**Children on Campus FAQ’s**

**Staff**

**I am due to come on campus to work and my childcare arrangements have broken down unexpectantly, what do I do?**

If your childcare arrangements have broken down unexpectantly, staff should refer to the Supporting Families Policy and related guidance.

In addition, advice may be sought by contacting People Services (casework@gcu.ac.uk).

**Can I bring my child or children into a teaching session or lecture?**

No. The University is not designed with the needs or health and safety of children in mind and is not a suitable location for children, this includes teaching and lecture areas. This may also cause distractions for other students and staff teaching.

Any member of staff or student who brings a child or children into a teaching session or lecture, will be asked to leave in the first instance.

Staff can obtain advice and support if their childcare arrangements break down unexpectantly by contacting People Services (casework@gcu.ac.uk).

Where this involves a student, the member of staff can signpost them to student.support@gcu.ac.uk for advice on childcare, schools and nursery provision.

Where there is an immediate or unacceptable risk to the child or level of disruption to others then Campus Security can be contacted.

**Can a 16-year-old person taking part in a research study on campus bring their child with them?**

In general, yes, as the person is responsible for the supervision of the child when on campus. However, the department should ensure there are appropriate protocols in place depending on the risk level of the area. For example, permission required in advance.

**Can I ask another staff member or adult to supervise my child or children?**

The University discourages staff from requesting work colleagues to supervise their children, as asking others to fulfil a supervisory role may not be welcomed by the other person and/or may trigger the requirement for a PVG (Protecting Vulnerable Groups) check to be undertaken.

**Who is responsible for the supervision of a child or children when on campus?**

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 should provide close supervision.

**What is meant by close supervision**

Close supervision means that the parent/guardian should be close enough to the child/children to react immediately to prevent a hazardous situation from arising or inappropriate behaviour eg. interfering with equipment, entering prohibited areas or disturbing other area users.

For young children, the supervision must be very close and continuously attentive. For older children, more discretion may be exercised.

**What do I do if I come across a child who appears to be alone and unsupervised?**

A degree of judgement should be exercised.

It is important to remember that the parent/guardian has responsibility for the supervision of the child or children in their care. It is possible that the parent/guardian is close by and monitoring from a distance or has only left them temporarily due to extenuating circumstances and the child is not considered to be at risk. For example, a male on campus requires to go to the bathroom and leaves their 12 year old daughter outside, unsupervised is not considered to be in an unsafe position.

All members of staff have a general duty towards children who could be at risk of harm or injury, and should take action if they observe children who are not appropriately supervised. The action should be proportionate to the situation and may range from monitoring the situation to have reassurance that the parent/guardian is in the vicinity, speaking to the parent/guardian if you feel comfortable to do so, bring it to the attention of the manager of the area or if there is an imminent or unacceptable risk or level of disruption then Campus Security should be contacted to provide support and assistance.

**What do I do if a parent/guardian takes their child into a high-risk area?**

You should advise the parent/guardian that children are not allowed in these areas and ask them to move to a different area. If they refuse you can raise with your line manager who should ask the parent/guardian to leave. Campus Security can also be contacted, if appropriate.

Exceptions are during organised events and activities where children may be invited and the risks considered and mitigated against as part of the event/activity risk assessment.

**What would be classed as a high-risk area?**

This would be an area where the design, layout, equipment/machinery and associated activities would present a heightened risk to children and where access should be prohibited. This would normally include, for example, laboratories, workshops and those areas considered as back-of-house.

There may be other areas that will be restricted due to the high risk involved and this should be decided locally by the School/Department as appropriate.

This would not prevent organised activities and events from occurring, such as open days, where children may be invited. However, these must be subject to the normal risk assessment and approval process.

**What action can be taken if the policy is breached?**

Breaches of the Children on Campus Policy may be subject to action under the Staff Conduct and Capability Policy or Code of Student Conduct as appropriate.

**Managers**

**A staff member has asked if they can bring their child in to work, how can I respond?**

When a request is received, the HOD or line manager should make an assessment to determine whether to allow or prohibit the child from visiting. This should be carried out on a case by case basis.

Managers may wish to allow the staff member the option to work from home, where this is compatible with work commitments and where it does not impact on the work activity or others.

If you need further advice, then please contact the University Health and Safety Advisor (assessment side) or People Services (casework@gcu.ac.uk) as appropriate.

**What do I do if there is persistent non-compliance?**

It will depend on the circumstances involved. If non-compliance has been reported in an area then this can be reported through the normal management reporting protocols in your area who can either escalate or report to their local H&S Committee as appropriate.

Where this involves staff, advice can be sought from People Services, Student Services or the University Health and Safety Advisor as appropriate.

Where a manager cannot resolve the matter, they should bring this to the attention of their Director or School Dean as appropriate who can escalate as appropriate. Where there is a non-urgent health and safety concern, this can be reported through the local H&S Committee where relevant.