



Children in University Activities Procedure

1. Purpose

To contribute to the University's support for staff and students with responsibilities for children, through providing a clear process for determining whether it is appropriate or not for children to be brought to University activities and, if so, under what conditions.

2. Scope

This Procedure applies to all staff and students who wish to bring children to any University of Ballarat activity. It covers:

- A Requests to Bring Children to University Activities (not applicable where children are attending children-specific programs or services or where a child is accompanying a staff member/student to the University Library or other areas where public access is normally accepted)
- B Responsibilities of Parents/Carers/Guardians
- C Removal of Approval
- D Advice and Assistance

3. Definitions

University activity: any activity, or location of an activity, for which the University has responsibility as part of University of Ballarat operations.

Child or children: a person/persons under the age of 16 years.

Parent: biological or adoptive parent.

Carer: a person who has on-going primary or shared care of a child or children.

Guardian: a person who has legal responsibility for a child or children.

Manager: the staff member with designated responsibility for the staff member making a request for a child to attend a University activity, or with designated responsibility for a physical location.

Teaching staff: the relevant teacher/lecturer/tutor responsible for the activity to which a child may be brought.

Staff: any person who is an employee of the University including, for the purpose of this Policy, other contracted staff.

Student: any person enrolled as a student of the University.

4. Actions

A Requests to Bring Children to University Activities

- A1 In all cases, except where children are attending children-specific programs or services or where a child is accompanying a staff member/student to the University Library or other areas where public access is normally accepted, staff and students must make a request to bring

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children to University activities. This request must be made to the relevant staff member (teaching staff/manager) responsible for the activity to which a child may be brought.

- A2 Teaching staff and managers have the delegated responsibility to consult with and give or limit or decline permission for staff members/students to bring children into the work place or into a learning environment (including field trips) for which the teaching staff or manager has direct responsibility.
- A3 In accordance with UB's **Children in University Activities Policy**, decisions on requests to bring a child/children to a University activity must be made through a consultative process, as outlined in this Procedure, to ensure that the decision to either allow, limit or decline a request to bring a child into a specific environment is taken after due consideration of the relevant issues.
- A4 In initiating a request a staff member or a student who is a parent/carer/guardian must:
- make a request, in advance, to the teaching staff or manager responsible for the activity and/or location to which a child is to be brought;
 - indicate whether permission is being sought for a one-off request or for an agreed range of situations;
 - recognise the needs of other students and staff.
- A5 In considering a request the manager/teaching staff member must consider, as relevant and in consultation with the parent/carer/guardian and other relevant students and/or staff:
- whether the needs of the parent/carer/guardian can be met in other ways eg staff working from home; flexible study arrangements; flexible working hours; flexible leave arrangements;
 - the needs of breastfeeding mothers;
 - the impact on the parent/carer/guardian, and others if relevant (eg other staff/students), if the request is declined;
 - the degree of possible interference with students, staff and other users of the University and potential impact on these people;
 - the age of the children and supervision needs;
 - issues surrounding use of computers and other equipment;
 - the length of time involved;
 - proposed frequency of attendance;
 - the subject matter of class attended;
 - available space;
 - environmental health and safety issues (refer to and use if appropriate the OH&S Procedure – **Hazard Identification, Risk Assessment and Control for Children in University Activities**. For advice contact OH&S Manager);
 - potential for breach of privacy, confidentiality and security;

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- the ability of parent/carer/guardian to supervise children;
- the impact on the parent/carer/guardian's ability to perform their duties;
- student excursion issues, using the OH&S Procedure – **Student Excursions**.

- A6 The teaching staff/manager may refer the request to the relevant Head of School/Section.
- A7 If approving the request the manager/teaching staff member should ensure that the decision and any conditions agreed to are clearly understood by the parent/carer/guardian, and documented if necessary. The manager/teaching staff member should also ensure the agreement (and conditions if relevant) is understood by other relevant people, eg staff team members; class members.
- A8. If giving permission for an agreed range of situations, the manager/teaching staff member should also negotiate an agreed review process and timeline.

B Responsibilities of Parents/Carers/Guardians

- B1 In bringing a child to a University activity and/or location the parent/carer/guardian must assume full responsibility for their child (unless otherwise arranged for during a children-specific program or service) and must ensure the child is safe and does not cause disruption to, or put at risk the safety of, other members of the University community.

C Removal of Approval

- C1. A manager or teaching staff member may request that a student/staff member remove a child if:
- the child's health or safety is considered to be at risk;
 - the child is considered to be presenting a health or safety risk to others;
 - the child's behaviour is causing disruption to the work of staff or students, or is otherwise considered inappropriate.
- C2. In situations where a child/children are in what is perceived to be an unsafe situation and the parent/carer/guardian is not in attendance, the University may take action to minimise any risk. Such actions should normally be authorised at the level of Head of School/Section or above but, in urgent situations, staff members may take any action they consider to be appropriate and reasonable.
- C3 Any staff or students who have concerns arising from the presence of children should raise these concerns with the staff member responsible for the activity or location in which a child/children are present, or with the relevant Head of School/Section.

D Advice and Assistance

- D1 The Manager, Equity and Equal Opportunity can provide advice and assistance to all parties in relation to this Procedure.

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5. Responsibilities

The Pro-Vice-Chancellor (Administrative & Academic Support) has overall responsibility for the implementation of this Procedure.

All staff with responsibility for other staff and/or for student activities and/or for specific locations have responsibility to implement this Policy with reference to the Children in University Activities Policy.

6. Policy Base

University of Ballarat Children in University Activities Policy

University of Ballarat Breastfeeding of Infants Policy

Victorian Equal Opportunity Act (1995)

Commonwealth Human Rights and Equal Opportunity Commission Act (1986)

Victorian Occupational Health and Safety Act (1985)

7. Associated Documents

University of Ballarat OH&S Guidelines - Hazard Identification, Risk Assessment and Control for Children in University Activities

University of Ballarat OH&S Procedure – Student Excursions

University of Ballarat Valuing Diversity/Equal Opportunity Policy

University of Ballarat Policy for Use of Computing and Communication Facilities

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Authorised by: Vice-Chancellor

Maintained by: Pro-Vice-Chancellor (Administrative & Academic Support)

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