

CHILDREN ON UNIVERSITY PREMISES POSITION STATEMENT

1. Purpose

- 1.1. The purpose of this position statement is to ensure that Children, Young Persons, and Vulnerable adults visiting university premises are protected from the risks from health and safety hazards as far as is reasonably practicable in accordance with relevant legislation, including the Health & Safety at Work Act 1974 and the Children's Act 2004.
- 1.2. The University is predominately an adult environment, and this document is designed to ensure that risks to children are minimised.
- 1.3. This position statement does not cover persons under the age of 18 who are admitted on to courses or employed by the University.

2. Scope

- 2.1. This position statement applies to all areas of the University and applies across all University buildings on both campuses.
- 2.2. [The Student Pregnancy and Maternity Policy](#) and [New and Expectant Mothers guidance](#) provide information for students and staff respectively and should be read in conjunction with this document.

3. General Principles

- 3.1. University buildings and the activities planned and delivered within them have been designed and operate with the adult population in mind. Precautions in place to prevent accidents and injuries within the workplace may not always be adequate for children because of their size, inexperience or inquisitive nature.
- 3.2. Our facilities and activities associated with teaching and learning have been designed for adult learners.
- 3.3. There are situations where children or young people may legitimately be on university premises, for example, school visits. These will usually be organised and authorised events, including but not limited to school and aspiration raising events, accessing the library, using the communal eating areas, attending university events such as graduation and open days and using the University nursery facilities

3.4. The parents/guardian (or group leader where it is an organised activity) of any child under 18 are solely responsible and legally liable for the safety of the children in their care at all times.

3.5. Under no circumstances should any child or children be left unsupervised.

3.6. University staff are authorised and have discretion to instruct parents/guardian to leave the premises with their child/children even if they are in areas where children may otherwise be permitted, if they are excessively noisy or disruptive or accessing restricted areas.

3.7. Some areas of the university (for example the library) have additional rules in place, which must be followed in addition to this overarching position statement. Please see the [Library Code of Conduct](#), information for visitors, members and specifically for those aged 16–17.

3.8. Failure to follow these principles or a reasonable instruction to remove a child/children from the premises may result in action being taken under the University's disciplinary procedures.

4. Children of Staff and Students

4.1. The University recognises that there may be exceptional occasions where a member of staff or student may have to bring their child onto campus. In these circumstances, the general principles outlined above apply. These should not occur on a regular basis. If requested to do so by a member of staff, the child/children should be taken off the premises immediately.

4.2. Staff and students are expressly prohibited from bringing their children into lectures, seminars, laboratories, studios, workshops, or other classes or learning activities.

4.3. Children also cannot be left unsupervised while staff or students attend classes or learning activities.

4.4. All children while on university premises must be directly supervised at all times by a parent or other responsible adult, and that person will remain directly responsible except during the time the child is attending approved and properly supervised classes, projects, play groups etc. Close supervision of children is particularly important in more hazardous areas such as car parks, goods delivery areas, lifts and stairways.

4.5. Children are not permitted to access any plant room, service area, kitchen, laboratory, workshop, lecture theatre or computer laboratory. They are also not permitted access to any room which can be accessed only from one of the above areas.

4.6. Where children are given access to specialist spaces, this is only through organised and fully supervised activities such as school visits and outreach activities.

4.7. Children are not normally permitted on university premises between the hours of 7pm and 7am. Exceptions include where the university is being used as a safe place in case of an emergency and organised university events which go beyond 7pm.

4.8. Any member of staff or student who brings a child/children into a teaching session, other activity or restricted area, shall be asked to leave and this may result in action being taken under the University's disciplinary procedures.

5. Risk Assessment

5.1. No activity may be organised for children or young people without the prior permission of an appropriate officer of the University. All University activities, including those intended for children, are subject to a suitable risk assessment having been carried out.

6. Fire and Accident Procedures

6.1. Staff or students bringing children or young people onto university premises must ensure that in the event of an emergency evacuation, they follow the University evacuation procedures. Since the lifts may not be used in the event of a fire, a child in a push chair or a wheelchair, may need to be assisted down stairways. Consideration must also be given as to whether the child may need help exiting the building. If assistance may be required, local University staff should be informed to allow arrangements to be planned in advance of the activity.

6.2. The University's emergency evacuation procedures, in all but very exceptional circumstances, provide for rescue of those persons unable to use stairs unaided in an emergency.

7. Incident Reporting

7.1. Any incident involving a child or occurring as the result of the actions of a child, must be reported without delay to the [University Health, Safety and Wellbeing](#) department.

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