

Limitations on bringing Children onto University Premises Policy

Effective from 01 May 2014

Version Number: 1.1

Author: Safety/Fire Safety Officer
Health, Safety & Wellbeing

Document Control Information**Status and reason for development**

New – due to previous lack of policy around the safety of children on University premises.

Revision History

Date	Author	Summary of changes	Version No.
February 2020	Claire Whittaker	Changed heads of school to deans of school	V1.1
25 March 2014	Claire Whittaker	Created	V1.0

Policy Management and Responsibilities

Owner: The Associate Director of Health safety and Wellbeing is responsible for ensuring this policy remains current and has delegated responsibility for day to day management of the policy to Heads of School, Directors of Professional Services, College Registrars.

Others with responsibilities (please specify): All subjects of the Policy will be responsible for engaging with and adhering to this policy.
Trades Unions will be responsible for engaging with and consulting on proposals for change

Assessment

	<i>Cross relevant assessments</i>	<i>Cross if not applicable</i>
Equality Analysis	X	
Legal		X
Information Governance		X
Academic Governance		X

Consultation

Staff Trades Unions via HR
Students via USSU
Any relevant external bodies
(please specify)

Cross relevant consultations
Via Health and Safety Committee

Authorised by: The Executive

Date authorised: 1 May 2014

Effective from: 1 May 2014

Review due: Every 2 years from date authorised

Document location: [Health and Safety Documents Page](#)

Document dissemination and communications plan

The Safety/Fire Safety Officer will circulate to the Health and Safety Coordinators for the Schools and Professional Services to enable promotion throughout their area of responsibility.

1.0 Purpose

- To specify the limitations in respect of bringing children onto University premises
- To comply with the Health and Safety at Work, etc. Act 1974; and all other associated legislation

2.0 Scope

This policy applies to anyone intending to bring children onto University premises for any legitimate reason, not related to work experience. Bringing children for the purposes of another staff member or student providing childcare is not a legitimate or acceptable reason.

This policy does not apply to young people or children on work experience; a separate code of practice is available for this purpose (See Related Documentation).

2.1 Definitions

- For the purpose of this policy, a child is anyone under 18 years of age

3.0 Policy Statements

- 3.1 It is acknowledged that there are a number of occasions where it is acceptable for children to be brought onto the premises including (but not limited to):
- access, along with other members of the public, to exhibitions, open spaces, leisure facilities, etc.;
 - where the children (or their parents) are subjects of study, or are patients attending for medical examination or treatment (e.g. for clinical trials);
 - where they are enrolled in nurseries or crèches;
 - to attend open days and other promotional events, when accompanied by an adult;
 - widening participation events run by the University in liaison with local schools
 - where children are registered students at the University;
 - for the purpose of breastfeeding by the new mother.
- 3.2 Staff and Students must not bring children onto University premises where alternative childcare is not available to them as the parent / guardian of the children. It is unacceptable to ask another member of staff or student to undertake childcare responsibilities. Although the University undertakes, as far as is reasonably practicable, to ensure that its premises are low risk to children, many University buildings, due to their age or the work being done within them, are simply not designed with the needs of children in mind. General risks regarded as insignificant for mature visitors may be more significant for children and in general the University does not have the facilities to contain children safely.
- 3.3 Information on taking time off for such domestic emergencies can be found on the Human Resources Website. In addition, the University has a flexible working policy that may allow parents to alter their working patterns, or change their hours, to help them manage their childcare responsibilities. These documents can be found on the Human Resources Website (See Related Documentation).
- 3.4 Deans of School/Directors of Professional Services responsibilities:**
- Ensure that the risks to children attending the University for legitimate purposes are properly managed.

- Prohibit children on University premises, except where a legitimate purpose exists, such as to accompany an adult on an open day, to attend a public event, or to be breastfed by a new mother, etc.

3.5 Line Managers' responsibilities:

- Ensure the risk assessment for any public event, open day, etc. that they are responsible for, has taken into account the risks to any children who may accompany visitors.
- Ensure that any emergency plans in relation to public events, open days, etc. take into account the needs of children during an emergency evacuation, etc.

3.6 Members of Staff/Students with childcare responsibilities:

- In the case of new mothers who are breastfeeding their baby, designated feeding rooms are provided but the baby should not be taken into the individual's work accommodation or into lectures.

4.0 What happens when the policy is not followed

- Failure to comply with the requirements of this policy may result in serious injury to a child occurring on our premises

5.0 Related Documentation

The following documents are available on the University policy website or the Human Resources document finder.

- Policies relating to flexible working and leave of absence
- Pregnancy and New Mothers Code of Practice
- Working with Young People Code of Practice

[Health and Safety Documents](#)