

1. PURPOSE

This policy provides the Institute's requirements in the event of staff, visitors or students bringing their child/ren onto a campus for a short time.

2. POLICY

Under the *Workplace Health and Safety Act 1995* and the *Children and Young Workers Code of Practice 2006* the Institute has an obligation to ensure the health and safety of students, staff and visitors including children on its premises.

The Institute recognises the diversity of needs and demands placed on people when balancing a variety of activities and family responsibilities and there may be an occasion when it is necessary to bring a child on campus. The care of any child brought on campus remains the sole responsibility of the parent/caregiver and the child is to be supervised by the parent/caregiver at all times.

Staff, visitors and students should not bring a child on campus whilst on duty or attending class unless there is an extenuating circumstance warranting the child's presence. Prior permission from the staff supervisor or class teacher must be obtained prior to bringing a child on campus. Other students must be advised and all students must be in agreement to the child being in the class.

The Institute Library staff will not be responsible for any unsupervised children. The parent/caregiver will be asked to remove the child from the Library immediately.

Children suffering from a contagious illness are not permitted on the campus.

Staff, students and Institute business are not to be disrupted by the presence of children on Institute premises. In such an instance the parent/caregiver will be asked to leave the Institute with the child.

It is Institute policy to provide a safe working environment for all staff, students and visitors to the Institute and to provide minimal disruption to our staff, students and Institute business.

Staff

- Where a brief visit to the Institute (e.g. to hand over documents) is necessary, staff, with approval from their supervisor, will be permitted to bring a child on the Institute premises. The child is to remain at all times in the immediate care of their parent/caregiver. The child is not to be left unsupervised by the parent/caregiver at any time while on Institute premises.
- Staff may apply for Special Responsibility Leave. Staff can use leave entitlement for absences to provide care and support for their immediate family. Manager/Supervisor can be contacted for further advice.

Students

- In extenuating circumstances, to maintain access to TAFE programs, provision may be made for a student who is the parent/caregiver to allow their child to accompany the parent/caregiver to class or to use Institute facilities for study purposes.
- In such circumstances, a student may ask a teacher, prior to the class commencing, for permission to allow his/her child into the classroom (**the teacher has a right to say no**).
- The teacher must document and advise the student of the following:
 - The parent/caregiver remains responsible for the supervision of child
 - The child is to be accompanied and remain in the care of the parent/caregiver at all times and is not to be left in any area of the Institute, especially the library

- Class content must be appropriate/suitable for children e.g. where class content refers to drug use or domestic violence it is inappropriate and unsuitable for a child to sit in the class
- Children are not permitted in workshops where physical hazards may cause harm to a child
- If the child is disruptive to the class, the teacher will ask the parent/caregiver to leave the class with the child.

Visitors

- Supervision of children accompanying a visitor (whether their parent or other caregiver) to the campus is the sole responsibility of the parent/caregiver.
- Children accompanying and under the direct supervision of a parent/caregiver while the parent/caregiver is enrolling at the Institute are permitted on Institute premises.

REFERENCES

Workplace Health and Safety Act 1995

Children and Young Workers Code of Practice 2006

REVIEW DATE

This policy will be reviewed annually by the Director Education and Training.

RESPONSIBLE OFFICER

The Director Education and Training is the responsible officer for maintaining this policy.

AUTHORITY

This policy has been approved by the Institute Director, Brisbane North Institute of TAFE.

DOCUMENT AUTHORISATION

Owned by	Director, Education and Training
Authorised by	Institute Director