



# Children on Campus Procedure

## Purpose

The purpose of this procedure is to:

- Acknowledge that many staff and students have childcare responsibilities which may, from time to time, require bringing children onto Campus and
  - Outline the procedures to ensure the safety and proper supervision of children on campus.
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## Scope

This procedure applies to all staff, students and visitors.

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## Procedure

### 1. General Principles

- Staff and students must not bring children onto campus as a matter of routine.
- Staff and students who bring children onto campus are responsible for the care and supervision of those children at all times.
  - For young and mobile children, supervision must be very close and continuously attentive.
  - For older children, more discretion may be exercised, depending upon the surrounding hazards.
- Staff and students who bring children onto campus must ensure that the presence of those children:
  - Does not undermine the reasonable expectations of staff and students to be able to engage in Unitec activities without disruption by children.
  - Does not interrupt the learning of students and delivery of lectures.
  - Does not undermine the efficient and effective operation of Unitec and
  - Complies with Unitec's Health and Safety Policy.

### 2. Organised Visits to Campus

- Staff members responsible for hosting a visit by children to campus must seek prior permission to do so from his or her Head of School, General Manager or equivalent.
- Staff members hosting a visit by children to campus must take appropriate steps to ensure that the children are adequately supervised and protected from hazards, and that the PPE requirements for the area being visited are met.
- Unitec's Health and Safety Policy must be adhered to at all times.

### 3. Access to Hazardous Areas

- Other than being on Campus as part of an organized visit/class/open day, children must not be allowed access to laboratories, workshops, or storage areas for chemicals or equipment, construction sites, or areas where minor works or maintenance are being carried out.

### 4. Children in Class

- A student who wishes to bring a child to a class must first seek permission to do so from the staff member conducting the class or lecture.
- Staff are expected to treat requests under clause 4 of the procedure sympathetically.

- Permission under clause 4 of this procedure may be granted for one or more classes per paper but must be for a limited period only.
- A student who brings a child or children into a class or lecture must take all care possible to minimize any disruption to the classroom or lecture delivery.

**5. Children in the Workplace**

- A staff member who wishes to bring a child into his or her workplace must first seek permission to do so from his or her line manager.
- Line managers are expected to treat requests under clause 5 of this procedure sympathetically.
  - Arrangements for a staff member to work from home might also be explored as an alternative.
- A staff member who brings a child into his or her workplace must take full responsibility for the child’s supervision and must not expect other staff to share that responsibility.
- A staff member who brings a child or children into his or her workplace must take all care possible to minimize any disruption to the workplace and the work of other staff members.
- Staff who wish to apply for flexible working arrangements to meet childcare responsibilities must seek permission to do so from his or her line manager.

**6. Sick Children**

- Staff or students must not knowingly bring children with infectious illnesses onto campus.

**7. Implementation**

- Any member of staff who observes a situation involving children which appears to be in breach of this procedure and/or Unitec’s Health and Safety Policy, is required immediately to take reasonable steps to prevent harm.
- Any member of staff who observes an accident involving injury to a child must report this into the Vault recording system via The Nest.



**Definitions**

Term	Means
“Child”	Means a person under the age of 14 years
“Class”	Means a lecture, tutorial, field trip or any other learning activity scheduled by Unitec
“Campus”	Means all Unitec property including Unitec vehicles and Unitec teaching sites, (includes work experience, placements and field trips), and applies to all activities under the general control of Unitec, including Unitec events and functions.

**Reference Documents**

- [Health and Safety at Work Act 2015](#)
- [Unitec’s Health and Safety Policy](#)

**Approval Details**

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<b>Approval Authority:</b>	Executive Leadership Team	<b>Date of Approval</b>	1 March 2019

**Children on Campus Procedure****February 2019**

<b>Procedure Sponsor (Has authority to approve minor amendments)</b>	Executive Director People and Infrastructure	<b>Procedure Owner:</b>	Director Infrastructure Operations
<b>Contact Person</b>	Director Infrastructure Operations	<b>Date of Next Review</b>	2022