



POLICY

Policy Title: Children in the Workplace

Policy Owner: Director Human Resources Service Centre

Keywords: 1) Children 2) Workplace 3) Guardians

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[Intent](#)

[Organisational Scope](#)

[Definitions](#)

[Policy Content](#)

[Accountabilities and Responsibilities](#)

[Related Documents](#)

[Contact Information](#)

[Approval History](#)

1. INTENT

This policy aims to achieve the University's goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy work environment for its workers, students and visitors.

The University understands that, although a range of child care options are available to workers and students throughout the wider community, there are circumstances where a guardian may wish to bring children onto the University's premises.

This policy has been developed to inform workers and students of their responsibilities and the University's expectations when children are brought onto University premises.

2. ORGANISATIONAL SCOPE

This policy applies to all Edith Cowan University (ECU) students, workers and visitors.

The provisions of this policy apply during working hours. It is recommended however, that similar principles be followed on Public Holidays, weekends and after normal working hours.

The policy is not intended, however, to restrict the access of:

- University workers and students under 18 years of age to areas relevant to their work or studies
- Children attending approved activities.

3. DEFINITIONS

| TERM | DEFINITION |
|------------------------|---|
| Children | A person under the age of 16. |
| ECU | Edith Cowan University |
| Field Trip | An activity conducted external of the University campus either local or rural and it is in the interests of the University. |
| Guardian | The person (worker, student or visitor) who brings the child onto the campus. |
| Laboratory | A place of specialised work such as research, clinical or diagnostic evaluation teaching and/or learning including all areas using hazardous substances (chemicals). |
| Premises | All the University's campuses, field and research stations, buildings, grounds, vehicles, farms, commercial operations and other locations under the University's control. |
| Studio | An area involving dancing, music and or visual art activities. |
| Reasonably Practicable | <p>That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including:</p> <ul style="list-style-type: none"> a) the likelihood of the hazard or the risk concerned occurring; and b) the degree of harm that might result from the hazard or the risk; c) what the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> i. the hazard or the risk; and ii. ways of eliminating or minimising the risk; d) the availability and suitability of ways to eliminate or minimise the risk; and e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. |
| Worker | <p>Person is a worker if the person carries out work in any capacity for ECU, including work as:</p> <ul style="list-style-type: none"> a) An employee, or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an apprentice or trainee; or f) a student gaining work experience; or g) a volunteer. |

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| Workplace | A place where employees work or are likely to work in the course of their employment. |
| Workshop | Areas involving the use and maintenance of electrical and mechanical machinery and tools. |

4. POLICY CONTENT

- 4.1** The University commits to promoting equity for all workers and students and ensuring, as far as is reasonably practicable, that individuals are not disadvantaged in their academic and career aspirations by actual or perceived family responsibilities.
- 4.2** Where a guardian brings a child to an ECU premise or workplace, the child shall be under the direct supervision of the guardian at all times.. The guardian is responsible for all aspects of the child's behaviour, safety and financial reimbursement for any damage sustained to University property.
- 4.3** If a child is not accompanied by a guardian during an emergency situation, the guardian is to notify the relevant Fire Warden or Security that the child is on campus.
- 4.4** Children are welcome on campus for approved University activities, such as Open Days, Academy performances, approved teaching programs, community playgroups and on guided tours. This also applies to areas of public access.
- 4.5** The following areas are intrinsically hazardous and, as such, children shall not be admitted:
1. Areas licensed to sell alcohol, unless accompanied by an adult, and the child is not sold alcohol;
 2. All laboratories, unless during an approved University teaching program;
 3. Maintenance workshops;
 4. Visual arts and ceramics studios;
 5. The lakes on Joondalup Campus and Mount Lawley Campus near building 27 and designated University kitchens.

Although the areas listed below are not considered hazardous as such, activities conducted in these areas may have the potential to lead to injury and damage to equipment, therefore, consideration should be given to some restrictions in:

1. Music studios
 2. Computer laboratories and workshops;
- 4.6** Sick children, particularly children with known infectious diseases must not be brought into the workplace/teaching area at any time.

4.7 Specific Duties and Responsibilities

4.7.1 University Workers

- Workers who wish to bring children into the workplace during normal working hours are to request permission in advance or on arrival to the Head of School or their immediate supervisor.

- Requests to bring children on a field trip must be made in advance in writing, and directed to the Head of School or the immediate supervisor. Authorisation is to be provided in writing.
- Workers must ensure that colleagues and students are not unreasonably inconvenienced by the children's presence.

4.7.2 Students

- Students who wish to bring children into a teaching area must seek permission in advance or on arrival from the relevant lecturer or tutor.
- Requests to bring children on a field trip must be made in advance in writing, and directed to the lecturer or tutor. Authorisation is to be in writing and provided by the lecturer or tutor.
- Students must ensure other students and workers are not unreasonably inconvenienced by the children's presence.

4.7.3 Supervisors/Lecturers

- When considering a guardian's request to bring a child into the workplace/premise, the supervisor/lecturer should consider both the guardian's needs and the needs of co-workers and students. Factors to consider may include:
 1. the age of the child;
 2. the length of time involved;
 3. the frequency of attendance;
 4. if a member of teaching staff, the subject matter being taught (i.e., may be upsetting for children);
 5. the environment, safety and health issues; and
 6. the degree of interference with other employees and students.
- Supervisors / lecturers are to document their approval for a child to attend a workplace/premise/fieldtrip.
- In the event of a child becoming disruptive, the supervisor has a responsibility to request the guardian to remove the child from the premises for the comfort and safety of colleagues and students.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this policy, the following positions are responsible for the following

Policy Owner

The Policy Owner the Director Human Resources Service Centre has overall responsibility for the content of this policy and its operation in ECU.

Staff/students/contractors

Staff/students/contractors are required to comply with the content of this policy and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS:

6.1 Other documents which are relevant to the operation of this policy are as follows:

Available from the Health and Safety pages of the HR Service Centre website:

- University Health and Safety Policy [HR081]

7. CONTACT INFORMATION

For queries relating to this document please contact:

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| Policy Owner | Director Human Resources Service Centre |
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| All Enquiries Contact: | Director Human Resources Service Centre |
| Telephone: | 08 6304 2937 |
| Email address: | osh@ecu.edu.au |

8. APPROVAL HISTORY

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| Policy Approved by: | Vice-Chancellor |
| Date Policy First Approved: | 08 April 1998 |
| Date last modified: | November 2013 |
| Revision History: | June 2009 : Policy amended to comply with University Guidelines re Drafting of Policy Documents June 2013 : Policy amended to include due diligence and consultation requirements November 2013 : Policy amended to align with new policy template |
| Next Revision Due: | November 2016 |
| TRIM File Reference | SUB/12550 (Previous Trim Files: 93/2169, 95/3220) |