

## Children on Campus Policy

### Introduction

- 1.1 York St John University values the presence of children on campus in a wide variety of circumstances, including education, research or activities that support our social justice mission.
- 1.2 . This Policy has been created to bring a consistent approach in respect to bringing children on university premises whilst maintaining a professional environment for work and study.
- 1.3 As a university we work hard to ensure we provide a safe environment, but we must remember university premises are not designed to accommodate children. As a consequence, there are a number of dangers to which unsupervised children may be exposed.
- 1.4 The University has a legal duty of care for the health and safety of anyone using our premises. This policy has been developed to ensure reasonable and proportionate judgements can be made regarding access for children on university premises.

### Policy statement

- 1.5 Employees and students should not normally bring children onto university premises unless all valid conditions shown below are adhered to:
  - prior permission from the appropriate head of department is sought. Such permission should be granted only in exceptional circumstances,
  - the child or children are supervised by a responsible adult for the time they are on site regardless of age,
  - University Health & Safety rules are adhered to at all times,
  - the time the child or children are on site is kept to a minimum, and,
  - the child or children must not be given access to IT facilities.

### Scope

- 1.6 This policy applies across all University premises, including offices, teaching spaces, library, car parks and other outdoor areas.
- 1.7 The policy applies to all employees and to students.

### Definitions

- 1.8 The following definitions apply
  - A **child** is defined as anyone under the age of 18.
  - **Campus** covers Lord Mayor Walk's Campus, Haxby Road Campus and London Campus.

- **Head of department** is usually the Associate Head for students and academics and Head or Director of Service for professional and support staff. Delegation is discouraged in order to promote fairness and consistency.
- **University premises** include buildings (e.g., offices, teaching spaces, library), car parks and other outdoor areas.

## **Implementation**

1.9 There are facilities on campus that are open to members of the public and may legitimately be used by the children and/or dependents of employees and students in circumstances which fall outside the remit of this Policy. These circumstances include, but are not limited to:

- Student recruitment
- Outreach, recruitment and volunteering activities with university staff and students on campus and off campus
- Sport-related activities
- Work experience and employment of under 18s
- Students under 18
- Research
- Public talks and lectures on campus
- Designated University family events

1.10 The use of such facilities by children and/or dependents of employees and students should not be an alternative to proper childcare arrangements. The supervision and parental responsibility of children and/or dependents remains with their parents/carers at all times<sup>1</sup>. This also applies to any designated spaces for student parents.

1.11 We recognise that people may want to bring in a new child to meet colleagues whilst on family-related leave. We suggest that these introductions happen in facilities open to the public not in office spaces.

1.12 Students and employees may be able to bring a baby on campus during breaks for breastfeeding. This needs to be agreed with the head of department in accordance with the breastfeeding policy.

1.13 In all other situations, the presence of children on premises is discouraged and should only occur exceptionally, and then only in low-risk areas and where their presence does not disrupt the normal operations of the University, its employees and students.

## ***Making requests***

1.14 If a student or employee is in a difficult and unforeseen situation that necessitates their child being present, the child's presence must be agreed with the appropriate head of department. This does not for example include reasonably foreseeable events such as school holidays or as an alternative to making proper arrangements for their care.

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<sup>1</sup> The details of supervision may differ according to age and maturity of the child but the key principle of supervision remains and the details of what this means will need discussion and agreement with the Head of department.

- 1.15 Heads of departments will put in place clear and accessible processes for making requests.
- 1.16 Prior to approval, the head of department must ensure [effective risk assessment](#) in relation to bringing a child or children onto campus for even short periods of time. Guidance is provided on the intranet.

### **Enforcement**

- 1.17 It is the responsibility of heads of departments to enforce this policy.
- 1.18 The head of department or other appropriate senior manager can instruct the responsible adult to remove the child or children immediately from the university premises if they have any concerns about the safety or supervision of the child or children, or if their presence is causing a distraction for others.
- 1.19 Breaches of this policy may be formally investigated under the University's [Disciplinary policy](#) and [Code of Conduct](#).
- 1.20 The University's policy detailing its commitment to safeguarding children and adults at risk in so far as they are engaged in university-related activities and services may be found at the [University's website](#).

### **Miscellaneous**

This policy shall be reviewed three years after date of approval, and every three years thereafter.

If you have any questions about all or part of this document, or if you would like this document in an alternative format, please email the Governance and Compliance team at [gov.compliance@yorks.ac.uk](mailto:gov.compliance@yorks.ac.uk)

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## **Appendix A**

### **Relevant policies, procedures and support**

[Acceptable Use of IT services](#)

[Breastfeeding policy \(in development\)](#)

[Data Protection](#)

[Health, Safety and Wellbeing](#)

[Human Resources policies](#)

[Risk assessment guidance](#)

[Safeguarding](#)

[Staff Parents Hub \(intranet\)](#)

[Student maternity, paternity, adoption and parental leave policy](#)

[Students under 18](#)

[Support for student parents](#)