

The Safety of Children on Campus Policy

1 Introduction

- 1.1 This policy forms part of and should be read in conjunction with the University's Health and Safety Management Policy.
- 1.2 A breach of this policy may be addressed via the University's disciplinary and code of conduct policies.
- 1.3 This policy will be reviewed by Estates and Campus Services on a 3-year basis or amended in response to changes in future legislation and/or case law.

2 Ownership

- 2.1 Estates and Campus Services owns and manages this policy on behalf of The University of Northampton.

3 Organisational Scope

- 3.1 This policy applies to all University employees regardless of the hours they work, students, visitors and contractors.
- 3.2 The policy applies to all activities that are organised on the University's premises where children may be affected and to events/activities organised by representatives of the University, in relation to the University, on premises other than those owned by the University.
- 3.3 This Policy applies to children being brought onto site by staff, students or visitors and shall not apply to situations in which children can be considered users of the facilities including cafés, library areas, restaurants and thoroughfares. There are no restrictions on children being accompanied by their parents or guardians under these circumstances, although the need for vigilance and supervision remains.

4 Definitions

- 4.1 **Child**
A person who has not yet attained the age of 16 years.
- 4.2 **Young person**
Any person under the age of 18
- 4.2 **Parent**
Father or mother or as otherwise may be defined by statute such as through adoption or same-sex relationships.
- 4.3 **Guardian**

An individual who, by legal appointment or by the effect of a written law, is given custody of a person (e.g. a child).

5 Policy Statement

- 5.1 The University of Northampton recognises that children could be vulnerable to risks, the consequences of which they may not appreciate. Some risks regarded as everyday and trivial by adults may be significant risks to children. In general, the University premises were designed with the needs of adults or young persons in mind.
- 5.2 The University readily accepts its duties primarily under *The Health and Safety at Work Act 1974* and *The Management of Health and Safety Regulations 1999* for those persons not in its employment but may be exposed to risks arising from its undertakings.
- 5.4 It is acknowledged that unsupervised children are, at times, present on the University sites. The University undertakes, so far as is reasonably practicable, to make University buildings and its grounds of a low risk to children as possible.
- 5.5 The University has a common law duty of care to non-employees whilst they are on its premises. *The Occupiers liability acts 1957 and 1984* confer duties on occupiers to protect any persons on its premises whether legally there or not.
- 5.6 Children are viewed by the law as being more vulnerable than adults and consequently a greater duty of care is owed to children. The University will be prepared for children to be less careful than adults and must be aware of any lure or attraction to children, including rivers, bridges and climbable structures.

6 Responsibilities of Duty Holders

- 6.1 **Deans, Directors and Heads of Departments** will be responsible for:
- The implementation of this policy within their respective areas insofar as it relates to the activities within their own department, and for its communication to their staff and students as appropriate;
 - Ensure the policy and procedures, risk assessments and local rules consider the presence of children where applicable.
- 6.2 **Estates and Campus Services** on behalf of the University will be responsible for:
- The implementation of this policy insofar as it relates to the activities associated with or organised by the University, and for the communication to all its staff as appropriate;
 - Investigating accidents, incidents and near misses involving children;
 - Advising Deans, Directors, Heads of Departments and other staff on the safety of children at the University.
- 6.3 **All members of staff** must:
- Be aware and abide by University policies, procedures and local rules;
 - Be aware of and comply with any access restrictions for children at the University.
- 6.4 **Parents and Guardians** must:

- Provide supervision of children at the University at all times;
- Be aware of any areas that children must not enter, and abide by the University's rules, policies and procedures.

7 Procedures

7.1.1 Children/young persons are only allowed into University buildings in the following circumstances:

- Events open to the general public (e.g. open days, discovery days, fashion shows and exhibitions);
- Facilities that are open to the public (e.g. restaurants, cafés, the Engine Shed, hotel and shop);
- Organised educational visits for children/young persons to the University;
- Organised University events specifically for the benefit of staff and their families;
- When accompanied by their parent/guardian (a staff member) for brief visits to the University
- Educational activities for University students that involve children/young persons (this includes but is not limited to psychology, observational experiments, activities by the Faculty of Arts, Science and Technology including students involved in photography sessions with children, involved with the making and fitting of children's clothes or where children appear in plays put on by University students;
- For the purpose of pre-approved work-experience;
- Summer schools;
- Student VIP days; and
- Sports facilities bookings.

7.1.2 Risk assessment

It is a general requirement of the risk assessment procedure that all risk assessments have regard to vulnerable groups and this includes children/young persons.

7.1.3 All risk assessments should indicate the resulting level of risk an activity/area being assessed has considering existing control measures.

7.1.4 It is the responsibility of all University employees to ensure the health, safety and welfare of themselves and of others who may be affected by the activities of the University. Any employee who observes or is made aware of any unsafe acts or conditions arising as a consequence of a child/young person on-site, must make the appropriate person (normally the parent or guardian) aware of the situation and request that appropriate steps are taken to resolve the hazard.

7.1.5 All Faculties/Departments and subsidiaries that undertake or may undertake activities which could involve children/young persons coming onto University premises must ensure that risk assessments are conducted on those activities and having particular regard for issues relating to children/young person.

7.1.6 All risk assessments for University events/activities must be completed in sufficient time to allow for the appropriate identified control measures to be implemented.

7.1.7 Arrangements

The bringing of children/young persons onto University premises for reasons of personal expediency by staff or students of the University (e.g. children accompanying their parent whilst at work due to child care difficulties, school holidays, after school arrangements) should be actively discouraged by line managers, subject leads and those with specific responsibilities for the safe and effective management of work areas.

7.1.8 Staff are expected to make use of the various types of leave under their terms and conditions of service (holiday entitlement, parental leave, time off for dependants, and compassionate leave) to cover for all these eventualities.

7.1.9 Bringing children into work will only be permitted in wholly exceptional circumstances and would have to be agreed in principal by the Faculty Dean, Director or Heads of Department or his/her appointed deputy. Permission must be sought for each instance and granted on a case by case basis. Children must only be brought to work for the minimum possible period of time. Faculty Dean, Director or Heads of Department (or staff in control of an area) may, in some instances, implement specific controls or restrictions at their discretion.

7.2 On an exceptional basis, children are permitted to be in the company of a parent/guardian who is a staff member visiting the workplace for a brief visit. Under these circumstances the children should only be brought into communal and rest areas rather than into office working spaces or teaching areas to minimize distraction.

7.2.1 **Supervision**

In any circumstance where a child is brought on site for the brief period stated, it is on the understanding that the person who brings them on site will be responsible for their safety, welfare and supervision at all times. The duty of parents/guardians is to ensure that they remain in close proximity of the child and they are not left unsupervised to prevent hazardous situations from arising including being able to intervene if necessary. This duty to supervise cannot be delegated to another person.

7.2.2 **Unsafe or unacceptable behaviour**

A child behaving in an unsafe manner may be asked to leave University premises. Examples of unsafe and/or unacceptable behaviour include:

- Purposefully disturbing employees or students who are working;
- Causing a nuisance;
- Horseplay;
- Causing damage to University property;
- Causing damage to another persons property;
- Undertaking unsafe acts.

The final decision on whether a child's behaviour is unacceptable or unsafe resulting in exclusion from the University premise is at the discretion of the Faculty Deans, Directors or Heads of Department who are responsible for the implementation of University policy.

7.2.3 **Areas from which children will be excluded**

Children are not allowed under any circumstances to enter the following areas:

- Construction sites;
- Rooftops;
- Plant rooms;
- Service yards during normal operations;
- Catering kitchens;
- Chemical stores;
- Biological Laboratories;
- Any area with a sign that denotes "authorised persons only" or similar;
- Any area where maintenance works is being carried out;
- Any other area designated by the Faculty Dean/ Director or Head of Department or his/her appointed deputy, as being not suitable for children.

7.2.4 **Work experience**

There may be occasions where children/young persons engage in work experience activities at the University which may involve access to higher risk areas. In these situations, the Manager or other responsible person of the Faculty /Department where the work experience will be based, must complete a specific risk assessment for the work experience activity prior to the work experience starting. This risk assessment must be approved by a member of the University's Health, Safety and Environment team before the work experience can commence.

7.2.5 **Organised events**

Where an event is specifically aimed at children/young persons and they attend the University on their own, the person(s) organising the event must ensure that a suitable and sufficient risk assessment has been conducted for the event and adequate time has been allocated for the implementation of controls. Such events shall be restricted to low risk areas and activities.

7.2.6 The Safety, Health and Environment team will provide guidance documentation relating to children on campus and the considerations required for this group in all relevant risk assessments.

7.2.7 A record of the assessment of risk and corresponding protective and preventative measures shall be retained for all those identified to whom this policy applies.

7.2.8 Any accident to a child whilst on University premises or attending an event organised by the University must be recorded via the online accident/ incident report.

7.2.9 **Access control**

Children on Campus are not permitted access to any area beyond the speed gate barriers, including stairs and lifts unless they have been issued with the required "visitor" lanyard.

7.3 Staff must not operate barriers on behalf of children on campus or allow them to "tailgate" other users of the barriers which breaches University protocols.

8 Associated Documents and references

8.1 Procedures and references that should be used in conjunction with this policy.

- Health and Safety at Work Act 1974;
- The Management of Health and Safety Regulations 1999;
- Occupiers Liability Act 1957;
- Trespassers and the Occupiers Liability Act 1984;
- The University of Northampton Risk Assessment Policy;
- The University of Northampton Safeguarding Framework.

9 Approval Process

- Trade Union Liaison Group;
- Health, Safety, Security and Environment Committee.

10 Equality Analysis

An Equality Impact Assessment must accompany this document.

11 Version Control

Version Control	V2		
Author:	Gary O'Rourke	Approval:	TU Liaison HSSE
Date written:	12.08.2019	Updates:	
Current status:	Final Approval at HSSE		
Record of Amendments			
Date	Details of Change	Approval	
12.08.2019	Policy review	HSSE	