

# Children on the University Premises Policy

---

## INTRODUCTION

The University acknowledges that a significant number of staff and students have family responsibilities and is committed to providing equal educational and employment opportunities in situations where a child must be brought to the University premises for a short period of time if there is no other viable alternative.

In line with this commitment, the University recognises that there may be occasions in which existing child-care arrangements may change suddenly. The challenge the University faces is balancing opportunity for equal access and the occupational health and safety obligations of those accessing the University for work and/or study purposes.

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the [Work Health and Safety \(National Uniform Legislation\) Act 2011](#).

## INTENT

This document is designed to explain the circumstances under which children may be permitted to access certain parts of the University premises and the obligations and responsibilities of the child's parent/guardian.

This document is intended to ensure:

- Equal opportunity to education and employment for those parents/guardians who are responsible for the care of children;
- The health and safety of children on the University premises; and
- The continued functioning of all University administrative, educational and recreational areas without disruption/detriment.

This document does not cover students who undertake work experience or placement at another organisation as part of their studies, for example, nursing students undertaking clinical placement. Staff members and students should discuss these matters with the relevant organisation.

Children on the University premises for the purpose of participating in authorised sporting events and programs which are specifically arranged for children, or attending University provided childcare facilities, are excluded from these provisions, subject to appropriate supervisory arrangements.

Children on the University premises for the purpose of attending Essington International Senior College, Centralian Senior Secondary College and Vocational Education and Training in Schools training are excluded

from these provisions. In these instances, the student's institution is responsible for organising appropriate supervisory arrangements. Those children participating in work experience placements at the University or attending other programs such as the Centre for Youth Music will be subject to appropriate supervision provided by that program according to the University's [Working with Children Policy](#).

## RELEVANT DEFINITIONS

In the context of this document

**Authorised officer** means senior executive, senior manager, supervisor, instructor, tutor, residence manager, librarian, laboratory manager or any other University staff member (or delegate) responsible for the relevant area;

**Children** (as defined by the [Care and Protection of Children Act 2007](#)) means a person less than 18 years of age or a person apparently less than 18 years of age if the person's age cannot be proved. This document is not intended, however, to restrict the access of staff members and students of the University under the age of 18 to areas relevant to their work or studies;

**Computer Laboratories** means rooms/areas requiring authorisation to gain access, where multiple computers are provided for the specific purposes of training, research and study.

**Exceptional circumstances** means an exception to the rule and are generally unexpected situations that arise where regular childcare arrangements have fallen through. (For example, a situation where the childcare provider has an unexpected personal emergency or becomes ill suddenly and has to cancel their service for a short period of time);

**Laboratory** means a place of specialised work such as research, clinical or diagnostic evaluation teaching and/or learning and other areas where hazardous substances (e.g. chemicals, biological agents or radiation) are in use;

**Residence** means any hall of residence or accommodation facility established or provided by the University;

**Senior Executive** means a staff member of the University holding the position of Vice-Chancellor, Provost, Deputy Vice-Chancellor, Pro Vice-Chancellor or Chief Financial Officer or equivalent;

**Senior Manager** means a staff member of the University holding the position of Director or Head of School or equivalent; and

**Staff member** means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee;

**University premises** means all buildings, grounds and residences whether owned, leased, rented or otherwise under the control of the University; and

**Workshop** means areas involving the use and maintenance of electrical, electronic and mechanical equipment and tools. Workshops also include art workshops.

## POLICY

Children on the University Premises Policy – pol-005	Version: 1.03	Page 2 of 5
--	---------------	-------------

Consideration will be given to requests from staff members and students to bring their children onto University premises, including classes, in exceptional circumstances. In general, it is not necessary for staff members or students to request permission for their children to access areas of the University open to the general public. This request must be made with the appropriate supervisor/manager/lecturer with as much notice as possible given to colleagues and others impacted by the situation. Bringing children to class or to work at the University is a privilege and should not be considered an alternative to other childcare arrangements. Options for staff members including working from home or carer's leave are outlined in the University [Staff - Working from Home Procedures](#) and [Staff - Personal Leave \(Sick Leave and Carer's Leave\) and Compassionate Leave Procedures](#) and may be more appropriate in these circumstances and should be utilised when children are ill or infectious.

Parents/guardians must maintain ultimate responsibility for the safety and behaviour of their children and are required to maintain continued supervision of their children at all times when they are on the University premises. In light of a parent or guardian's primary responsibility for the care and safety of their children, it is unreasonable to impose such responsibility on others in the workplace or study environment.

In accordance with the [Work Health and Safety \(National Uniform Legislation\) Act 2011](#) (NT) part 2, division 2, the University has the responsibility for protecting non-employees, including children, from exposure to risks to their health and safety arising out of University activities. Accordingly, children are not allowed:

- To enter University premises where the University has concerns related to the health and safety of either the child/ren or of others, for example, children with a contagious illness must not be brought to class, work or residence areas; and
- In potentially hazardous areas such as: laboratories and practicum rooms, laboratory preparation or equipment rooms, machinery areas, production plants, workshops, storage facilities, animal houses, art studios and building sites, and any other areas as defined by the Manager, Safety Emergency and Wellbeing.

In addition, children are not allowed to:

- Remain in a class, workplace or residence if their presence disrupts the learning of other students, or the work of staff; or
- Attend a formal examination either on the University premises or at any other premises where an examination is being supervised by, or conducted on behalf of, the University.

An Authorised Officer may request that a child be removed from University premises where there is a concern related to health and safety of a child or the child poses a risk to others, or where the child causes disruption to work and/or learning.

When a parent/guardian brings a child onto University premises, the child is not permitted to use any equipment at the University including University IT systems. Access to the University computers is in accordance with the University's [Information and Communication Technologies Acceptable Use Policy](#) and [Information and Communication Technologies Security Policy](#) and is for staff and student use only. Children are not permitted to use the University's computers at any time.

Parents/guardians are permitted to take children into the computer laboratories, libraries or any other non-teaching area subject to any particular safety, security or other regulations or practices, which may apply, to the specific area.

## ESSENTIAL SUPPORTING INFORMATION

Children on the University Premises Policy – pol-005	Version: 1.03	Page 3 of 5
--	---------------	-------------

## Internal

[Equal Opportunity Policy](#)

[Information and Communication Technologies Acceptable Use Policy](#)

[Information and Communication Technologies Password Policy](#)

[Information and Communication Technologies Security Policy](#)

[Risk Management Policy](#)

[Staff - Personal Leave and Compassionate Leave Procedures](#)

[Staff - Working from Home Procedures](#)

[Work Health and Safety Policy](#)

[Working with Children Policy](#)

## External

[Anti-Discrimination Act 1996](#) (NT)

[Care and Protection of Children Act 2007](#) (NT)

[Equal Employment Opportunity \(Commonwealth Authorities\) Act 1987](#) (Commonwealth)

[Equal Opportunity for Women in the Workplace Act 1999](#) (Commonwealth)

[Work Health and Safety \(National Uniform Legislation\) Act 2011](#) (NT)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	May 2015
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Director, People and Capability		

Version	Date Approved	Approved by	Brief Description
1.00	30 May 2012	Vice-Chancellor	Creation of original document and upload to CDU website. (Creation of original document to replace Minors on Campus Guidelines (previously approved 10 Oct 2007) and posting to CDU website.)
1.01	17 Aug 2012	Governance	Conversion of document to current template
1.02	31 Jan 2013	Governance	<ul style="list-style-type: none"> <li>• Updated and added hyperlinks</li> <li>• Minor changes to wording, formatting and grammar</li> <li>• Assigned document number</li> <li>• Addition of relevant definitions</li> </ul>
1.03	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated definitions for senior executive, senior manager and staff member</li> <li>• Removed definition for HSE and replaced use of acronym with new title of Safety Emergency and Wellbeing</li> <li>• Removed reference to the Adult Migrant English Program</li> <li>• Updated hyperlinks</li> <li>• Amended Contact Officer from Executive Director, Corporate Services to Deputy Vice Chancellor, Operations</li> <li>• Updated Essential Supporting Information to include Care and Protection of Children Act 2007 (NT)</li> <li>• Corrected grammar, spelling and syntax</li> </ul>