



CHILDREN ON CAMPUS POLICY

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| Policy number | COR 5.18 |
| Policy name | Children on Campus Policy (Issue Two) |
| Applicability | All Bond University staff and students |
| Policy owner | Vice President Operations |
| Contact person | Manager, Work, Health and Safety |
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| Related policies | Work Health and Safety Act 2011 Flexible Working Arrangements and Family/Carers Policy (HRP 3.29) Working with Children Policy (COR 1.02) |

1. OVERVIEW

Bond University recognises that we operate in a diverse community and we value the diversity of our staff and student community. Bond University is committed to supporting its workers and students with family and study responsibilities.

Bond University embraces the importance of work–life balance and the significance of family and community to its staff and students. The Children on Campus policy contributes towards assisting parents/carers in their responsibilities. Consistent with these observations, Bond University recognises that:

- family responsibilities can impact on work and study;
- it is important for the University to provide an inclusive, productive and safe environment when children are on the University campus;
- the University has a responsibility, under the *Work Health and Safety Act 2011*, to provide [premises](#) that are as far as is reasonably practicable free from risk to the health and safety of employees and non-employees.

2. THE POLICY

2.1. Recognition of Responsibility

Bond University is committed to:

- i. providing premises which are accessible to those who are accompanied by [Children](#) and which is, where practicable, compatible with Children's use.
- ii. recognising its responsibilities in accordance with the *Workplace Health and Safety Act (2011)* for protecting non-employees, including Children, from exposure to risks to their health or safety arising out of the University's activities. For this reason, Children are generally not permitted in high risk areas, such as laboratories, workshops, Film and Television edit suites, studios, or storerooms. Other areas not listed above may also pose risks to Children and access to them should be restricted. This restriction does not include: when public displays are mounted and supervised; when Children are attending a clinic within the University; or other supervised activities take place, including work experience, Christmas parties, Live at Bond, and summer schools.

The University also requires that Children brought onto the University's premises be under the supervision of a parent or guardian at all times. The University is committed to:

- iii. recognising the need for dependent Children of *students* to attend classes occasionally. For example, a parent may have a babe in arms or child care arrangements or plans may have fallen through. Students

should seek permission for a child to attend a class with them. Permission for Children to attend classes with students should be sought initially through the lecturer or tutor prior to attendance, who in turn should obtain permission from the Faculty Business Director. All requests should be considered sensitively and reasonably, but should take the following points into consideration:

- Safety of the child in the relevant environment;
 - Level of interference with other staff, students or 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);
 - Size of venue and availability of seating;
 - Other staff and students not being interrupted, inconvenienced or disrupted;
 - Continued reasonable behaviours by the child;
 - Notification to the lecturer or tutor;
 - Students' dependent Children are not permitted in practical classes held in laboratories, workshops or clinics and/or other areas that may pose a risk.
- iv. recognising the need for *staff* to bring their dependent Children to work occasionally. For example, a parent may have a babe in arms or child care arrangements or plans may have fallen through. Staff members should seek permission from their Head of Department to bring a child or Children into their workspace. Whilst requests for staff to bring their Children to work should be considered sympathetically, Heads of Departments must take the following points into consideration:
- Safety of the child in the relevant environment;
 - Level of interference with other staff, students or visitors;
 - Sickness and level of contagion of the child;
 - Frequency and duration of attendance;
 - Size of venue and availability of seating;
 - Other staff and students not being interrupted, inconvenienced or disrupted;
 - Continued reasonable behaviours by the child;
 - Notification to the supervisor or Head of Department;
 - Staff dependent Children are not permitted in practical classes held in [laboratories](#), [workshops](#) or clinics and/or other areas that may pose a risk.
- v. allowing parents to take Children into libraries or other non-teaching areas occasionally, subject to regulations which may apply in any particular area, e.g. over 18 years of age venues. Parents who take Children into a library or other non-teaching area must ensure that other occupants of this area are not inconvenienced.
- vi. providing leave and benefits which reasonably accommodate the competing roles of employees with respect to their family responsibilities.

2.2. Children Attending Campus in Authorised Groups

Children regularly visit the campus in school and other groups which are authorised in advance as appropriate. While on campus, Children in authorised groups are the responsibility of the parent(s) and/or nominated guardian(s) or caregiver(s) accompanying them who must ensure other staff and students are not disrupted.

2.3. Unaccompanied Children on Campus

Children on campus must be accompanied by an adult. The University assumes no responsibility for the supervision of unaccompanied Children on campus. Unaccompanied Children, where they create a disturbance or pose a risk, may be directed from the campus. In such instances, the Vice-Chancellor or delegate will act in accordance with appropriate Acts, Statutes, policies and procedures. In public areas such as libraries, any member of staff on duty has the authority to direct that Children be removed from the area.

2.4. Workplace Health and Safety

The University recognises its statutory and common law responsibilities for protecting non-employees, including Children, from exposure to risks to their health and safety arising from University activities. Accordingly, Children will not normally be allowed in areas that have identifiable hazards including, for example:

- Science laboratories;
- Trade workshops;
- Construction sites or areas undergoing minor works/maintenance;
- Machinery areas and areas where grounds equipment is in use;

- Computer laboratories, and areas displaying inappropriate or graphic material;
- Chemical and dangerous goods storage areas;
- Clinical areas;
- Kitchens;
- Film & TV edit suites and studios;
- Storage facilities.

In special circumstances Children may be granted permission to enter hazardous areas, for example: during Open Day activities; as part of a school visit or work experience program; and in the course of employment (e.g. events and catering assistants). Such permissions will only be granted with the full knowledge and consideration of appropriate supervisory measures.

University staff may refuse permission to access any area within the University because of reasonable concerns related to workplace health and safety issues.

Parents and caregivers must recognise that some environments and facilities which are safe in terms of the relevant health and safety legislation may present risks for Children, e.g. stairs, water features, self-closing doors, electrical fittings, office equipment. The primary responsibility for care remains with parents and caregivers.

2.5. Infections and Diseases

Many childhood diseases are contagious and could create serious health risks to students and staff. Parents and guardians have a responsibility not to expose the University community to health risks by bringing a child known to have an infectious disease onto campus. They must also ensure that their Children do not engage in activities that may pose a threat to the health, safety and wellbeing of others.

2.6. Responsibilities

Parents and guardians maintain ultimate responsibility for the safety of Children in their care and must ensure the safety of their Children and supervise them at all times. The University does not accept liability arising from a staff member or student bringing a child onto campus.

3. DEFINITIONS

Premises For the purpose of this Policy, covers all University campus, buildings, grounds, vehicles, commercial operations and other locations under the University's control.

Children For the purposes of this Policy, Children refer to young people under the age of 16. The Policy is not intended, however, to restrict the access of staff members and students of the University under the age of 16 to areas relevant to their work or studies. Note that the level of supervision and other health and safety precautions needed for staff and students under 16 would generally be greater than for staff and students over 16.

Laboratories A laboratory is a place of specialised work, research, clinical or diagnostic evaluation, teaching and/or learning. Laboratories are commonly used in many scientific disciplines from chemistry, physics, botany and zoology to medicine, psychology, dentistry, chemical engineering, agriculture and veterinary science. The term laboratory may equate with workshop in engineering areas such as mechanical or electrical.

Computer laboratories which contain only terminals and/or personal computers should generally not be unsafe for Children to be in, but issues of data security may arise if Children are present.

Workshops For the purposes of this Policy, covers not only engineering areas, but also art workshops and other areas where machinery and tools are used.

4. RELATED PROCEDURES, GUIDELINES AND FORMS