
Safe Campus Policy

Campus Services Policy

1 Purpose

Victoria University of Wellington facilities are designed and built with the primary objectives of supporting teaching and learning within the tertiary context. The University is committed to providing a safe, clean and hospitable environment for its community and for visitors.

2 Organisational Scope

This is a University-wide policy. This policy also applies to visitors to the University.

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 ('the University').

Children: Any person under the age of 15 years, consistent with the requirements of the [Health & Safety in Employment Regulations 1995](#).

4 Policy

4.1 Children on Campus

(a) Supervision of children

- (i) 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. They must comply with any reasonable request by staff in charge of places of work, including lecture theatres and comply with written instructions or signs.
- (ii) Staff giving permission for functions or arranging events are responsible for providing this policy to groups involving children using campus facilities.
- (iii) Staff organising events that may involve parents or caregivers must ensure that, where appropriate, arrangements for supervision are provided.
- (iv) Persons supervising children are responsible for damage caused by children, not contributed to by the University.

(b) Children in classes on an occasional basis, or for agreed periods of time

- (i) Students must request permission in advance to bring a child or children to class and permission is at the discretion of the lecturer or tutor.

- (ii) 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.
- (c) Children in staff member's place of work on an occasional basis or for agreed periods of time
 - Staff must obtain the agreement of their Head of School or CSU, and discuss with colleagues the need for the presence of the children.

4.2 Animals on Campus

- (a) No animal may be taken into or on or allowed to remain in or on any University premise or building except as defined below:
 - (i) Animals which are used for the purposes of teaching or research, or
 - (ii) Guide dogs
- (b) A person who is permitted to bring an animal on to campus in accordance with section 4.2(a) must ensure that their animal is under control and supervision at all times.
- (c) The behaviour of any animal and any mess or damage caused by the animal is the responsibility of the owner. The University may invoice owners for the cost of cleaning up any mess or for repairing any damage caused by their animal while on campus.
- (d) A fenced area is available for exercising and toileting guide dogs and can be found near the School of Music.
- (e) Members of the public walking their dogs in University grounds must comply with Wellington City Council by-laws.

4.3 Smoke-free Environment

- (a) Smoking is not permitted, by any person, on any campus.
- (b) Smoking is not permitted, by any person, in any vehicle owned or hired by the University.
- (c) Breaches of the smoke-free policy may constitute "other misconduct" under the [Student Conduct Statute](#) and the [Staff Conduct Policy](#).

4.4 Health and Safety in Employment Act

- (a) It must be recognised that under the [Health & Safety in Employment Act 1992](#) all staff are required to take all practicable steps to ensure that no action or inaction while at work causes harm to any other person.
- (b) Hazards particularly affecting children must be considered when undertaking ongoing hazard identification as required under the [Health & Safety in Employment Act 1992](#). The Health and Safety Unit are available to provide advice regarding hazard identification.

4.5 Car Parking

- (a) The management of parking on University campus sites is the responsibility of the Associate Director Facilities Management. The management of the student car parks located in Wai-te-ata Road, Salamanca Road tennis courts and at the Railway Station, north of Platform 9 has been contracted to the Victoria University of Wellington Students' Association (VUWSA).

- (b) The University takes no responsibility for the safety of vehicles accessing or parking within any of its campuses. All cars on campus are solely at the owner's risk.
- (c) Car parking during restricted hours is limited to vehicles displaying valid parking permits clearly visible through the front windscreen and parked in properly designated areas.
- (d) Staff parking permit fees will be determined annually by the Senior Leadership Team.
- (e) A [car parking allocation and management protocol](#) will be maintained by the Associate Director Facilities Management and details located on the Campus Services website.

4.6 *Monitoring*

- (a) All staff are required to assist in monitoring this policy.
- (b) Staff responsible for dissemination of information to staff and students must ensure that the requirements of this policy are included.
- (c) It is the responsibility of Campus Care to ensure compliance within public areas of the campus and the responsibility of Heads of School/CSU to ensure compliance within office areas.
- (d) Any concerns must be reported to the Associate Director, Facilities Management, for investigation, mediation and resolution.

4.7 *Disciplinary procedures*

- (a) Breaches of the policy may result in:
 - (i) Children being excluded from the campus for a period of time
 - (ii) Any dog found on the campus unsupervised will be considered a stray and could be removed by the University to the City Pound. The University will not be responsible for any cost incurred by a dog owner in retrieving their dog from the City Pound. However, collars will be checked for contact details before any action is taken.
 - (iii) Action being taken under the [car parking protocols](#).
 - (iv) Consideration of action under the [Student Conduct Statute](#) or the [Staff Conduct Policy](#).
- (b) Incidents likely to result in disciplinary action must be reported to the Head of School or CSU, and to the Associate 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 & Safety in Employment Act 1992](#)

[Smoke-free Environments Act 1990](#)

6 References

[Car Parking Procedure](#)

[Staff Conduct Policy](#)

[Student Conduct Statute](#)

Previous Version: [archived-safe-campus-policy-20140321](#)

7 Appendices

None

8 Approval Dates

This policy was originally approved on: 10 March 2010

This version was approved on: 27 November 2012

This version takes effect from: 29 April 2013

9 Approval Agency

Vice-Chancellor

10 Policy Sponsor

Director, Campus Services

11 Contact Person

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

Associate Director Campus Operations

Ext: 6713