Contents

1 Executive Summary ................................................................. 2
2 More information ........................................................................ 2
3 Guideline Provisions ................................................................ 2
3.1 Responsibilities of parents/care givers .................................... 2
3.2 Responsibility of supervisors and lecturers ............................. 3
3.3 Health and safety ..................................................................... 3
3.4 Resolution of problems or disputes ......................................... 3
3.5 Responsibilities ....................................................................... 4
4 Glossary .................................................................................... 4
5 Versioning ................................................................................ 4

Responsible Officer
Executive Director, Human Resources

Approved by
Executive Director, Human Resources

Approved and commenced
December, 2016

Review by
December, 2019

Relevant Policy or Procedure the Guideline supports
Breastfeeding Policy
Work Health & Safety Policy

Responsible Organisational Unit
Human Resources
1 Executive Summary

The University of Tasmania (the University) recognises that family responsibilities are not confined to social or private realms of life but are the concern of the University community as a whole.

Despite the range of childcare options available, occasionally there may be a need to bring children to the University campuses until other arrangements can be made. However, when children are introduced to environments which are not designed to cater to them, issues of safety, supervision, productivity and legal liability arise. This Guideline supports the University’s commitment to an inclusive workplace culture while ensuring compliance with workplace health and safety obligations.

The objective of the Children on Campus Guideline is to:

- provide information to staff, students and visitors to support children on campus arrangements where appropriate
- inform staff, students and visitors of their responsibilities, and the University’s expectations when children are brought on to university premises
- promote and support practice that accommodates the needs of staff, students and the University.

This Guideline applies to all staff, students, volunteers of and visitors to the University of Tasmania. It is not intended to restrict children's access to areas of the University that are open to the public or to activities such as Open Days, vacation care or after-school care activities, regular childcare or school programs, work experience, school visits or other approved activities.

2 More information

For further information, contact Human Resources. Email: Human.Resources@utas.edu.au

3 Guideline Provisions

3.1 Responsibilities of parents/care givers

Parents/carers are expected to:

- where appropriate, seek approval from the appropriate supervisor/lecturer before bringing a child into the work or teaching areas except in the case of a short visit. The principle of "reasonableness" will apply to both those requesting and those granting permission
- abide by the regulations pertaining to access which may apply to different university facilities
- take reasonable steps to safeguard the health, safety and well-being of any child in their care while on campus
- be responsible for the behaviour of the child and ensure that other users of university facilities are not unreasonably inconvenienced by the child’s presence
- be responsible for all aspects of the child’s behaviour and safety at all times

A child suffering from an infectious illness (viral or bacterial) which may put others at risk should not be brought on campus. Various forms of leave arrangements are available to staff and students to assist in such circumstances.
3.2 Responsibility of supervisors and lecturers

Requests to bring children on campus shall be treated sympathetically and no reasonable request should be refused. Requests shall be treated with flexibility and sensitivity.

In making a decision about such a request or the presence of a child in a work or teaching area, supervisors and lecturers will take into account such factors as:

- the particular circumstances that have led to the request
- the age of the child(ren)
- the length of time required on campus
- the frequency of attendance
- the content of any lecture or discussion to which the child may be exposed (certain subject matter may have the potential to distress a child)
- the environmental health, safety and welfare issues and risks
- the likely impact on others in the immediate vicinity.

Supervisors and lecturers may direct the removal of the child(ren) where:

- the child’s health, safety or welfare is at risk
- the child is presenting a health or safety risk to others
- the child’s behaviour is causing undue disruption to the work of staff or students or
- the presence of a child is inappropriate.

Provision for sick children should normally be made within the context of various forms of leave arrangements available to staff and students.

3.3 Health and safety

University campuses and other University places of work are workplaces under the Work Health and Safety Act 2012 (the Act). The University has a duty under the Act for the health and safety of children and their carers while they are at a University workplace.

Children and their parents/carers also have a duty to take reasonable care for their own health and safety, to ensure their actions do not adversely the health and safety of others and to comply with any reasonable instruction that is given by the University.

There are areas and activities that are inherently unsafe for children to be (whether supervised or unsupervised) such as laboratories, workshops, farms and fieldwork. For this reason, children are not permitted where there are designated restricted areas or activities as determined by a risk assessment. For example, the University Working Safely in Laboratories, Workshops and Studios Minimum Standard states that children are not permitted in laboratories.

3.4 Resolution of problems or disputes

Monitoring, intervention and resolution of any problem or dispute rests with the parent/carer and their supervisor.
If further assistance is required, advice can be sought from the HR Business Partner or Advisor in consultation with the relevant supervisor or head of department or organisational unit and thereafter be dealt with via appropriate University procedures.

3.5 Responsibilities

**Human Resources** is responsible for:
- ensuring this guideline is available to University staff, students and managers
- review and update of these guidelines as appropriate
- providing advice and support in regards to arrangements for children on campus if required

**Student Centre** is responsible for:
- ensuring this guideline is available and promoted to University students

**Managers/Supervisors** are responsible for:
- being aware of and applying this guideline.
- developing appropriate arrangements/agreements for individual requests
- complying with the responsibilities of the supervisor/lecturer as outlined

**Employees and Students** are responsible for:
- being aware of and applying this guideline.
- complying with the responsibilities of the parent/caregiver as outlined

4 Glossary

<table>
<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational Unit</td>
<td>College, Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.</td>
</tr>
<tr>
<td>Parent/caregiver</td>
<td>Includes a guardian, schoolteacher or other adult with responsibility for the care of children.</td>
</tr>
<tr>
<td>Child/Children</td>
<td>Any person under the age of 15.</td>
</tr>
<tr>
<td>Visitors</td>
<td>Refers to volunteers and other people who need to be on university grounds for purposes related to university business, university hosted events, or activities held on university grounds; for example (but not restricted to): conferences, workshops, meetings, and volunteering.</td>
</tr>
</tbody>
</table>

5 Versioning

<table>
<thead>
<tr>
<th>Former Version</th>
<th>Current Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Version 1</td>
<td>Version 2</td>
</tr>
<tr>
<td>Children on Campus Guideline; Approved August 2013</td>
<td>Children on Campus Guideline ; approved December 2016</td>
</tr>
</tbody>
</table>