Children on Campus Policy

Status	Approved
Final Approval JCC	12 May 2023
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Next review date	May 2027

This policy should be read in conjunction with the Children on Campus guidance.

1. Introduction

The University is committed to providing a welcoming and inclusive campus environment for all. This Policy will ensure there are consistent, fair and effective procedures to protect the health, safety and wellbeing of our University community when children visit our campus while also ensuring that the University is meeting its legal responsibilities.

From a Health and Safety perspective, the University is an adult environment and is not designed for, nor does it take specific account of, the needs of children. This Policy is applicable for the Glasgow campus only as the lease agreement for the Glasgow Caledonian University, London premises does not permit persons under the age of 16.

The University recognises that there will be occasions where a member of staff or student may have to bring their child (or children) onto the Glasgow campus for a short informal visit or to leave them in the nursery. It is important to balance this need with any health and safety requirements.

This Policy is designed to ensure that on these occasions the risks to children are minimised and that, where appropriate, they can take advantage of the study or recreational opportunities offered within this environment. Close supervision by the parent or guardian is required.

For the purposes of this document, the legal definition of a child in UK health and safety legislation is used; a child is defined as someone under the minimum school leaving age (generally under 16 years of age). Children are known to be vulnerable to accidental injury due to their lack of experience and knowledge of working environments and the duty of care towards children is consequently greater.

To ensure appropriate implementation of this policy, it should be read in conjunction with relevant University policies and/or guidance, including those that deal with aspects of child protection/safeguarding at the University.

2. Scope

This Policy is intended to assist staff, students and visitors understand their health and safety responsibility in relation to bringing children onto the Glasgow campus.

It only applies to circumstances where there is no other alternative but to bring their child (or children) on campus and as such, is for occasional occurrences rather than an ongoing or regular basis.

It does not apply to circumstances where children are brought onto premises and are undertaking activities that are:

- part of a University organised course/activity, for example, outreach activities
- part of a structured and supervised visit, for example, work experience, public lectures, clinical appointments
- planned work/study activities that already have the requirement to consider and mitigate any risks associated with children as part of a University risk assessment process

3. General Principles

The following principles apply to all children on campus who are not registered on a University undergraduate, further education programme or other organised visit/activity:

- The parents/guardian (or other responsible adult) of any child are responsible for the behaviour and safety of the child or children in their care at all times and provide close supervision.
- Students are not permitted under any circumstances to bring their child/children into lectures, seminars or other classes. Children cannot be left unsupervised while students attend classes nor should staff leave their child (or children) unsupervised whilst delivering classes.
- Children are not allowed into higher risk areas such as laboratories, workshops, kitchens and plant/equipment rooms or areas where particular hazards have been identified unless it is part of an organised activity led by an appropriately qualified person and fully risk assessed.
- Construction works may be undertaken within the University that could make the environment hazardous. Procedures are in place to restrict access to these areas and to ensure that works can be carried out in a safe manner.
- All health and safety accidents/incidents/near misses involving children that occur due to involvement in any University activity should be reported through the normal accident reporting process.

4. Children of Staff, Students and Visitors

The University recognises that there are occasions where a parent/guardian may have to bring their child onto campus and the general principles in section three should be followed at all times.

Staff

Bringing a child (or children) onto campus is not permissible on a routine basis, unless staff are dropping them off at the nursery or to make a short informal visit. The decision to grant

permission to bring the child into their department area will rest with the relevant line manager, who will also be responsible for ensuring that an assessment of risk is undertaken as appropriate.

Examples of short informal visits include:

- to collect/drop off work
- to visit the Library
- introduce a child to colleagues or to show them where the parent/guardian works

Staff whose normal childcare arrangements have broken down unexpectantly should refer to the Supporting Families Policy and related guidance. In addition, advice may be sought by contacting People Services (casework@gcu.ac.uk).

Students

The University recognises that combining studies with parenting or caring responsibilities can be challenging and that occasionally you may need to bring your child/children with you when you are on campus. For example:

- to collect/drop off work or assignments
- to visit the Library
- to meet informally with classmates or friends

However, the University campus is not designed with the needs or health and safety of children in mind and is not a suitable location for children to spend extended periods of time. We do not expect students to routinely bring their children to University with them unless they are being dropped off at the nursery. We are here to help you if you need advice on childcare, schools and nursery provision. Please do not hesitate to contact Studentsupport@gcu.ac.uk

Visitors

Scheduled visitors should not bring children onto campus but if alternative arrangements cannot be made then this must be agreed in advance with the relevant host, children must be closely supervised and restricted to lower risk areas such as offices and coffee shops. Under no circumstances should they be allowed in any higher risk areas.

5. Compliance

Staff should bring non-compliance of this Policy to the parent/guardian's attention in the first instance where they feel comfortable to do so. Alternatively, they should bring it to the attention of the manager of the area.

Where persistent non-compliance is known, it should be reported to the relevant Dean/Director who will take suitable action to resolve the situation.

Additionally, where a child is found in circumstances that are assessed to present an imminent or unacceptable risk in relation to health, safety, security or level of disruption to others, Campus Security should be contacted to provide support and assistance as appropriate. In terms of safeguarding, this may give grounds for a Child Protection Referral to be submitted to Police and Social Work Departments for investigation.

In this regard, Campus Security would attend the location of the incident and undertake enquiries as appropriate; the child should only be removed to Campus Security Office in circumstances where the child is apparently lost or where the location that the child is found presents immediate danger. The Security Office is not an appropriate location for a child to be temporarily looked after.

Any failure to comply with this Policy may be subject to action under the Staff Conduct and Capability Policy or Code of Student Conduct as appropriate.

6. Review

This Policy will be reviewed every three years or as required.