

# Children on Campus Schedule



## 1 Purpose

To outline the background Information and guidelines relating to Children on campus.

## 2 Scope

This schedule must be read in conjunction with the Children on Campus Procedure and is subordinate to it.

## 3 Schedule

### 3.1 Basic principles

In general, a common sense approach is necessary when allowing Children on campus, and Children must be supervised by a responsible adult at all times while on campus.

For Employees: On 2 March 1990 the Australian Commonwealth ratified the International Labour Organisation's Convention No. 156 on Workers with Family Responsibilities which encourages the development of policies to enable workers (both men and women) with families to participate in the workforce without conflict between their family responsibilities and employment. As an equal opportunity employer, the University seeks to develop policies which support Employees in achieving a suitable work/life balance through flexible work practices and the general nurturing of a supportive work environment. It also appreciates the need for a workplace to be supportive of Employees with special family responsibilities, such as breastfeeding mothers. Further Information on work/life balance initiatives is available from Human Resources.

While the University recognises that domestic responsibilities are undertaken by both men and women, it is also aware that the principle responsibility of Child care remains in practice primarily with women. Hence the provision for Children on campus has been developed by the Equal Employment Opportunity Committee as part of the University's Equity policies for women, although the Procedure is intended to benefit all Employees, Students and visitors with family responsibilities, to protect the health and welfare of all Children visiting the campus, and to protect the interests of the University.

For Students: The University strives to ensure an environment for its Students that is supportive of effective and equitable study, which promotes social interaction and which is healthy and safe for all.

For visitors: The University is a regional university with a close association with its community

and with a wide range of professional links at the local, State, national and international levels. The University's campuses and facilities are host to a large number of visitors during the normal course of its operations. The University strives to ensure an environment that is welcoming, professional and safe for all visitors to its campuses and facilities.

**Health and safety considerations:** The University has a statutory and common law obligation to ensure the health and safety of workers and others, so far as is reasonably practicable, from any activity conducted for the business or undertaking. To meet its legal and moral responsibilities and to protect Children from possible injury, restrictions on access to various buildings and processes are required, and have been embodied in this Procedure.

**Correct use of institutional equipment and resources:** The University has a substantial resource base on its campuses and in its facilities which represent a sizeable investment. Equipment and resources made available for use by Employees and Students should not be used by unauthorised third parties, including dependent Children.

**Employees and Students with parent/carer responsibilities:** The University requires that parents or carers ('supervising adults') will not routinely bring Children to campus as an alternative to regular, organised childcare arrangements. Various childcare centres are available close to the University's campuses and Students also have the option of flexible study modes to accommodate parental/carer responsibilities while studying.

Supervising adults may bring their Children on campus in situations where there are sudden and unexpected difficulties in childcare arrangements. Before making such a request, the parent/carer should bear in mind the individual circumstances and whether or not they can ensure that the workplace or class will not be unduly disrupted by the presence of the Child. Approval may be granted at the discretion of the Supervisor or lecturer. Although Employees are urged to treat occasional requests sympathetically, they retain the responsibility for deciding if such approval is appropriate, and it is also their responsibility to request that the Child leave the work or study environment should unacceptable health and safety risks or unreasonable disruptions occur. Any Complaints or concerns raised by Employees or Students in the areas concerned are to be given due consideration.

Workplace Health and Safety considerations demand that visiting Children should not be required or permitted to perform any work or assistance around the workplace during the course of their visit.

**Non-teaching areas:** Occasionally it may be necessary for Children to accompany an adult in non-teaching areas such as the Library or Refectory, subject to any regulations that may apply to these particular areas. In such circumstances, it is the responsibility of the parent or carer to ensure that other Employees and Students are not disturbed or inconvenienced by the presence of the Child. Children may be permitted into computer laboratories but are not permitted to use University computer and Information technology resources.

**Restricted access areas:** The University has health and safety obligations to Employees, Students and visitors. Therefore some areas are considered as 'Restricted Access Areas' on the basis of health and safety risks identified. These areas are listed in the Procedure, which elaborates on the basic list provided in the Scope of the Workplace Health and Safety

Procedure Visitors on University Sites Procedure. Children are generally not permitted into these areas.

Supervision of Children on campus: All Children visiting campus must be supervised by a responsible adult. Supervising adults take ultimate and sole responsibility for the Child visiting the University. This authority cannot be delegated to another person. The University provides an environment that is conducive to study and work, and supervising adults who bring Children on campus must take steps to ensure that there is minimal disruption to others caused by their Children.

In all circumstances it is the responsibility of the supervising adult to ensure that Children are not permitted access to University equipment and resources intended solely for use by Employees and Students, particularly computers and Information and communication technology resources. Children must not be left unattended in work areas or other areas where damage to expensive equipment or access to confidential Information is possible.

Research and field trips: Children may accompany supervising adults on research and teaching field trips only with prior approval from the Employee conducting the field trip. Approval may be given on a case by case basis in relation to each field trip. The University accepts no liability for Children accompanying supervising adults on field trips.

Provision of facilities for Children's use: The University provides facilities to cater for the needs of visiting Children. This includes provision of pram/stroller access to buildings, and baby change facilities on campus. The University endeavours to support parents in activities such as feeding, including breastfeeding, while on campus.

Authority to request that Children leave the campus when the circumstances warrant: Where the supervising adult is an Employee, the Employee's Supervisor has the authority to direct that Children leave the work environment. Where the parent or carer is a Student, the Employee supervising the particular study environment concerned, or in some cases the person in charge of the area, has the authority to direct that Children leave the area. In areas such as the Library any Employee on duty has the authority to direct that Children leave the area. In some circumstances, Security Employees may be called upon to fulfil this function on behalf of the University.

## **3.2 Disclaimer**

Supervising adults who bring Children on to University campuses, who allow their Children to use University facilities or allow them to be involved in any University sponsored field trip, take the risk in relation to any injury, illness, or death to the Child whilst the Child is on campus or so engaged. Further, the supervising adult indemnifies the University, its Employees and agents, from any claim whatsoever regarding any such injury, illness or death. At all times during the visit the visiting Child is the sole responsibility and liability of the supervising adult.

The supervising adult also indemnifies the University in relation to any damage or injury whatsoever that the Child may cause whilst the Child is on campus, engaged in any University activity or using any of the facilities.

## 4 References

Nil.

## 5 Schedule Information

<b>Accountable Officer</b>	Executive Director (Human Resources)
<b>Responsible Officer</b>	Executive Director (Human Resources)
<b>Policy Type</b>	University Procedure
<b>Approved Date</b>	12/12/2018
<b>Effective Date</b>	3/4/2019
<b>Review Date</b>	3/4/2022
<b>Relevant Legislation</b>	
<b>Related Policies</b>	<a href="#">Acceptable use of ICT Resources Policy</a> <a href="#">Code of Conduct Policy</a> <a href="#">Employee Complaints and Grievances Policy</a> <a href="#">Student Code of Conduct Policy</a> <a href="#">Student Complaint and Appeal Policy</a> <a href="#">Work Health and Safety Policy</a>
<b>Related Procedures</b>	<a href="#">Alcohol and Drugs on University Sites Procedure</a> <a href="#">Children on Campus Procedure</a> <a href="#">Leave of Absence Procedure</a> <a href="#">Student Complaint Management Procedure</a> <a href="#">Student General Misconduct Procedure</a> <a href="#">Visitors on University Sites Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">Feedback, Complaints and Appeals</a> <a href="#">Human Resources Website</a>

[International Labour Organisation's Convention No. 156 on Workers with Family Responsibilities](#) (as ratified by the Australian Commonwealth Government on 20 March 1990)

## Definitions

### Terms defined in the Definitions Dictionary

#### [Complaint](#)

A Complaint is an “expression of dissatisfaction made to or about the University, related to its products, services, staff or the handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required”.

#### [Employee](#)

A person employed by the University and whose conditions of employment are covered by the USQ Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.

#### [Information](#)

Any collection of data that is processed, analysed, interpreted, organised, classified or communicated in order to serve a useful purpose, present facts or represent knowledge in any medium or form. This includes presentation in electronic (digital), print, audio, video, image, graphical, cartographic, physical sample, textual or numerical form.

#### [Procedure](#)

An operational instruction that sets out the process to operationalise a Policy.

#### [Student](#)

A person who: has been Admitted or Enrolled in an Academic Program at the University, but has not yet graduated from the program; or has been Enrolled in a Course at the University but has not yet completed the Course.

#### [University](#)

The term 'University' or 'USQ' means the University of Southern Queensland.

### Definitions that relate to this schedule only

**Acute infectious illness**

Includes common childhood diseases (measles, mumps, chicken pox, German measles) as well as colds/flu and other readily transmissible diseases that are not chronic in their nature.

**Child/Children**

Means people under the age of 16 years.

**On-campus classroom situations**

Relevant to this Procedure includes all formal learning situations under the control of University Employees, including teletutorials and videoconferences.

**On-campus work situations**

Relevant to this Procedure includes the buildings and grounds at the Toowoomba, Ipswich and Springfield campuses and properties under University control

**Restricted access areas**

Are work areas defined as a studio, laboratory, workshop, store room, kitchen or other similar higher risk work area where access is limited to authorised personnel who normally work or study in the area, as defined in the Scope of the Workplace Health and Safety Procedure Visitors on University Sites. For the purpose of this Procedure, a list of 'Restricted Areas' is listed in Section 4.5 which expands on, but is consistent with, the Restricted Access Areas, as defined in the Scope of the Workplace Health and Safety Procedure Visitors on University Sites.

**Supervisor**

Any person responsible for leading the activities of others. In the context of this Procedure, a Supervisor includes Employees at any classification level or title who have responsibilities for leading, managing or supervising work teams and/or individual Employees.

**Keywords**

Children visiting, restricted access

**Record No**

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