan	✓
	Equalities Strategy	✓
	Legislation	✓

Keep in touch

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乐意翻译

Our policies provide a framework to underpin our vision and values, to help us achieve our strategic objectives.

Our Vision

Local people, local control.

By providing quality homes and services, we will create stronger communities and a better quality of life for our customers.

Our Values

- Focused on the needs of our customers and communities.
- Supportive of our staff and Committee members.
- Responsible, efficient, and innovative.
- Open and accountable.
- Inclusive and respectful.
- Fair and trustworthy.

Strategic Direction

Consolidation and improvement: Applicable to our core business as a landlord & property manager.

Growth: Through the new build opportunities, we are taking forward.

Partnerships: Where this can help to address shared goals and increase capacity and value.

Resilience: A key priority across all parts of our business.

Strategic Objectives

Services: Deliver quality, value for money services that meet customers' needs

Homes & neighbourhoods: Provide quality homes and neighbourhoods.

Assets: Manage our assets well, by spending wisely.

Communities: Work with local partners to provide or enable services and activities that benefit local people and our communities as a whole

Our people: Offer a great workplace environment that produces a positive staff culture and highly engaged staff.

Leadership & Financial: Maintain good governance and a strong financial business plan, to ensure we have the capacity to achieve our goals.

Our Equalities and Human Rights Commitment

We understand that people perform better when they can be themselves and we are committed to making the Association an environment where employees, customers, and stakeholders can be open and supported. We promote equality, diversity, and inclusion in all our policies and procedures to ensure that everyone is treated equally and that they are treated fairly on in relation to the protected characteristics as outlined in the Equality Act 2010.

Privacy Statement

As data controller we will collect and process personal data relating to you. We will only collect personal information when we need this. The type of information we need from you will vary depending on our relationship with you. When we ask you for information, we will make it clear why we need it. We will also make it clear when you do not have to provide us with information and any consequences of not providing this. We are committed to being transparent about how we collect and use your data, and to meeting our data protection obligations with you. Further information about this commitment can be found within our full Privacy Statements.

Policy Scope & Review

For the purpose of this policy the term Association will include all members of the Tollcross Housing Association Limited. Therefore, all employees, governing body members, volunteers, customers and other relevant stakeholders will be expected to adhere to this policy and/or procedure. All policies and procedures are reviewed every 3 years in line with best practice and current legislation. The Association reserves the right to make additions or alterations to this policy and procedure from time to time. Any timescales set out in this policy may be extended where required.

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1.	New & Expectant Mothers Risk Assessment (HS-F07)

1. Introduction

- 1.1. We have a duty of care for all our employees to ensure we provide a safe working environment while effectively managing risks to the health and safety. Where an employee is a new or expectant mother, these risks need to be reassessed to ensure working conditions do not have the potential to cause harm to them or their child.
- 1.2. The term new and expectant mother will be used for the duration of this policy to capture all employees who have given birth or are pregnant (including transgender men, non-binary people and people with variations in sex characteristics, or who are intersex).

2. Purpose & scope

- 2.1. The purpose of this policy is to:
 - Outline the responsibilities of the employer and employee.
 - Provide a framework to help identify any risks and controls required to keep the employee safe at work.
 - Provide information and guidance to all new and expectant mothers, on key maternity matters.
- 2.2. This policy applies to employees who:
 - are pregnant,
 - have given birth (delivered a living child; or after 24 weeks of pregnancy, a stillborn child) in the last six months, or
 - are currently breastfeeding.
- 2.3. Further information about maternity leave, pay and other maternity rights can be found within the Terms and Conditions of Employment. A quick guide can be found in appendix 2.

3. Responsibilities

- 3.1. New or expectant mothers must take reasonable care of their own health and safety and should:
 - Notify their line manager, as soon as reasonably practicable, that they are pregnant or their intention to breastfeed upon returning to work.
 - Notify their line manager of any shortcomings in arrangements, or adverse health effects attributed to work activities or working environment.
 - Positively engage in the risk assessment process and following any additional control, measures identified.
- 3.2. Managers are responsible for ensuring, in addition to their normal health and safety responsibilities, that:
 - A new or expectant mother risk assessment is carried out, risks are managed, and suitable controls put in place.
 - Additional controls or adjustments are being followed by the new or expectant mother and are monitored, reviewed and revised where necessary.

4. Risk Assessment

- 4.1. The new and expectant mother risk assessment is a dynamic risk assessment and should be updated throughout the pregnancy and return to work. As soon as an employee informs their line manager they are pregnant the initial assessment will take place.
- 4.2. The risk assessment will be carried out and reviewed when an employee:
- informs us that they are pregnant.
 - returns to work and have given birth within the last 6-months.
 - returns to work and they are breastfeeding.
- 4.3. The assessment will look at the following:
- general risk management and controls for pregnant workers and new mothers.
 - any conditions or circumstances with their pregnancy that could affect their work.
 - any concerns they have about how their work could affect their pregnancy.
- 4.4. If a risk is identified that could cause harm to the employee or child, we would look at ways to remove the risk or put controls in place. Where this is not possible, we look at the following steps:
1. Adjust the working conditions/hours to avoid the risk. If that is not possible,
 2. Look at alternative suitable work. If that is not possible,
 3. Place the employee on paid leave until the risk can be suitably controlled (or until they have the child).
- 4.5. It may be necessary to seek an occupational health assessment to provide a more work-focussed discussion about risk and any adjustments we could put in place.
- 4.6. Our aim of the risk assessment is to support employees to remain at work as long as possible (and for as long as they wish) before taking maternity leave.

5. Keeping in touch

- 5.1. A qualifying employee is entitled to 52-weeks maternity leave. In this time a lot can change within an organisation, and it is important that an employee is kept up to date of any changes or updates.
- 5.2. A line manager and employee should agree a level of contact (how, how often and the type of information to be shared).
- 5.3. Maternity, adoption and shared parental leave legislation allows for up to 10 'keeping in touch days'. These days allow an employee to return to work without stopping their right to maternity leave and pay.
- 5.4. Keeping in touch days can be used to allow an employee to attend training, away days, or simply return to work for a day. They are not compulsory and should only be used when agreed by both parties.

6. Returning to work

- 6.1. Before returning to work, it is beneficial for an employee and line manager to meet to discuss any support arrangements required (for example to support breastfeeding). This will allow for arrangements to be put in place for the employee's return to work.
- 6.2. When an employee returns to work, a further risk assessment should be carried out along with a return-to-work induction. This will ensure that the employee is aware of any changes to process, policy, etc.

7. Breastfeeding at work

- 7.1. Where an employee wishes to continue to breastfeed or express milk when they return to work, they should discuss this with their line manager. We will support an employee's request as far as reasonably practicable to enable them to continue to breastfeed for as long as they wish.
- 7.2. The discussion should include agreeing suitable facilities for breastfeeding, breaks for breastfeeding (unpaid), storage requirements for breast milk and any flexibility needed.
- 7.3. Where a request would require a temporary change in an employee's contract (e.g. reduction in contractual hours), we will aim to support this as far as reasonably practicable.

Appendix 1 – Equality Impact Assessment

Policy	New and Expectant Mother Policy		
EIA Completed by	Corporate Manager	EIA Date	
1. Aims, objectives and purpose of the policy / proposal			
The purpose of this policy is to: <ul style="list-style-type: none"> Outline the responsibilities of the employer and employee. Provide a framework to help identify any risks and controls required to keep the employee safe at work. Provide information and guidance to all new and expectant mothers, on key maternity matters. 			
2. Who is intended to benefit from the policy / proposal?			
Employees.			
3. What outcomes are wanted from this policy / proposal?			
An increased awareness of the expectations of employees and line managers,			
4. Which protected characteristics could be affected by proposal?	<input type="checkbox"/> Age	<input type="checkbox"/> Gender reassignment	<input type="checkbox"/> Religion or belief
	<input type="checkbox"/> Disability	<input type="checkbox"/> Marriage & civil partnership	<input type="checkbox"/> Sex
	<input type="checkbox"/> Race	<input checked="" type="checkbox"/> Pregnancy and maternity	<input type="checkbox"/> Sexual orientation
5. If the policy / proposal is not relevant to any of the protected characteristics listed in part 4, state why and end the process here.			
6. Describe the likely impact(s) the policy / proposal could have on the groups identified in part 4			
The policy provides information directly linked to pregnant employees. The purpose of the policy is to outline the legislative requirements and in turn build awareness for employees.			
7. What actions are required to address the impacts arising from this assessment? (This might include; collecting data, putting monitoring in place, specific actions to mitigate negative impacts).			
No actions required – the policy is a positive impact on employees.			
8. Consider the impact and actions to be considered for the following Human Right articles:			
Article 6: Right to a fair trial			
Everyone should be given the opportunity to participate effectively in any hearing of their case and present their side.			
Impact: None	Actions:		
Article 8: Right to respect for private life, family life & the home			
Everyone has the right to access and live in their home without intrusion or interference.			
Impact: None	Actions:		
Article 14: Prohibition of discrimination			
Everyone has equal access to the other rights contained in the Human Rights Act.			
Impact: None	Actions:		

Appendix 2 – Pregnancy & Maternity Quick Guide

Below is a summary of the key information for pregnancy and maternity benefits, entitlements and legislation. Full details can be found in the Terms and Conditions of Employment.

Notification

Employees must, no later than 15-weeks before expected due date, inform us:

- That they are pregnant.
- The expected week of birth and provide medical certificate (i.e. MAT B1 form).
- When they wish to start maternity leave (earliest start is 11-weeks before due date).

Maternity Leave

All employees, regardless of service, are entitled to 52-weeks maternity leave. The first 2-weeks are compulsory maternity leave. The remained 50-weeks are optional.

Maternity Pay

Maternity pay is based on how long an employee has worked for the Association.

Length of service	Entitlement
1-year by 28 th week of pregnancy	Enhanced maternity pay (as per the T&Cs)
26-weeks by 15 th week of pregnancy	Statutory Maternity Pay (SMP)
Less than 26-weeks by 15 th week of pregnancy	You may be eligible for maternity Allowance.

Pregnancy-related appointments

Pregnant employees are entitled to reasonable paid time off for pregnancy-related appointments (including travelling time). These can include, (1) antenatal appointments, (2) medical appointments related to a pregnancy, (3) classes for pregnancy-related health, fitness or relaxation, or (4) sessions that support the person's mental health and wellbeing.

Changing dates

If the baby arrives early, the maternity leave (and relevant pay) will start on the day after the birth.

If an employee wishes to change their maternity leave start date, they must give 28-days notice.

If an employee wishes to change their maternity leave end date, they must give 8-weeks notice.

If the employee is off work because of a pregnancy-related illness within 4-weeks of the week the baby is due, maternity leave begins automatically.

Neonatal care

A baby might get neonatal care if they (1) are born early, (2) are ill or injured when they are born or (3) have a low birth weight.

Neonatal care leave allows parents to have additional time off to be with a baby who is receiving neonatal care. Further information about duration and entitlement can be found within the Terms and Conditions of Employment.