

BRINGING CHILDREN INTO UNIVERSITY BUILDINGS

Note:

This guidance applies to academic and administrative buildings. It does not apply to halls of residence.

1 INTRODUCTION



There are no University safety rules or regulations which prohibit children being brought into University buildings, or into any parts of the University. There could be many reasons why we would want children to make occasional visits the University to see what we do and prohibitions would be undesirable. Nevertheless there are many parts of the University where there could be health and safety risks to

unsupervised children. Those who bring children onto our premises must recognise the responsibilities which they have for the health and safety of the children.

The University does not permit children to be brought onto University premises unless they are accompanied and supervised by a parent, guardian, or other responsible adult at all times. At no time should children be left unaccompanied whilst on University premises. Members of the University staff who are carrying out their normal duties or students who are studying would not usually be considered to be in a position to closely supervise children in this context, however the University recognises that there are times when staff and students may bring children on to campus for short informal visits, for example;

- to collect/drop off work;
- using facilities such as coffee shops, restaurants, libraries;
- introducing a child to colleagues or to show them where the parent/guardian works;
- attending open access events.

2 RESPONSIBILITIES

Our guidance can be summarised in a single sentence:

CHILDREN BROUGHT INTO UNIVERSITY BUILDINGS MUST BE ADEQUATELY SUPERVISED AT ALL TIMES

What constitutes adequate supervision will depend on a number of factors including

- The ages of the children;
- The behaviour of the children;
- The number of children;
- The activities which take place in and close to the areas being visited and the hazards in those areas.



There is a wide range of hazards across the University and this guidance is not prescriptive as to how visiting children should be supervised. Instead, accompanying adults should make their own assessments of the circumstances and decide themselves what arrangements are necessary to provide adequate supervision. However a few examples which might help are given below:

- Young children should never be left without an adult being present;
- A laboratory contains many dangers and it is expected that the adults who are supervising young children would at all times stay very close indeed to them;
- Safety rules for laboratories which apply to adults also apply to children (for example; rules on the wearing of personal protective equipment);
- Children should never be left in circumstances where they could wander away from adults and find themselves in a laboratory or other hazardous area;
- Adults who are accompanying children should not engage in activities which would inhibit their ability to provide adequate supervision.

3 EXCEPTIONAL CIRCUMSTANCES

Members of staff should refer to the University's policy on Parental Leave for further information on time off for the care of children. In the event of an unexpected breakdown in childcare arrangements, staff should refer to the University's policy on Special Leave, Section 4 Urgent Domestic Distress

Nigel Corby
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