



Maternity Informal Meeting Guide 1 - Notification of Pregnancy

This meeting guide is the first in a series to support you in conversations once a member of your team has told you they're pregnant. The guides are here to help you talk about pregnancy and Maternity Leave related matters with the colleague and to deal with any concerns they may have to so they feel supported throughout the process.

There's no need to use the exact wording below, it's just a guide – so use your personal style and language. But it is really important that you ask and record answers to the questions in bold as these are about key things that need to happen in the maternity process.

You don't need to return this form to HR Services – just keep a copy.

Colleague details

Colleague name	
Business/Location	
Job title	
Date of meeting	
Estimated due date*	

* If the colleague isn't sure of their due date at this point, just give the approximate month in which they're due.

Congratulations

Congratulations on your news. Just so you know, I'm going to do whatever I can to support you during your pregnancy and Maternity Leave.

We're meeting today so that I can answer your questions and we can talk about what happens next.

Notification

Have you already notified HR Services that you're pregnant?

Yes / No

Remember: Either you or the colleague needs to contact HR Services to notify them of the colleague's pregnancy. Just agree with the colleague which one of you will do this now if the colleague hasn't already contacted them.

Health and Safety Risk Assessment

Has a Risk Assessment been completed?

Yes / No

If yes, date the Risk Assessment was completed

If no, date agreed to complete the Risk Assessment

Remember: You must complete a Maternity Risk Assessment within two weeks of being told that the colleague is pregnant. Send a copy to HR Services, give a copy to the colleague and also keep a copy yourself to review things as the pregnancy progresses. If you identify any concerns about health or safety issues, speak to your manager or call [ER Services](#) for advice. A copy of the Risk Assessment is available on the [Intranet](#).

Colleague Questions

Do you have any questions or concerns at this stage?

➤ Record any questions and update with the answers given.

Questions	Answers

Employee Assistance Programme

Remember we have an [Employee Assistance Programme](#) (EAP) who can provide colleagues with support. They can contact the EAP on 0800 069 8854. It's independent and totally confidential. And there's no charge for Co-op colleagues.

Further review meetings

- It's good to arrange regular review meetings with the colleague, so you can provide ongoing support and make sure that all required forms are completed at the right time. You'll be emailed meeting guides for these meetings by HR Services at the appropriate times

Dates of next review meetings:

Meeting 2 Date _____
(Recommended to take place between weeks 12 – 26)

Meeting 3 Date _____
(Recommended to take place between weeks 26+)