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Chief Constable
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Telephone: 101 Ext 60025
Your reference:
My Reference: FOI 153/25

www.cumbria.police.uk

Alex Lloyd-Hunter
alex@dadshift.org.uk

27 February 2025

Dear Alex Lloyd-Hunter

FREEDOM OF INFORMATION REQUEST – FOI 153/25

I refer to your request for information which was received by Cumbria Constabulary on 3 February 2025. I note you seek access to the following information:

I would like to know:

- 1) Your parental leave policies, including paternity and maternity leave. If you have different policies for police officers and staff, please include both separately***
- 2) For the most recent three years you have data, a) How many officers were eligible for paternity leave? And b) How many officers took paternity leave, and for how many weeks on average?***
- 3) If you have this data, what % of officers who have resigned voluntarily over the last three years cited the impact of their job on their family as a reason?***

Your request for information has now been considered and I can confirm Cumbria Constabulary does hold some information relevant to your request and where this is the case I have today decided to disclose this to you.

Question 1

Please find attached our policy for Maternity and Parental Provisions for Police Officers and Staff.

Question 2

- (a) We are not able to provide how many officers were eligible for paternity leave as this information is not routinely recorded.
- (b) Figures below are for Officers who have taken Ordinary Paternity Leave in the years in 2022, 2023 and 2024. The figures are based on the year the Ordinary Paternity Leave began. Please note the average length of leave is shown in days:



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Year	Number of Officers	Average Length of Leave
2022	27	9
2023	33	11
2024	37	11

Question 3

We do not record percentages however we can confirm the most relevant reason to your query for resignation would be work life balance however this is a general term and doesn't necessarily relate to family reasons.

Whilst every care has been taken in the retrieval of the information provided, please do not hesitate to contact us for clarification, if you do have any issues or queries relating to this data.

Complaint Rights

If you believe your request has not been properly handled, or you are otherwise dissatisfied with the outcome of your request, you have the right to request an internal review.

In the first instance, please email freedomofinformation@cumbria.police.uk quoting the FOI reference number and explain why you are dissatisfied. Your complaint will be considered and a response will be provided to you after your complaint has been investigated.

If you remain dissatisfied following conclusion of the internal review, you have the right, under section 50 of the Freedom of Information Act, to complain directly to the Information Commissioner.

The address for the Information Commissioner can be found below:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Complaints to the Information Commissioner can also be made online:

[Make a complaint | ICO](#)

I would like to take this opportunity to thank you for your interest in Cumbria Constabulary.

Yours sincerely

Ruth Buck

Public Access and Disclosure Decision Maker
Information Management
Digital Data & Technology Command



EMPLOYER RECOGNITION SCHEME

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Maternity & Parental Procedures

Police Staff & Police Officers

Policy & Procedure:	Maternity and Parental Procedures – Police Staff And Police Officers	
Approved by which board (or Chief Officer) and date:	03 July 2024	
Owner:	Human Resources (HR)	
For release under Freedom of Information?		Yes
Contact for advice:	HR Department	
Support information: (List any legislation, APP, other policies, etc. that this policy & procedure complies with)	Baby Loss Policy & Manager Checklist	
Review date: (Policy & Procedure must be reviewed every 3-years)	July 2027	

If changes have been made to an existing Policy & Procedure document, you must complete the boxes below

Amendments made (Please detail the amendment(s) made and when)	February 2022 – updated risk assessment information August – 2022 – Link to Baby Loss Policy March 2023 – updated Special Guardianship and added about LGBT+ families July 2024 – Dismissal or Resignation
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	Oct 2024 – Duration and RTW
Date and Version Number	Workforce Board 02 nd October 2024 V5 October 2024

The Code of Ethics

The Code of Ethics sits at the heart of everything we do. It sets out how we work together in policing and with the public to keep people safe.

The Code of Ethics is inclusive and supports everyone in policing. It has two parts, both of which are non-statutory.

1. Ethical Policing Principles
2. Guidance for ethical and professional behaviour in policing

Ethical Policing Principles:

These principles are a series of guiding statements that should be used to help people in policing do the right things, in the right way, for the right reasons.

- **Courage** – Making, communicating and being accountable for decisions, and standing against anything that could bring our profession into disrepute.
- **Respect and Empathy** - Encouraging, listening to and understanding the views of others, and seeking to recognise and respond to the physical, mental and emotional challenges that we and other people may face.
- **Public Service** - Working in the public interest, fostering public trust and confidence, and taking pride in providing an excellent service to the public.

Courage	Respect & Empathy	Public Service
We show courage by: • Taking responsibility • Setting an example • Challenging unprofessional behaviour and practice • Being honest, open and accountable • Encouraging feedback and scrutiny	We show respect & empathy by: • Acting with respect • Listening to and understanding different perspectives • Understanding the impact of emotions and welfare • Responding to individual needs • Being fair and impartial	We provide public service by: • Delivering a service to be proud of • Acting lawfully • Understanding and responding to the public's needs • Reflecting on and applying knowledge and experience

		Improving our self, our peers and our profession
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Guidance for ethical and professional behaviour in policing:

The guidance describes how policing professionals should behave. It provides practical advice on areas of policing that are important to maintaining public trust and legitimacy. A link to further information can be found here: *Guidance for ethical and professional behaviour in policing | College of Policing*

POLICY

Cumbria Constabulary understands the particular issues faced by Police Staff and Police Officers trying to balance their work and family life. This section sets out the procedures and the specific rights given to new parents.

The aim of the policy and procedure is to outline the statutory rights and responsibilities of employees who are pregnant or have recently given birth and sets out the arrangements for ante-natal care, pregnancy related sickness, health and safety and maternity leave and also parental leave provisions for those individuals who have partners who are pregnant or who have recently given birth.

LGBT+ couples who decide to start a family may take any of these routes to have children. The road to legal parenthood is the same process for LGBT+ couples as it is for heterosexual couples.

This policy applies to all Police Staff and Police Officers who work for Cumbria Constabulary.

WHAT DO I NEED TO DO? The procedure for Staff and Officers

Police Staff/Police Officer

It is your responsibility to inform your Line Manager:

That you are pregnant, advising the date of the week that the baby is due and intended maternity leave start date. This should be notified no later than the end of the 15th week before your EWC (when you are approximately 6 months pregnant). This notification should be completed on the template notification of pregnancy letter ([click here](#)).

To forward your Maternity Certificate (MAT B1) from your doctor or midwife to CSD – Employee Services sometime after the 20th week before your EWC (Expected Week of Confinement). Failure to do so will delay payment of SMP.

The date of the birth of your baby, in order to preserve your individual rights to maternity leave and pay.

Occupational Health Unit

You can access the support of the Occupational Health Unit if required and they will provide guidance concerning the impact of any medical issues that you may have relating to your pregnancy and role.

There will be general liaison between your Line Manager, Occupational Health, HR and CSD in relation to your pregnancy. The information that is shared will be handled sensitively and only information specific to the involvement of that department/individual will be exchanged.

HR Department

The HR Department will provide advice and guidance regarding entitlements.

CSD – Employee Services

This department will administer the scheme and arrangements for pay.

WHAT DO I NEED TO DO? The procedure for Managers

Line Managers

All Line Managers are responsible for any of their staff/officers on maternity leave.

You will be the first point of contact from being informed of your staff member's pregnancy to their return-to-work date, including letters, phone calls and for the purposes of any risk assessments.

It is your responsibility to ensure a risk assessment is carried out on the pregnant individual as soon as you have been notified. This risk assessment must be agreed with you and the individual and should be reviewed throughout the pregnancy. You need to specifically assess and record any future training requirements which may involve physical aspects, i.e., Job Related Fitness Test and PST and should liaise with members of the training team to ensure all reasonable control measures are in place and documented within the risk assessment. This can be found on the Health and Safety Section of our Force Intranet here *Risk Assessment*.

It is your responsibility to inform CSD – Employee Services, HR and Duties (where applicable) about the birth of an individual's baby.

You should have discussions with your staff member about the best way to keep in touch while they are on maternity leave and agree when Keeping in Touch days are going to be used if they would like them.

If a restructure or redundancies are proposed whilst your staff member is on Maternity Leave; you must include them in the consultation process and give as much notice as possible. This also applies if they are on a fixed-term contract.

Should you move to a new post or leave the organisation, please arrange for your replacement to contact the individual to ensure continuity of contact is maintained.

If you don't consult the individual, even if it is because you have a genuine concern not to worry or disturb them, this could be viewed as discrimination as well as making the process automatically unfair. If you are concerned about making contact, please seek further advice from the HR Department

Please see *Line Manager Guide – Maternity* for further information for Line Managers guidance

Occupational Health Unit

You can access the support of the Occupational Health Unit if required and they will provide guidance concerning the impact of any medical issues that your staff member may have relating to their pregnancy and role.

HR Department

The HR Department will provide advice and guidance regarding entitlements.

CSD – Employee Services

This department will administer the scheme and arrangements for pay.

L&D – Training Team

This department will provide details of the training programme so that the manager and individual can discuss these as part of any required control measures for the risk assessment.

Table of Contents	
1.	Maternity Leave
2.	Shared Parental Leave
3.	Paternity Leave
4.	Adoption Leave
5.	Contractual benefits
6.	Other provisions

1. **Maternity Rights – click here to view** [Maternity Leave](#)
[Notification of Pregnancy](#)
[Line Manager Guide – Maternity](#)
[Pay Option Form](#)
[Flowchart: Maternity Police Staff and Officers](#)
[Baby Loss Policy.docx](#)
[BABYLOSS CHECKLIST FOR LINE MANAGERS.docx](#)
2. **Shared Parental Leave – click here to view** [Shared Parental Leave](#)
[Line Managers Guide Shared Parental Leave](#)
[Maternity Leave Curtailment Notice](#)
[Notice of Entitlement and Intention \(Mother\)](#)
[Notice of Entitlement and Intention \(Partner\)](#)
[Shared Parental Leave: Period of Leave Notice /](#)
[Shared Parental Leave: Variation of Period of Leave Notice](#)
[Revocation of Maternity Leave Curtailment Notice](#)
3. **Paternity Leave – click here to view** [Paternity Leave](#)
4. **Adoption Leave – click here to view** [Adoption Leave](#)
[Surrogacy form/checklist](#)

5. **Contractual Benefits Whilst on Any Family Friendly Leave**

During any period of Family Friendly Leave your contract of employment with the Constabulary continues. Refer to leave procedure/dependents leave for further information.

6. **Other Provisions**

For details regarding IVF please see Leave Procedures.

Special Guardianship - The Special Guardianship provisions were introduced by the Adoption and Children Act 2002 with the aim of placing a child through a private law order with a non-parent (such as a grandparent) with a degree of permanence greater than a residence order, but less final and immutable than a full adoption. Like an adoptive parent, a special guardian has parental responsibility for the child. Therefore, we will grant eligible

individuals with 26 weeks occupational leave on full pay as per adoption policy. This starts once an individual is appointed a special guardian of a child under 18 through the family court order.

The following individuals are entitled to apply for a special guardianship order:

- Any guardian of the child
- A local authority foster carer with whom the child has lived for one year immediately preceding the application
- Anyone who holds a child arrangements order relating to residence with respect to the child, or who has the consent of all those in whose favour such an order is in force
- Anyone with whom the child has lived for three out of the last five years
- Where the child is in the care of a local authority, any person who has the consent of the local authority
- Anyone who has the consent of all those with parental responsibility for the child
- Any person, including the child, who has the leave of the court to apply.

Fostering – There are no statutory employment rights for fostering, however unpaid leave would be reasonable to facilitate any necessary appointments or short term flexible working could be looked at if required, please discuss with your Line Manager. Please note if an employee is “fostering to adopt” then the Adoption Leave policy would apply.

EQUALITY ANALYSIS

1. What is the potential impact in relation to the General Duty of this proposal on each of the protected groups below?

Protected characteristics	Positive Impact Does the proposal:				Negative Impact (provide details and mitigating actions taken or proposed)	No Impact (v)
	eliminate unlawful discrimination (provide details)	advance equality of opportunity (provide details)	Foster good relations (provide details)	Other positive impact (provide details)		
Age	The policy will apply to anybody of any age working for the force, whether they are police officers or police staff	The policy will apply where necessary when someone is either on maternity leave, paternity leave, adoption leave or pregnant	Officers and staff will know their rights via the policy for any situation that they may come across, which will foster good relations			
Disability	Reasonable adjustment would be put in place if required and risk assessment are completed.	The policy will apply where necessary when someone is either on maternity leave, paternity leave, adoption leave or pregnant	Officers and staff will know their rights via the policy for any situation that they may come across, which will foster good relations			
Sex	The policy will apply to both men and women	The policy will apply where necessary when someone is either on maternity leave, paternity leave,	Officers and staff will know their rights via the policy for any situation that they may come			

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		adoption leave or pregnant	across, which will foster good relations			
VAWG	No impact identified.	No impact identified.	No impact identified.			
Sexual orientation	The policy will apply to anybody of any sexual orientation, therefore eliminating discrimination	The policy will apply where necessary when someone is either on maternity leave, paternity leave, adoption leave or pregnant	Officers and staff will know their rights via the policy for any situation that they may come across, which will foster good relations			
Gender reassignment	The policy will apply to anybody of any sexual orientation, therefore eliminating discrimination	The policy will apply where necessary when someone is either on maternity leave, paternity leave, adoption leave or pregnant	Officers and staff will know their rights via the policy for any situation that they may come across, which will foster good relations			
Marriage and civil partnership	No impact identified on marriage or civil partnerships	The policy will apply where necessary when someone is either on maternity leave, paternity leave, adoption leave or pregnant	Officers and staff will know their rights via the policy for any situation that they may come across, which will foster good relations	The couples could discuss and agree who would take the leave		
Pregnancy and maternity	The policy applies to anyone who is pregnant, taking maternity or adoption leave and documents the rights of the person	The policy will apply where necessary when someone is either on maternity leave, paternity leave, adoption leave or pregnant	Officers and staff will know their rights via the policy for any situation that they may come across, which will foster good relations			

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Race	Each individual, staff or officer may have a cultural need which would be considered and if possible, taken into account	The policy will apply where necessary when someone is either on maternity leave, paternity leave, adoption leave or pregnant	Officers and staff will know their rights via the policy for any situation that they may come across, which will foster good relations			
Religion and belief including non-belief	Each individual, staff or officer may have a cultural need which would be considered and if possible, taken into account	The policy will apply where necessary when someone is either on maternity leave, paternity leave, adoption leave or pregnant	Officers and staff will know their rights via the policy for any situation that they may come across, which will foster good relations			

If there is no potential impact (positive or negative) please provide a brief explanation why this is the case, e.g. the data utilised in arriving at the decision, summary of responses to consultation, etc.

Brief explanation of the 'no impact' decisions above

N/A

DATA PROTECTION IMPACT ASSESSMENT

	DPIA Screening Questions	Yes	No	N/A
1	Will the project/policy involve the collection of new information about individuals? (provide details)	X		
2	Will the project compel individuals to provide information about themselves? (provide details)	X		
3	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information? (provide details)		X	
4	Does the project/policy involve multiple organisations, whether they are government agencies (e.g. as a joint working initiative) or private sector organisations (e.g. providing a service as data processor). (provide details) If any shared data will be anonymised prior to being shared, please state here what will be shared and how it is anonymised.		X	
5	Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used? (provide details):		X	
6	Does the project/policy involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition. (provide details):		X	
7	Will the project/policy result in you making decisions or taking action against individuals in ways which can have a significant impact on them? (provide details)		X	
8	Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be particularly private. (provide details)			
9	Will the project/policy require you to contact individuals in ways which they may find intrusive? (provide details)			