



CHILDREN ON CAMPUS POLICY

Authorised By:	President (CEO)	Revision: 1.9
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Related Documents:	Work Health and Safety Policy	
Responsible Officer:	Registrar	
Review:	Work Health and Safety Committee	

Any person who requires assistance in understanding any aspect of this document should contact the Campus/Facilities Manager or the Responsible Officer.

1. Overview

As an equal opportunity Campus, Tabor supports achieving a balance between work and family commitments, and recognises that employees often have family responsibilities. This policy outlines the College's approach to ensuring that staff, students and visitors are not unfairly disadvantaged or discriminated against because of their parental responsibilities, while also ensuring that reasonable steps are taken to protect the study and work environment of others at the College. The policy also takes into account health and safety issues associated with children being on campus.

2. Scope and Applications

This Policy applies to all employees (staff), students, visitors and volunteers.

3. Policy Principles

- 3.1. Under the *Work Health and Safety Act (2012)* employers have an obligation to ensure the health safety and welfare of employees and others who enter the workplace. This includes the children of employees, students, visitors and volunteers who enter the workplace.
- 3.2. The College recognises that there will be occasions when it may be necessary for children to accompany their parent / carer on campus. However, the College must also conduct its operations in an efficient and effective manner and the provisions for children on campus must take proper account of the College's operational requirements.

4. Procedures

- 4.1. Parents / Carers may bring their children on campus in situations where there are sudden and unexpected difficulties in childcare arrangements. Normally prior approval will be gained from a supervisor or lecturer for the child to attend work or a class. Parents / Carers are required to advise their supervisor or lecturer of why their children are on campus. The College does not expect that

- parents / carers will routinely bring children to work and/or lectures as an alternative to regular, organised childcare arrangements.
- 4.2. The College recognises its statutory and common law responsibilities for protecting non employees, including children, from exposure to risks to their health and safety arising from College activities.
 - 4.3. Accordingly, children will not normally be allowed in areas that have identifiable hazards including, for example:
 - Kitchens
 - Construction sites
 - Storerooms
 - Workshop areas
 - Printer / copier areas
 - 4.4. Options to be considered before bringing children onto the College premises:
 - Other child care arrangements before bringing a child to the workplace
 - Use of flexible working hours
 - Use of various leave options such as personal (carers' leave)
 - Work at home
 - Time off in lieu.
 - 4.5. There are several factors which need to be considered by Supervisors, Lecturers and Deans of Faculties/Departments before permission should be granted to bring children onto the campus:
 - The circumstances of the need to bring the child on campus
 - The nature of the work area
 - The child's accessibility to hazardous work substances, equipment and activities
 - Level and nature of the supervision required for the child
 - The amount of time that the child is required to be on campus
 - Level of interference with other staff, students and visitors
 - Sickness and level of contagion of the child
 - Frequency and duration of attendance
 - Content of lecture, discussion or activity (e.g. sensitive or explicit subject matter may be inappropriate)
 - Availability of seating / suitable area for the child to sit
 - 4.6. Permission for children to attend the classroom is at the discretion of the lecturer or tutor (under the direction of the Dean of Faculty). This permission should take into account the size of the class and the length of the lecture / tutorial.
 - 4.7. Permission should be withdrawn if the child is disruptive.
 - 4.8. Responsibilities of the College
 - To provide an environment that is conducive to study and work for all staff, students, visitors and volunteers.
 - To provide a healthy and safe study and work environment for all staff, students, visitors and volunteers and to comply with legislative requirements.
 - To take reasonable steps to assist staff, students, visitors and volunteers who may have special needs to enable access to facilities and services.
 - 4.9. Responsibilities of people bringing children into the College
 - Parents / Carers need to be aware that what constitutes a safe work environment with appropriate safeguards for adults may not be equally safe for children.
 - Parents / Carers are responsible for their child's supervision and behaviour at all times whilst on campus, so as to not endanger, inconvenience, or otherwise disrupt the activities of staff, students or other visitors.

- Paper shredders, hot water heaters, metal scissors, staplers, photo copiers, guillotines are all commonplace office equipment which employees are trained to use, but which threaten a child's safety. Children are not permitted to use such office equipment or enter restricted areas.

4.10. Responsibilities of supervisors and lecturers

- Within the scope of this policy, to approve or not approve for children to attend work and/or classes in specific situations, taking into account:
 - The particular circumstances that have led to the request
 - The likely impact on students, staff and visitors
 - The health and safety issues and risks
- To direct removal of a child in accordance with this policy where the situation warrants.

5. **Definitions**

See [Global Definitions](#)

6. **Communication and Training**

- 6.1. The HR Manager will ensure that all Deans of Faculties and Department Managers are advised of and trained in the requirements of this policy, and the policy will be published in the Tabor Policy Repository.