

Children on Campus Procedure

Section 1 - Purpose / Objectives

(1) Nil

Section 2 - Scope / Application

(2) Nil

Section 3 - Definitions

(3) Nil

Section 4 - Policy Statement

(4) Nil

Section 5 - Procedures

Staff and Students

Supervision of children

(5) Children brought onto a University campus or associated site must be under the constant supervision of the parent/carer.

Occupational Health and Safety

(6) Parents/carers who wish to bring a child(ren) to a University campus or associated site must give due consideration to health and safety in relation to themselves, their child(ren) and other University staff and students and visitors. Staff and students should be aware that, where a staff member considers that there is an occupational health and safety risk or unreasonable disruption, they are required to take appropriate action which may include requesting the removal of the child(ren) from the area of risk.

Supervisors/Managers/Teaching Staff

Creating a Family Friendly Work and Study Environment

(7) Supervisors, Managers and Teaching staff should be aware of and familiar with this policy and take all reasonable steps to ensure that they, and staff and students under their supervision, comply by:

- a. Communicating the policy to staff and students and ensuring awareness of rights and responsibilities in relation to children on campus;

- b. Encouraging, supporting and facilitating understanding and implementation of this policy;
- c. Ensuring that any request or appeal is dealt with promptly and professionally;
- d. Proactively identifying and addressing potential issues that conflict with this policy and its intent;
- e. Proactively discussing this policy and associated issues with staff and students who are pregnant, maybe returning to work/study or who have child care responsibilities; and
- f. Seeking advice and information from Staff Equity and Diversity, Human Resources or Student Equity as appropriate.

Occupational Health and Safety

(8) A staff member who identifies an occupational health and safety risk associated with a child on campus should seek advice from their supervisor/manager and People and Culture.

Section 6 - Guidelines

(9) Parental Leave and Returning to Work Toolkit (located under 'Flexible work and parental leave').

Status and Details

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Accountable Officer	Simone Wright Chief Human Resources Officer 9919 5447
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