

OCDEM FAMILY FACTSHEET

If you are new to the department, have children, or are thinking about starting a family, we hope this document will provide a useful marker to sources of information and support

Family Leave

Staff

The university policies on maternity, paternity and adoption and parental emergency leave can be found in detail on the University Personnel Services website. www.admin.ox.ac.uk/personnel/during/family

Academic Staff

Arrangements for family leave for academic staff are dealt with by Divisional Offices – Medical Science Division: ext: 221689 or enquiries@medsci.ox.ac.uk

College Employed Staff

Staff employed by a college may have different entitlements. Each college has its own set of family leave policies that may differ significantly from one another. Please contact your college as soon as possible if you request family leave.

Students

Student family leave is currently under review; please contact your local college or Senior Tutor for further information. www.admin.ox.ac.uk/eop/gender/scheme
www.ousu.org/welfare/student-parents-and-childcare

Short Term Contracts and Maternity Leave

If you require family leave whilst on a short term contract this can raise some questions, please contact your local HR Officer.

Parent/Carers Group

The department holds a parent/carers group for all staff/students who have recently returned from maternity/paternity leave, are due to go on maternity/paternity leave, or any staff who have children or caring responsibilities. The group meet every quarter (over a cup of tea/coffee) and gives staff the opportunity to discuss their experiences, any issues concerning their return to work and provide a support net-work for one another. All staff/students are welcome and encouraged to come along. Dates are circulated in advance and published in the OCDEMENSION newsletter.

ParentsNet- Is a Forum that aims to put parents and future parents around the Medical Sciences Division in contact, and to give the opportunity to share ideas and exchange goods.

Parents are able to post to and follow posts in any of the categories below:

- Childcare
- Looking for a new home (Offered, for sale & wanted): *Equipment; toys; etc.*
- Is this normal? *Parents' offload - Here is where you ask for reassurance that you will sleep again, that teething doesn't last forever, that your teenager will merge into a reasonable adult; etc.*



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- Work/life balance: *How do you manage? Tips for working mums and dads.*
- Events

ParentsNet is hosted on Weblearn and is subscription-based only. If you would like to sign up to the forum, please email: admin-pa@dpag.ox.ac.uk

(Disclaimer: ParentsNet cannot accept responsibility for the quality or suitability of information posted in the Childcare section.)

Maternity Leave



The university website <http://www.admin.ox.ac.uk/personnel/during/family/maternity/> details what an employee has to do before the birth, during maternity leave, and after maternity leave. The site also gives information about Keeping in Touch (KIT) days. KIT days are a way of enabling women to spend the odd day at work if they want to, while they are on maternity leave. You are allowed a maximum of 10 KIT days during maternity leave and you are entitled to be paid for the work that you do on these days. Most people tend to drop in on an informal basis. This is particularly useful for research staff whose jobs can't be "covered" in the same way by someone else while they are on leave. If you have any questions relating to KIT days please contact your local HR Officer.

Statutory Rights

All University and College employees have statutory rights to maternity leave. At the time of writing the employer is obliged to pay maternity leave if you have been in continuous employment with them for 26 weeks into the 15th week before the week your baby is due. You can find up to date and further details on the government website www.direct.gov.uk/en/Parents/Moneyandworkentitlements/WorkAndFamilies/Parentalleaveandflexibleworking.

Paternity Leave

Statutory paternity leave is two weeks and you must have been employed continuously for 26 weeks in the 15th week before the week your baby is due. If you are a dad and have a partner who has returned or is returning to work you are entitled to 26 weeks additional unpaid paternity leave. If your partner has returned to work you can take this leave between 20 weeks and one year after your baby was born. For further details please visit www.direct.gov.uk/en/Parents/Moneyandworkentitlements/WorkAndFamilies/Paternityrightsintheworkplace

The University follows government guidelines with respect to paternity leave:

www.admin.ox.ac.uk/personnel/during/family/paternity

Shared parental leave

The SPL and Shared Parental Pay (ShPP) system enables eligible parents, if they so wish, to share a period of leave and pay **in the 52 weeks immediately following the birth or adoption** of their child. SPL is only available to employees. It is not available to casual and agency workers or self-employed contractors. The policy is complex for further information visit <http://www.admin.ox.ac.uk/personnel/during/family/spl/>, we advise you contact HR to discuss the policy.

Returning to Work

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 statutory right to up to 13 weeks a year unpaid leave

www.direct.gov.uk/en/Parents/Moneyandworkingentitlements/WorkAndFamilies/Parentalleaveandflexibleworking



Flexible Working

The university supports a number of flexible and home working initiatives. Further information can be found at <http://www.admin.ox.ac.uk/personnel/during/flexible/>. Flexible working arrangement can be any working pattern other than the normal working pattern in OCDEM. Examples could include part-time working; compressed hours (for example, working full weekly hours over four rather than five days); job-sharing; staggered hours; term-time only working and working from home. If you need to arrange a flexible working request please contact your local HR Officer. We all have a right to request flexible working provided we have worked for our employer for 26 weeks continuously and have not made another application during the past 12 months. The government recommends that requests to work part-time are made as soon as possible to allow the employer time to consider any possible issues arising. Your employer is not obliged to concede your request but is obliged to present an argument to support their decision.

Another grey area for people on short-term contract is the extent to which you lose time on your contract if you work part-time. This is very inconsistent across funding bodies and is something you should check if you are thinking about requesting part-time hours.

Returning to Research

Returning to science following a career break can be challenging: arranging for 'cover' during a break is usually not possible and science evolves quickly. However, career breaks can also be an opportunity to reflect and change direction in your research. OCDEM has many members of staff who have been supported through a career break and are able to offer advice to staff who are considering taking a break. New parents or staff considering a family can also join the OCDEM parent group for staff with young children, where they have the opportunity to exchange ideas at regular meetings. In addition, staff returning from a career break can join the Radcliffe Department of Medicine mentoring scheme, and be paired with a mentor who has experience of returning to research following a career break. For more information visit <http://www.rdm.ox.ac.uk/rdm-mentoring-scheme> or get in touch with your local HR Officer. Returning scientists are also eligible for sources of funding that are specifically designed to help them after a career break. For example, The Daphne Jackson Trust offers funding to talented scientists returning to science following a break, and they have a very impressive 96% success rate! www.daphnejackson.org

The Royal Society also offers five Dorothy Hodgkin Fellowships every year. The scheme is designed for outstanding scientists at an early stage of their research career who require a flexible working pattern due to personal circumstances such as parenting, caring responsibilities or health issues. Female candidates are particularly invited to apply: royalsociety.org/grants/schemes/dorothy-hodgkin/

The Returning Carer's Fund was established as part of the Vice-Chancellor's Diversity Fund for the advancement of diversity among academic and research staff at Oxford. Applications are invited from women and men for funding to support the development of their research career following a break to care for a child or close relative. The expectation is that awards will normally be up to £5k.

Further information can be found at <http://www.rdm.ox.ac.uk/returning-to-work-after-a-career-break>



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RDM Mentoring

A number of initiatives can support you when you return from work after a career break. The RDM Mentoring Scheme can match you with a mentor who has relevant experience. More info and to sign up: www.rdm.ox.ac.uk/mentoring

Students

After the initial period of parental leave, there are no further provisions for part-time studying, except in some cases of disability. The Childcare Services Team provides support to new parents in organising childcare, and parent-students are highly encouraged to get in touch. The OUSU website also provides useful information about childcare and funding: www.ousu.org

Student Parents

The Health and Welfare section of the Student Gateway (www.ox.ac.uk/students/welfare/childcare) and the Oxford University Student Union website (<http://ousu.org/advice/life-welfare/student-parents>) offer more information for student parents. It is also recommended that you contact your Senior Tutor at College.

Parenting Organisations

Further details can be found at www.admin.ox.ac.uk/childcare/parentingorg/

Childcare

The University's Childcare Services webpages can be found by following this link: www.admin.ox.ac.uk/childcare/ Oxfordshire County Council also has useful information about childcare provision in Oxfordshire on its website: www.oxfordshire.gov.uk/cms/public-site/childcare. The website offers a free searching facility to locate childcare options in Oxfordshire.

Alternatively, the childcare agency Tinies (www.tinies.com/about-tinies/branch/nanny-agency-oxfordshire-bicester-banbury/team.html) are good at arranging childcare on short notice. They charge a fee, but they organise all the necessary paperwork, including checks, initial screening interviews, matching your needs, and helping with contracts and legal requirements.

Nurseries

The University operates four nurseries in Oxford and also subsidises places at another six nurseries in and around Oxford. There is a very long waiting list for University nursery places, so we advise prospective new parents to register on the waiting list as soon as they are aware of a new pregnancy. As all applications for nursery places are kept confidential, you can apply for a nursery place before your Department is aware of your pregnancy. OCDEM staff members are also able to apply for discounted places at the Julia Durbin Day Nursery, located on the Churchill Hospital site.

Information about University nurseries can be found here:

www.admin.ox.ac.uk/eop/childcare/nurseryinformation/#d.en.31369

The FAQ also provides additional useful information and can be found at

www.admin.ox.ac.uk/eop/childcare/nurseryinformation/nurseryfaq/

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Childcare Services



Nursery Map

University Nurseries

- 1 Bradmore Road, 4c Bradmore Road, Oxford OX2 6QW
- 2 Mansion House, Apsley Road, Summertown, Oxford OX2 7QX
- 3 Jack Straws Lane, 32b Jack Straws Lane, Oxford OX3 0DW
- 4 Woodstock Road, 92 Woodstock Road, Oxford OX1 7ND

College Nurseries

- 5 Somerville College, Oxford OX2 6HD
- 6 Balliol Day Nursery, 2a Rawlinson Road, Oxford OX2 6UE
- 7 Wolfson College, Linton Road, Oxford OX2 6UD
- 8 St Anne's College, Woodstock Road, Oxford OX2 6HS

Private Nurseries with subsidised University places

The Co-operative Childcare

- 9 The Co-operative Childcare, Oxford Station, 1 Roger Dudman Way, Oxford OX1 1HW

Bright Horizons

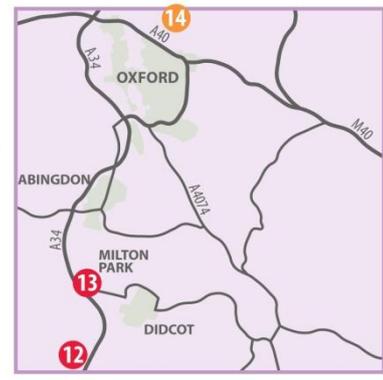
- 10 Oxford Business Park, Plot 9850, Garsington Road, Cowley, Oxford OX4 2DQ
- 11 Oxford Waterways, 45 Clearwater Place, off Elizabeth Jennings Way, Oxford OX2 7NL
- 12 Harwell, Curie Avenue, Harwell International Business Centre, Didcot, OX11 0RA
- 13 Milton Park, 106 Milton Park, Abingdon, Oxfordshire OX14 4RZ

Montessori Nurseries

- 14 Forest Farm Nursery, Forest Farm School, Elsfield OX3 9UW
- 15 St Giles Nursery, Woodstock Road, Oxford, OX2 6HT
- 16 Wolvercote Nursery, The Village Hall, Wolvercote Green, Wolvercote OX2 8BD

Childbase Nurseries

- 17 Julia Durbin Day Nursery, Old Road, Roosevelt Drive, Headington, Oxford OX3 7JU
- 18 Sandfield Day Nursery, Sandfield Road, Headington, Oxford OX3 7RH



Some colleges also have nurseries on site. These are Somerville, St Anne's, Wolfson and Balliol. College members have priority when applying for places at these nurseries. The waiting list for places at these college nurseries is also very long, and we suggest that new parents should think about an alternative plan in case they are unsuccessful in securing either a University or College nursery place.

Other possible options in Oxfordshire can be explored with the help of the Oxfordshire Family Information Service (County Hall, New Road, Oxford OX1 1ND, Tel: 08452 26 26 36, www.oxonfis.org.uk)

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There are also a number of private Montessori nurseries in the Oxford area that offer places. These are located in Wolvercote, Iffley Village and Forest Farm, near Elsfield. See www.oxfordmontessori.co.uk

Paying for Childcare

The University recognises that childcare in the UK can be very expensive. As a means to help parents, the University of Oxford offers two schemes to save tax and national insurance on childcare costs:

- Salary sacrifice scheme: www.admin.ox.ac.uk/eop/childcare/salariesacrificescheme
- Childcare voucher scheme: www.admin.ox.ac.uk/eop/childcare/voucherscheme/ Childcare vouchers can be used to pay for nursery fees, holiday play schemes, child minders, nannies, supermarket items and swimming. Children must be aged 16 and under.

Schools

The Oxfordshire Family Information Service (www.oxonfis.org.uk) is a good one-stop shop for information on how to apply for a place at a local government-funded school. The OFSTED website (www.ofsted.gov.uk/) provides information about standards at your local school. If you are interested in private education for your child, please note that private schools must be contacted individually, and that there can be long waiting lists. A number of these also offer nursery places for children aged 3 and above.

School Holidays

School holidays can be a real headache for parents with regards to childcare. One solution may be to enrol your kids in a holiday club for part of the school holidays. Several companies run holiday clubs and play schemes in Oxfordshire:

- Oxford active: all members of staff and students at the University are eligible for a 15% discount. For more information, please visit: www.admin.ox.ac.uk/eop/childcare/playscheme/
- Supercamps: www.supercamps.co.uk/
- Camp Energy: based at Summerfield School in Summertown (behind M&S). For more information, please visit: www.campenergy.com
- White Horse Leisure Centre in Abingdon <http://www.better.org.uk/leisure/white-horse-leisure-and-tennis-centre> school holiday play scheme called Active Kids from 8.15-5.45 every day.
- Create Holiday Club: based at the Montessori School on a farm at Elsfield, but they offer a bus pickup service from central Oxford. For more information, please visit: <http://www.oxfordmontessori.co.uk/create-holiday-club-bookings>.

