
Children on Campus Policy

Facilities Management Policy

1 Purpose

Victoria University of Wellington recognises that responsibilities relating to families, partners and dependents affect all aspects of a person's life including their place of work and study. The University recognises through its Charter that all students are entitled to the same opportunities of education, and all staff to the same employment conditions and opportunities, regardless of their responsibilities for children. Victoria University of Wellington is committed to providing a safe, hospitable environment for its community and for the children of students, employees and visitors.

The Children on Campus policy is required to provide a safe, sensible, realistic and positive environment that complies with legislative requirements.

The University recognises the need for supporting and providing early childhood education centres for the children of staff and students, including a Māori language immersion centre. When children are enrolled in, or booked into, the early childhood centres, and proper arrangements have been made for their supervision, the University accepts responsibility for their care.

Note: Because of legal requirements related to enrolments, the centres are not, unfortunately, able to accommodate visitors' children or non-enrolled children.

2 Organisational Scope

This is a University-wide policy.

3 Definitions

For purposes of this policy, unless otherwise stated, the following definitions shall apply:

Campus:	Any property owned or managed by Victoria University of Wellington.
Children:	Any person under the age of 15 years, consistent with the requirements of the Health & Safety in Employment Regulations 1995.
Supervisor:	Person bringing children on to the Victoria University of Wellington campus and under whose supervision the children must be.

4 Policy Content and Guidelines

4.1 Supervision

- (a) Children must be supervised at all times. People bringing children on to campus are considered to be responsible for the children's safety and actions and must take all practical steps to ensure that no children are admitted to non-authorized areas.

- (b) People supervising children must ensure that children comply with any health and safety instructions given by staff in charge of places of work, including lecture theatres, and comply with written instructions or signs.
- (c) Supervisors must recognise that the University has a number of inherent physical, electrical and other hazards.
- (d) Staff giving permission for functions or arranging events are responsible for providing this policy to groups involving children using campus facilities.
- (e) A staff member of the University must escort children found unsupervised on campus to one of the following areas. Every effort will be made to contact the supervisor, but, if unable to locate the supervisor within a reasonable time, Campus Care will advise the Director, Facilities Management:
 - (i) Campus Care, Ground Floor, Cotton Building
 - (ii) Caretaking and Security, Ground Floor, Government Building
 - (iii) Reception, 139 Vivian Street
 - (iv) Reception, Tennant Block, Donald St
- (f) Supervisors are responsible for damage caused by children, not contributed to by the University.

4.2 Children in classes on an occasional basis, or for agreed periods of time

- (a) Students must request permission in advance to bring a child/children to class and permission is at the discretion of the lecturer or tutor. Students may wish to explain at the beginning of a course that such a need may arise and seek clarification of the lecturer's views at this point. Such requests to participate should be treated sympathetically.
- (b) In making requests and giving permission, consideration must be given to cultural influences, room size and access, availability of seating, the need to have clear access ways, and potential disruption to class.
- (c) Hazards particularly affecting children must be considered when undertaking ongoing hazard identification as required under the Health & Safety in Employment Act 1992. The Safety and Health team are available to provide advice regarding hazard identification.
- (d) It must be recognised that under the Health & Safety in Employment Act 1992 that lecturers and tutors are the staff responsible for any action or lack of action on their part that leads to injury to others.
- (e) If it is not possible for a parent or caregiver to attend class because of their responsibility to children, or they cannot be permitted to attend, the lecturer should take all reasonable steps to ensure that the course material is provided to the absent student.
- (f) Staff and students must not be expected to take care of children who are not their own responsibility.

4.3 Children in staff member's place of work on an occasional basis or for agreed periods of time

- (a) Staff must obtain the agreement of their Head of School or CSU, and discuss with colleagues the need for the presence of the children.

- (b) In making such requests and in giving permission, consideration must be given to the nature of the workplace, the layout of the workplace and the needs of other staff.
- (c) Hazards particularly affecting children must be considered when undertaking ongoing hazard identification as required under the Health & Safety in Employment Act 1992. The Safety and Health team are available to provide advice regarding hazard identification.
- (d) Any subsequent concerns must be discussed with the Manager responsible.

4.4 Promulgation of policy

- (a) Staff responsible for dissemination of information to staff and students must ensure that the requirements of this policy are included, especially the responsibility for supervision at all times.
- (b) Staff organising events that may involve parents or caregivers must ensure that, where appropriate, arrangements for supervision are provided.

4.5 Monitoring

- (a) All staff are required to assist in monitoring this policy.
- (b) Any concerns must be reported to the Director, Facilities Management, for investigation, mediation and resolution.

4.6 Disciplinary procedures

- (a) Breaches of the policy may result in the children being excluded from the campus for a period.
- (b) Incidents likely to result in such disciplinary action must be reported to the Head of School or CSU, and to the Director, Facilities Management.

5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this policy is the:

[Health and Safety in Employment Act \(1992\)](#)

6 References

[Charter](#)

[Strategic Plan](#)

[Equal Employment Opportunity Policy](#)

Academic and General Staff Collective Employment Agreements

Previous Version: [archived_ChildrenOnCampusPolicy_20070625.pdf](#)

7 Appendices

None

8 Approval Agency

Vice Chancellor

9 Approval Dates

This policy was originally approved on:	9 September 2003
This version was approved on:	25 June 2007
This version takes effect from:	25 June 2007
This policy will be reviewed by:	31 May 2009

10 Policy Sponsor

Director, Facilities Management

11 Contact Person

The following person may be approached on a routine basis in relation to this policy:

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