

Children on University Premises

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Q1. Why does ACU have a policy on “Children on University Premises”?

A1. As part of its on-going efforts to protect the health, safety and wellbeing of staff, students and visitors, ACU recognises that the teaching, learning and working environment of a University may be an inappropriate place for children due to potential health and safety issues for the children themselves and the possible difficulties having children present can pose for staff and students. Notwithstanding, the University as a family friendly institution also recognises that many staff members and students combine family responsibilities with their work or studies, and as such, it may be necessary from time to time, to bring children onto University premises, or to have children on campus to participate in programs conducted by the University. In order to fulfil its responsibilities to the best of its ability, for the provision of a safe and healthy workplace, the University has developed the “Children on University Premises” policy (available on the Human Resources website).

Q2. Who is defined as a child in accordance with the policy?

A2. The policy defines a child as a person under the age of 18 who is not enrolled as a student of the University.

Q3. What permission do Staff require to bring a child onto University premises?

A3. Staff should request permission from their nominated supervisor.

Q4. What permission do Students require to bring a child onto University premises?

A4. Students should seek permission from their lecturer or tutor.

Q5. What areas will permission not be granted for Children to be on University premises?

A5. Permission will not be granted for a child to accompany a staff member or student into a laboratory/workshop or clinic (except if the child is a client entering the clinic for an appointment to receive professional services, they are attending properly supervised public displays, they are participating in some other supervised activity e.g. work experience, summer school).

Q6. What areas of the University do not require permission for a child to be brought onto University premises?

A6. These areas are generally as follows:

- gardens and courtyards;
- cafes and cafeterias;
- chapels and reflection rooms;
- stairs and toilets; and,
- foyers and lobbies.

However, even within these areas there are particular areas to which access is restricted either generally or at certain times e.g. garden storage sheds, kitchens associated with cafeterias, cool rooms and cleaning stores.

Q7. Are Children able to access the Campus Library?

A7. Libraries are considered special cases and in general, are regarded as a learning environment for students, staff and visitors and a work environment for library staff. As all library users are required to respect and uphold conditions which make it conducive for research and study, children under secondary school age should not be left unsupervised in the library. Young people of secondary school age provided they exhibit appropriate conduct can work in the library without the supervision of a parent or guardian.

Q8. What factors need to be considered in granting permission for a child on University premises?

A8. All requests should be considered on a case by case basis and take into account factors such as:

- the health and safety of the child;
- access to which facility and associated risks presented by the facility/location;
- who will be responsible for the Child;
- the appropriateness of the lecture's subject content;
- is the activity an organised "event" by the University;
- the needs of all students and any detrimental effect on the ability of any person to teach, work or learn effectively;
- the availability of other options; and the
- capacity to demonstrate the "reasonableness" of their decision.

Q9. Who does a staff member/student contact in relation to a concern about a decision?

A9. If a staff member or student has a concern about a decision made about a request to bring a child into the learning / working environment, they should refer that concern to their nominated supervisor's Manager or their Course Coordinator who are expected to deal sensitively and professionally with their concern.

Q10. What permission is required by an Academic Staff member undertaking programs involving Children?

A10. Academic staff arranging programs such as, clinics, summer schools involving the presence of children in the learning / working environment or on any part of the University premises, must seek the permission of the Head of School prior to the running of the program. The Head of School is responsible for adequate measures being put in place in relation to the health and safety of the children and appropriate insurance cover.

Q11. What permission is required by a General Staff member undertaking programs involving Children?

A11. General staff arranging programs involving the presence of children within the learning / working environment or on any other part of the University premises shall seek the permission of the appropriate nominated supervisor prior to the running of the program. The nominated supervisor is responsible for adequate measures being put in place in relation to the health and safety of the children and ensuring there is appropriate insurance cover.

Permission for programs involving children must confirm in writing that adequate steps to ensure the health and safety of children and appropriate insurance coverage have been taken.

Q12. Who is responsible for Supervision of a child whilst on University premises?

A12. The parent/carer of the child.

Q13. Can permission be withdrawn?

A13. Parents or others with children can be required to remove a child or children from the learning, working environment if in the considered judgement of the nominated supervisor, lecturer or person in charge of the area:

- the health or safety of the child or children is at risk or their presence is presenting a health or safety risk to others; or,
- the work of staff or students is being disrupted or inconvenienced.

The following University staff have authority to ask that a child or children be withdrawn from University's premises:

- Children of staff – the staff member's nominated supervisor;
- Children of students – the lecturer involved; and
- Children in the library – the senior library staff member on duty.

Q14. Who is responsible if damages are caused by a child whilst on University premises?

A14. The parent/carer who accompanied the child will be required to make good any damage to University property caused by a child whilst on University premises.

Q15. How do I find out further information in relation to Children on University Premises?

A15. You can refer to the Human Resources website for policy information, discuss the policy with your nominated supervisor and/or contact your local Human Resources Consultant.