



Core Creative Education CIC

CCE017 Ante-Natal Appointments Policy

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1 Antenatal appointments (expectant mothers or companions)

1 Introduction

1.1 This policy sets out the approach that CoRE will take in relation to the right enjoyed by pregnant women to time off work to attend antenatal appointments and the right of certain employees and agency workers of either sex to unpaid time off to accompany them. It also sets out the steps you should take either if you are pregnant and need to attend an antenatal appointment, or if you wish to accompany an expectant mother to such an appointment.

1.2 This policy applies only to employees.

1.3 This policy does not form part of any contract of employment and the Employer may amend it at any time.

2 Time off for antenatal care

2.1 Any pregnant employee is entitled to take paid time off work for antenatal care where the antenatal care is recommended by her doctor, midwife or health visitor. *Where appropriate, CoRE will undertake or review an individual pregnancy risk assessment in accordance with the Health and Safety Policy and Maternity Policy to ensure the employee can continue to work safely pending maternity leave.*

2.2 You should inform the Employer as soon as possible of the time and date of any appointment. Except for the first appointment, you should, if asked to do so, provide:

2.2.1 proof of the appointment (e.g. an appointment card); and

2.2.2 if you have not already done so, a certificate of pregnancy (a MAT B1 form) from your doctor, midwife or registered nurse confirming your expected week of childbirth (i.e. the week, starting on a Sunday, in which your doctor or midwife expects you to give birth).

2.3 Please try to arrange the times of your appointments at the beginning or end of the working day and in consultation with your manager OR supervisor if possible. *CoRE recognises that the timing of antenatal appointments is often determined by healthcare providers and employees will not be disadvantaged where appointments cannot reasonably be arranged outside normal working hours.*



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- 3 Time off to accompany an expectant mother to an antenatal appointment**
- 3.1 As an employee you have the right to take a certain amount of unpaid time off during working hours (as further explained below) to accompany a pregnant woman when she attends an appointment for antenatal care if you have one of the following relationships with the pregnant woman or the expected child:
 - 3.1.1 you are the husband or civil partner of the pregnant woman;
 - 3.1.2 you live with the pregnant woman in an enduring family relationship but are not her parent, adoptive parent, former adoptive parent, grandparent, sister, brother, half-sister, half-brother, aunt or uncle;
 - 3.1.3 you are the biological father of the expected child (or are legally regarded as the child's father);
 - 3.1.4 you are a woman who was the civil partner of, or married to, the pregnant woman when her pregnancy was commenced by artificial means, or you met the 'agreed female parenthood conditions' (as defined in law) at that time; or
 - 3.1.5 you are a man or woman who is in a surrogacy arrangement with the pregnant woman and you intend (after the birth) to apply for a 'parental order' in respect of the expected child and expect to be entitled to get such an order.
- 3.2 Those who qualify for this right:
 - 3.2.1 may only accompany the pregnant woman to a maximum of two antenatal appointments in relation to any pregnancy; and
 - 3.2.2 may only take a maximum of six and a half hours off work (including travel time etc) on each such occasion.
- 3.3 If you wish to exercise your right to accompany, you should inform CoRE as soon as possible of:
 - 3.3.1 the time and date of any appointment;
 - 3.3.2 the time of day at which you wish to start your period off work, and the time that the period off work will finish; and
 - 3.3.3 whether you have previously taken time off to accompany the same pregnant woman to an antenatal appointment in relation to the same pregnancy and, if so, the date of each occasion that you took such time off.



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- 3.4 If you can influence the timing of appointments, please try to arrange them at the beginning or end of the working day and in consultation with your CoRE if possible.
- 3.5 If asked to do so by CoRE, you must (before you will be allowed to accompany the pregnant woman to the appointment) provide a signed declaration stating:
 - 3.5.1 your relationship with the pregnant woman and/or the expected child (which must fall within one or more of the categories set out under paragraph 3.1 above);
 - 3.5.2 that your purpose in taking time off is to accompany the pregnant woman when she attends an antenatal care appointment;
 - 3.5.3 that the appointment has been made on the advice of a registered medical practitioner, registered midwife or registered nurse; and
 - 3.5.4 the date and time of the appointment.

Signed: **Alasdair Green** (Education manager)

Name: Alasdair Green:

Date 2/7/26

This policy will be reviewed annually, or as and when there are any changes in the law or procedures.