

**POLICY ON BABIES AND CHILDREN ON CAMPUS  
STAFF AND STUDENTS**

<b>Department</b>	Executive		
<b>Author</b>	Executive		
<b>Authorised By:</b>	PVC Operations		
<b>Implementation By:</b>	All staff and students		
<b>Policy Reference:</b>	POVCEX1314013		
<b>Policies Replaced:</b>	N/a		
<b>Version No:</b>	2	<b>Approval Committee:</b>	Executive
<b>Date approved:</b>	23 <sup>rd</sup> September 2013	<b>Minute no:</b>	13.06.03
<b>Status:</b>	Approved	<b>Implementation Date:</b>	September 2013
<b>Period of approval:</b>	3 years - extended	<b>Review Date:</b>	July 2019

**1. PURPOSE AND SCOPE OF THE POLICY**

In line with its mission to be ‘open to all’ the University welcomes babies and children into the public areas of its campuses, particularly when attending community events, shows and concerts, where appropriate.

The University recognises its legal responsibilities for all persons whilst on university property, and whilst not wishing to be restrictive, it is necessary to take into account that babies and children may be at a greater risk of accident or injury than adults.

The policy is intended to clarify the University’s position on bringing babies and young children onto University property during the teaching day.

The policy applies to staff, students and visitors, at all campuses of the University and applies to all individuals regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), gender, gender identity/expression and sexual orientation and trans identity.

**2. ORGANISATIONAL POLICY STATEMENT**

2.1 There may be occasions when a student or visitor may wish to bring a child onto University property for a short period of time, for example, when they collect work, submit assignments, or meet their tutor or a fellow student. On such occasions it will not be necessary or practicable to obtain permission, provided access is restricted to low risk

areas which includes offices, for example for one to one tutorials if the tutor agrees, and general public areas for example the catering outlets, reception, sports centre, library<sup>1</sup>.

2.2 The student or visitor accompanying the child shall be responsible for the safety of the child while on University property and the child must be under the immediate supervision of the adult concerned at all times.

2.3 Except in exceptional circumstances, **staff** should not bring their child(ren) of any age with them into any teaching or research areas such as lecture theatres, seminars, classrooms, laboratories, workshops or shared workspaces. This is to avoid potential disruption to the learning environment. In the case of high risk areas such as laboratories and workshops no children are allowed under any circumstances, to ensure their health and safety.

2.4 Except in exceptional circumstances or where a child is under 26 weeks in age, **students** should not bring their child(ren) with them into any teaching or research areas such as lecture theatres, seminars, classrooms, laboratories, workshops or shared workspaces. This is to avoid potential disruption to the learning environment. In the case of high risk areas such as laboratories and workshops, no children are allowed under any circumstances, to ensure their health and safety.

2.5 Where circumstances are considered exceptional the staff or student accompanying the child **must obtain written permission** from their programme leader **before** the child enters the study environment. Advice can be sought from the Academic Registrar.

2.6 Where a child under 26 weeks of age is present in the teaching environment, the student will need to be responsible for their child at all times and must be considerate of fellow students. Advice can be sought from the Academic Registrar.

### 3. IMPLEMENTATION STRATEGY

#### a. Communication

The policy will be published on the Student Moodle/My Uni portal and Staff WGYOU site alongside all other student and staff policies.

The location of the documentation will be communicated to all staff and students.

#### b. Support and Advice

Further advice and guidance may be sought from the following University departments:

- Health and Safety
- Human Resources

### 4. EVALUATION

The University will monitor the effectiveness of this policy through monitoring of requests to bring children into the classroom environment and any resulting implications.

### 5. REVIEW

This policy and procedure will be reviewed every three years, or in line with changes to relevant legislation or University Practice, whichever is sooner.

### 6. EQUALITY IMPACT ASSESSMENT

The Equality Act 2010 includes a requirement for all HE Institutions to carry out impact assessments

on all policies. This policy has been screened to determine equality relevance for the following equality groups: grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (including lack of belief), gender, gender identity/expression and sexual orientation and trans identity.

*Updated for nomenclature changes following restructuring October 2018*

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<sup>1</sup> The University library has specified areas for quiet study and adults taking children into these areas are asked to respect this study environment. They may be asked to move to another area of the library if the silent study environment is disrupted. In addition there may be materials on open access shelves or on PCs that some parents may find unsuitable for children to see.