

Guide for Parents

If you are a member of staff or a student at the NPEU, or you are thinking of joining us, and you have children or are thinking about starting a family, this fact-sheet will provide useful information about the resources and support available to you.

Foreword



The NPEU (part of the Nuffield Department of Population Health) welcomes and supports staff and students with children. Current NPEU staff with children will be happy to speak with you if you have specific questions about living and working in Oxford.

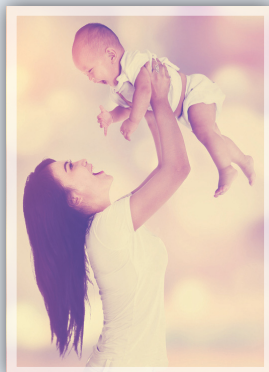
We have been granted an Athena Swan Silver Award to recognise our ongoing efforts to create a supportive environment for all staff and students, including women and those with children.



Maternity leave

The University has a generous maternity leave scheme, available to all women who meet criteria: www.admin.ox.ac.uk/personnel/during/family/maternity

No later than the 15th week before the expected week of childbirth, you should meet with your line manager and Unit Administrator to discuss the maternity leave plan. The Deputy Administrator (Personnel) must be made aware of these arrangements on time to ensure statutory requirements are met.



Parental leave

If you have been an employee continuously for at least a year and have a child under 5 years of age (or 18 years if your child is disabled), you have a right to up to 18 weeks unpaid leave for each child, no more than 4 weeks of which can be taken in any year. Further details are available at: www.admin.ox.ac.uk/personnel/during/family/parental



Shared parental leave (SPL)

Following the birth or adoption of a child, new parents have the statutory right to share parental leave in certain circumstances. You should discuss this with the Unit Administrator or Deputy Administrator (Personnel) who will talk through it with you. Full details available at: www.admin.ox.ac.uk/personnel/during/family/spl

Paternity, birth and adoption support leave



An employee who is the partner of an expectant mother or is an adoptive parent is entitled to parental and adoption support leave if they meet the qualifying criteria. Further details are available at: www.admin.ox.ac.uk/personnel/during/family

No later than the 15th week before childbirth, or within 7 days of the notification of matching with a child for adoption, you should meet with your line manager and the Unit Administrator to discuss and complete the paternity or birth and adoption support leave plan. The Unit Administration Team must be made aware of these arrangements by this time to ensure statutory requirements are met.

Flexible working

The NPEU has a flexible working policy and aims to accommodate requests for flexible working wherever possible. We hold Unit-wide activities during core hours (10am-4pm) to facilitate attendance by those with caring responsibilities.

Returning to work

Career breaks present unique challenges for most staff. The NPEU is as supportive as possible to enable staff to keep in touch with their work while on leave if they wish and to help them maintain a good balance between work and family life on their return.



Schools

Oxford has good schools at both primary and secondary level. Many of these offer Breakfast clubs and Afterschool Care. For information about applying for a school place see: oxfordshire.gov.uk/familyinformation. Information about standards at your local school can be found on the OFSTED website: ofsted.gov.uk.

If you are interested in private schools, you need to contact them individually.

Childcare

Details of the University nurseries and schemes to reduce the cost of childcare (i.e. Childcare Vouchers to save tax and national insurance) can be found at www.admin.ox.ac.uk/childcare (contact Cath Astbury childcare@admin.ox.ac.uk for advice). Some Colleges also offer nursery schemes. Details of private nurseries can be found at: oxfordshire.gov.uk/familyinformation

The University works in partnership with playscheme providers to support families during the school holiday periods: www.admin.ox.ac.uk/childcare/playscheme

All University parents are offered a discount. For students with children, the Student Union had a dedicated staff member to advise you: ousu.org/advice/life-welfare/student-parents

Childcare places in Oxford can have long waiting lists and you should sign up as soon as you become pregnant or commit to moving to Oxford.

The Unit and the University offer a number of resources to help support you as a parent such as: www.admin.ox.ac.uk/childcare/parentingorg



Living in Oxford

Oxford is a fantastic city in which to live and raise children. There are many cultural and outdoor activities for both parents and children within Oxford and its immediate surroundings: www.oxfordcityguide.com

The Daily Info is an invaluable resource for accommodation, services, and events in Oxford: dailyinfo.co.uk

The University's Living in Oxford website provides information about museums, festivals, parks and gardens, cinemas and theatres in town: ox.ac.uk/staff/about_the_university/new_to_the_university/living_oxford

This website also contains links to a number of support groups including the Newcomers' Club and the Oxford Women's Network.



The University hosts a 'Staff Gateway portal' which is an information platform about working at the university. It is very useful as a first resource. ox.ac.uk/staff

Maintained by the NPEU Athena Swan Working Group (www.npeu.ox.ac.uk/athena-swan).

This fact-sheet is inspired by a document produced by the Departments of Zoology and Physics, to whom full credit is given for overlap in content.

National Perinatal Epidemiology Unit (NPEU), Nuffield Department of Population Health
University of Oxford, Old Road Campus, Headington, Oxford, OX3 7LF Tel: +44 (0)1865 289700

