

## Children in the Workplace Policy

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| <b>Approving authority</b>   | Vice-President (Corporate Services)                                                                                                                             |
| <b>Approval date</b>         | 15 August 2018                                                                                                                                                  |
| <b>Advisor</b>               | For advice on the policy, contact your <a href="#">HR Advisory Services</a>                                                                                     |
| <b>Next scheduled review</b> | 2021                                                                                                                                                            |
| <b>Document URL</b>          | <a href="http://policies.griffith.edu.au/pdf/Children in the Workplace Policy.pdf">http://policies.griffith.edu.au/pdf/Children in the Workplace Policy.pdf</a> |
| <b>TRIM document</b>         | 2019/0000020                                                                                                                                                    |
| <b>Description</b>           | This policy outlines the University's approach to the issue of children in the University workplace                                                             |

### Related documents

[Code of Conduct](#)

[Equity Diversity and Inclusion Policy](#)

[Workplace Harassment, Bullying and Discrimination Policy](#)

[Health and Safety Policy](#)

[Off Campus Activities](#)

[Resolution of Complaints of Workplace Harassment, Bullying or Discrimination Procedures](#)

[Student Charter](#)

[Students with Disabilities Policy](#)

[Student Complaints Policy](#)

### External Links

[Australian Human Rights Commission Act 1986 \(Cth\)](#)

[Disability Discrimination Act 1992 \(Cth\)](#)

[Anti-Discrimination Act 1991 \(Qld\)](#)

[Racial Discrimination Act 1975 \(Cth\)](#)

[Sex Discrimination Act 1984 \(Cth\)](#)

[Work Health and Safety Act 2011 \(Qld\)](#)

[\[Introduction\]](#) [\[Scope\]](#) [\[Definitions and Terms\]](#) [\[Responsibilities\]](#) [\[Approval Process\]](#) [\[Authority to Direct Parent/Carers to Remove a Child From The Workplace or Unattended Children\]](#) [\[Restricted and Higher Risk Areas\]](#) [\[Field Trips\]](#) [\[Children As Passengers in University Vehicles\]](#) [\[Delegated Authorities\]](#)

## 1. INTRODUCTION

The University recognises that at times there will be children at the workplace due to parenting or carer requirements. This policy outlines the terms for and appropriateness of bringing children on campus or to any other place where work is undertaken, including the responsibilities of parents/carers in relation to their supervision, health and safety and that of others, and the right of other people to have a conducive environment for work and study.

## 2. SCOPE

This policy applies to all staff, students and visitors. It does not apply to structured activities hosted by the University e.g. University open days, learn to swim classes, clinics, residences, school based programs, vacation care, excursions to the University (such as those conducted in the EcoCentre), community, in-reach activities, work experience, where children are attending a performance as an audience member, at a clinic as a patient or where the accompanying adult is a patient.

### 3. DEFINITIONS AND TERMS

A **child** for the purposes of this policy is anyone under the age of 18 who is not otherwise enrolled as a student at the University.

**Carer** is a person that is charged with the responsibility of caring for a child other than the parent (includes teachers, outside school hours or vacation care coordinator etc).

**Off Campus Activities** are activities managed by the University or or external collaborator, requiring travel to a location for the purposes of conducting approved research or teaching.

**Parents** (includes guardian) are people who are charged with the care and management of a child.

**Restricted or higher risk areas** are those areas defined as having an elevated health and safety risk to individuals where crucial risk controls are implemented to maintain health and safety.

**Responsibilities** for the purpose of this document are 'duties' under the *Work Health and Safety Act 2011*.

**Unattended children** are those children on campus without direct supervision from a carer or parent.

**Staff** for the requirement of this Policy, refer to both paid and unpaid persons working or conducting work for or on behalf of the University.

**Workplace** refers to any place where work is undertaken. This includes both on and off Campus and includes activities such as field work (domestic and international), conferences, seminars etc.

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### 4. RESPONSIBILITIES

#### 4.1 Responsibility of the University

To provide an environment that is conducive to study and work for all staff, students and visitors

Ensure so far as is reasonably practicable, the health and safety of staff and other persons affected by its activities at the workplace and that risks are managed

To take reasonable steps to assist students, staff and visitors who may have special requirements to enable access to facilities and services.

#### 4.2 Responsibilities of supervisors and lecturers

Within the scope of this policy, to approve or reject the request for children to attend the workplace, taking into account:

- a) the particular circumstances that have led to the request;
- b) the likely impact on others (students, staff and visitors);
- c) the health and safety issues and risks to the child and others; and
- d) the appropriateness of the child's attendance.

#### 4.3 Responsibilities of parents/carers bringing children to the workplace

- e) the child must be under the direct supervision of the parent/carers at all times whilst at the workplace;
- f) to safeguard the health and safety of the child in their care whilst at the workplace;
- g) to consider the potential risk to the health and safety of others that may come from bringing children into the workplace and to take reasonable steps to safeguard against those risks; and
- h) be responsible for the behaviour of the child in their care so as not to endanger, inconvenience or otherwise disrupt the activities of staff, students or visitors.

## 5. APPROVAL PROCESS (STUDY AND WORK)

Normally, prior approval must be sought from the person's Supervisor or lecturer for the child to attend work or a class and a valid reason must be provided. This approval may be granted due to unforeseen situations where there are sudden and unexpected difficulties in childcare arrangements, except for those areas/activities as detailed in section 7 of this document.

The University does not permit parents/carers to bring children routinely to the workplace as an alternative to regular, organised childcare arrangements. For staff, the University has flexible work arrangements in place to assist with family responsibilities as well as the provision of carers leave.

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## 6. AUTHORITY TO DIRECT PARENT/CARERS TO REMOVE A CHILD FROM THE WORKPLACE OR UNATTENDED CHILDREN

A supervisor/manager/staff member with the authority in that particular working environment, e.g. in a public area / lecturer, can direct a parent/carer to remove their child from the workplace if:

- (a) the child's health or safety is at risk;
- (b) the child is presenting a health or safety risk to others, for example they are unwell or have an infectious or communicable disease;
- (c) the child's behaviour is causing disruption to the work of others, or
- (d) the presence of a child is inappropriate.

In the case of staff, the person's supervisor has the authority to direct that the child be removed from the work environment.

In the case of students, the lecturer involved, or in some cases the person in charge of the area, has the authority to direct that the child be removed.

In public areas such as the Library, any member of staff on duty has the authority to direct the child be removed from the area.

In the event that a child is deemed to be unsupervised and the parent/carer is not present, University staff will engage with the child so that she/he remains in a safe environment and then:

- (a) take all reasonable attempts to find the parent/carer;
  - (b) if the parent/carer cannot be found, notify Campus Security.
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## 7. RESTRICTED AND HIGHER RISK AREAS

Areas in which children **ARE NOT** permitted include, but not restricted to:

- (a) All laboratories and ancillary areas, both regulated and non-regulated facilities;
- (b) All scientific, technical and maintenance workshops;
- (c) Fine or performing arts workshops or studios;
- (d) Live performance venues except as part of the audience or when explicitly permitted in taking part in a performance or supervised activity;
- (e) Commercial kitchens and other food preparation areas;
- (f) Fitness centres;
- (g) Construction sites / sites under refurbishment
- (h) In any examination environment.

Other areas may be identified as unsuitable for children as determined by risk assessment. Supervisors of the respective areas are required to inform staff and students of these requirements or restrictions.

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## **8. OFF CAMPUS ACTIVITIES**

Children may accompany parents/carers (carers approved by the parents of the child in question) on research or teaching activities off campus as a holiday, only on condition of documented approval and well in advance.

The responsibility for safe care of the child is wholly with the parent/carer, The parent/carer is not permitted to undertake a concurrent role of care for the child and paid or volunteer work. Children are not covered by the University's insurance policy in such circumstances.

Confirmation permitting children to accompany the field trip must be approved two (2) weeks in advance. This approval will be:

- (a) on a case-by-case basis in relation to each field trip (and repeat thereof);
  - (b) in writing by the relevant Dean (Academic), where the relevant Dean (A) is satisfied that there is no conflict of interest on the part of the Trip Leader; and
  - (c) based on a risk assessment specifically addressing the presence of children on the field trip, and be conducted in consultation with the relevant Health and Safety Adviser.
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## **9. CHILDREN AS PASSENGERS IN UNIVERSITY VEHICLES**

Children of University staff and students must not be carried in University vehicles, equipment and boat except with prior approval of the Head of School/Administrative Unit.

This restriction does not apply to vehicles which are assigned to senior staff as part of their remuneration package or where private use of the vehicle is part of the package.

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## **10. DELEGATED AUTHORITIES**

The Vice President (Corporate Services) is responsible for the oversight of strategic direction and policy related to health and safety within the University.

Accountability for ensuring that health and safety management strategies are implemented at element level rests with senior managers.

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