



CHILDREN OF STAFF ON SITE

Last Updated:
Quality & Curriculum Committee:
Corporation Approval:
Review Date:

March 2010
March 2010
March 2010
Every 3 years



CHILDREN OF STAFF ON THE COLLEGE SITE POLICY

1. Policy statement

It is recognised that on occasions, staff have no alternative but to bring their children into work. This policy seeks to ensure that on those occasions, staff have procedures and guidance available to follow, to support them in ensuring the safety of their children.

The College has a duty of care to ensure the health and safety of staff, students and all other visitors to the buildings. Visitors include the children of staff. The College is exposed to liability in respect of any injury occurring either to lawful visitors or trespassers to college premises (The Occupier's Liability Act 1957 & 1984). The Health and Safety at Work Act 1974 also places duties on the College in respect of non-employees on the premises. The College cannot abdicate these responsibilities by staff signing a disclaimer.

2. Scope of policy

This policy applies to all staff, including staff who are employed on a fixed term contract or through an agency. A child is defined as a person who is 16 years old or less. This policy does not apply to a child on an organised visit from a school, or who is attending an activity organised by an outside agency through the College lettings system.

3. General Principles

Under normal day to day circumstances, and primarily to comply with our legal responsibilities, the children of staff should not be brought to College. However, it is recognised that there are some situations when this may be necessary.

Examples may include:

- The child has an unanticipated problem which prevents them from attending school / childcare etc. (minor illness or injury; emergency school closure, child minder ill etc. etc.)
- Parent wishes to show children their workplace
- Staff attending a social function where children are catered for (end of term etc)

In these situations, the procedures below have been produced to ensure the safety of children and of other College users.

4. Review of Policy

This policy will be reviewed every three years or sooner if required.

5. Related policies and documents

- Dignity at Work Policy
- Equality and Diversity Policy
- Health and Safety Policy
- Instruments and Articles of Government
- Race Equality Policy
- Safeguarding Policy

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Children of Staff on the College Site Guidelines

1. Procedures

- If, after child care and other supervision has been considered, it is necessary to bring a child into College, then the parent/guardian must first sign the child in at Reception. There is a special form for this purpose (The 'Children of Staff on the College Site' form – attached as Appendix 1) on which the member of staff will be asked to consider the hazards that their child may be exposed to in the areas they are likely to visit. At that point, the member of staff will need to consider what arrangements will need to be in place to ensure the safety of their child[ren]. The child[ren] will be issued with a visitors label to be worn at all times.
- As a matter of courtesy, the member of staff should also talk to their line manager, at the earliest possible opportunity, about their child[ren] being on site and what arrangements have been made.
- Children should normally be supervised by the parent/guardian at all times and this duty is their responsibility. However, should circumstances arise whereby they need to delegate this to another adult for any period of time, then this needs to be clearly discussed and mutually agreed with that person and a timescale set. Children must never be left unsupervised under any circumstances.
- Supervision means that children are in the immediate vicinity of their supervisor, close enough for accidents to be prevented, having regard to the child's age and normal behaviour. Particular care must be taken when children are negotiating staircases. Children should not be allowed outside the building unaccompanied and they should not be permitted to wander around the College site.
- Children who have, or may have, any contagious illness or condition, are not permitted on site for the protection of other College users. If in doubt about contagious illnesses, the parent/guardian should speak to the Health & Safety Officer who will offer advice.

2. Prohibited Areas and Activities

There are areas and activities of the College which are unsuitable for children:

- All practical science areas, practical art and photography studios, boiler and electrical rooms, store rooms, kitchens (including staffroom cooking area) and other food preparation areas are strictly out of bounds to children.
- Children of staff are not allowed to accompany them on College trips, visits or residential activities.

3. Other Safety Precautions

When it is known that a child will be present in an area, some basic precautions must be taken e.g. ensuring dangerous articles, kettles, scissors, chemicals (including cleaning fluids) etc. are kept out of reach.

Other staff in the area must be made aware that a child is present so that they may also take extra precautions.

Care must be taken in College car parks, as they are busy and hazardous even out of normal College hours.

4. Reporting Accidents

Any accident to a child whilst on College premises must be reported using a College Incident Report Form, available from and to be returned to Reception.

Where the accident results in a child attending hospital, the College has a legal responsibility to report it to the Health & Safety Executive and the LSC. Incidents of this nature must be reported immediately to the Health & Safety Officer so that the report can be made.

5. Breach of the Policy

The College realises that emergencies do arise and that these can be stressful. Bringing a child onto the College site may be the only course of action a parent/guardian can take. However, it is expected that the procedures detailed in this policy and guidelines will be fully followed at all times.

Any member of staff bringing children into College without following these basic procedures may be asked to take them off the site immediately for safety reasons. Serious breaches of this policy will be treated as a disciplinary issue, as safety in the College would be put at unnecessary risk.



Children of Staff on the College Site Form

Signing in and Risk Assessment

Name of Staff		
Department		
Name of Line Manager		
Date required for Child[ren] on site		
Reason for Child[ren] on site		
Name(s) and age(s) of Child[ren]		
	RISK ASSESSMENT	
Areas of the College to be visited		
I anticipate the following hazards in the areas above:	<p>Consider in particular the following types of hazard: Slipping; Tripping; Falling; Electrical or Machinery; Heat – liquids or surface; Sharp surfaces; Traffic; Chemical substances; Fire; Strangers</p>	
To minimise the risks of any harm coming to my child[ren] from these hazards I will take the following action(s):	Take into account the age of the child and any special needs	
I have read the 'Children of Staff on the College Site Policy', understand that the child[ren] must be under supervision at all times, must not be contagiously ill and that they will not be permitted in 'Prohibited Areas' (see policy) or any areas other than those detailed above.		
Signature (Member of Staff)		
Signature (Reception)		VISITOR LABEL TO BE ISSUED
Date and Time at Reception		

Reception to copy this form to the Health & Safety Officer and file the original.