

Children in the Workplace Policy



Controlled Document – refer to Intranet for latest version

Category: Health and Safety

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Responsibility: Health and Safety Manager

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Approval: Executive Manager Corporate

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Purpose

UCOL recognises that staff members and students may have responsibilities for family/whanau which from time to time may result in the need to bring a child into the workplace. To support the family/whanau responsibilities, UCOL allows children in the workplace under circumstances defined in this Policy. This enables staff members and students to fulfil their obligations to family/whanau and their work or study related commitments.

This policy aims to enhance a family friendly workplace while at the same time minimising the disruption to student learning and the workplace and providing for the safety and security of the people and resources involved.

It also aims to minimise disruption to the work performance of the parent or caregiver, other staff or students.

Scope

This policy applies to all areas of UCOL. It has special relevance to staff members, contractors and students who are parents or carers of children.

Children who are attending UCOL as part of programmed learning or other facilitated events are expected to be supervised whilst on campus as part of the event so they are not covered by this policy.

Responsibility

All staff members, contractors and students who are parents or carers of children must be aware of and comply with the requirements of this policy.

All parents and caregivers who bring children on to a UCOL campus are required to ensure the child does not act in an unsafe way or interrupt the work or learning of others through their actions or noise levels.

Parents and caregivers are requested not to bring unwell children to UCOL.

Policy Statements

Public Spaces

All public spaces such as atriums and grounds are open access and children are welcome at all times. Children under the age of 14 must be supervised at all times by either a parent or caregiver. UCOL requests that parents and caregivers give due consideration to others using these public spaces and ensure that children are kept safe at all times.

Work and Learning Spaces

Staff

Only when extraordinary circumstances exist, such as when alternative caring arrangements have not been possible, are staff allowed to have a child for whom they are the parent or caregiver accompanying them while performing UCOL related work or using UCOL resources. This must be on an exception basis and should only be for the part of the day required, (one day at the most) until alternative care arrangements can be made.

Parents or caregivers who bring children into the workplace must ensure the child is directly supervised and under the control of him/her or another adult at all times. The child must not cause disruption to the work of the parent or others present at the same location.

If another staff member is requested to supervise the child, their prior agreement must be obtained as well as that of their manager and it must not cause disruption to their work. Even if another staff member is supervising the child, the responsibility for the child at all times remains with the parent or caregiver who brought the child into the workplace.

A staff member who is facilitating student learning may not have a child, for whom they are responsible, present in a teaching environment unless both the lecturer and the class attendees have approved their presence and learning is not disrupted.

A staff member bringing a child on to any UCOL Campus must restrict that child's location to safe areas, i.e. areas that are not classified/sign posted as medium or high risk (e.g. the Atrium or office space), and ensure they are supervised and under control at all times. The age of the child will dictate the level of supervision required and UCOL expects staff to use practical judgement with regard to the hazards of their workplace.

Students

Only when extraordinary circumstances exist, such as when alternative caring arrangements have not been possible, are students allowed to have a child for whom they are the parent or caregiver accompany them while attending UCOL related learning or using UCOL resources. This must be on an exception basis.

A parent or caregiver bringing a child on to any UCOL Campus must restrict that child's location to safe areas, i.e. areas that are not classified/sign posted as medium or high risk (e.g. the Atrium or office space), and ensure they are supervised and under control at all times. The age of the child will dictate the level of supervision required and UCOL expects students to use practical judgement with regard to the hazards within UCOL.

The parent or caregiver must ensure that the child is supervised and under control at all times. A student may not have a child, for whom they are responsible, present in a teaching environment when student learning is being undertaken without the approval of the lecturer and all class attendees. The child must not interrupt learning.

The preferred option is for the student to arrange with their lecturer to defer the scheduled activity and therefore avoid the need for the child to accompany them into the learning environment.

General

Unless access to one of these areas is arranged as part of an organised school visit designed for educational or promotional purposes the following areas of UCOL will be out of bounds to children (whether of staff or students) at all times:-

1. Laboratories
2. Workshops
3. Kitchens
4. Any other area deemed to be a Restricted Access Area (see Restricted Access Area Procedure).

While UCOL has responsibility under The Health and Safety at Work Act 2015 the parent or caregiver has primary responsibility for the wellbeing of children they bring into the workplace, they must ensure that any child brought into the workplace is not exposed to harmful situations during the visit.

Parents and caregivers must ensure the children under their care comply with UCOL's computer use policy.

Definitions

Children:

From new born to official school leaving age.

Medium and high risk areas:

Are: dangerous goods stores; laboratories; workshops; kitchens or any other area of UCOL that is designated as a restricted area (*for more details refer to "Restricted Area Access Procedure and each campus's Restricted Area Access Register"*)

Workplace:

All property and vehicles owned by or the responsibility of UCOL where employees of UCOL are involved in UCOL related work and any site or vehicle an employee is attending or using for work purposes which is not UCOL property or a UCOL vehicle.

Relevant Legislation

The Health and Safety at Work Act 2015

Related Documentation

- [Health and Safety Policy](#)
- [Restricted Area Access Procedure](#)