

Children at ECU Guideline

Guideline Owner: Director Human Resources Services

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1. INTENT

This guideline aims to achieve the University’s goal in providing and maintaining, so far as is reasonably practicable, a safe and healthy working and learning environment for its workers, students and visitors.

The University understands that, although a range of childcare options are available to workers and students throughout the wider community, there are circumstances where a guardian may need to bring children onto the University's premises.

This guideline has been developed to inform workers and students of their responsibilities and the University's expectations when children are brought onto University premises.

2. ORGANISATIONAL SCOPE

All ECU workers, students and visitors

3. DEFINITIONS

TERM	DEFINITION
Children	As defined in the Edith Cowan University Lands and Traffic By-Laws, children are considered a person under 15 years of age
ECU	Edith Cowan University
Field Trip	Any University approved work, study or research activities conducted by workers, students or volunteers undertaken off campus in locations, which may be but are not limited to urban, rural, remote, or marine environments.

Guardian	The person (worker, student or visitor) who brings the child onto the campus.
Laboratory	A place of specialised work such as research, clinical or diagnostic evaluation teaching and/or learning including all areas using hazardous substances (chemicals).
Premises	All the University's campuses, field and research stations, buildings, grounds, vehicles, farms, commercial operations and other locations under the University's control.
Studio	An area involving dancing, music and or visual art activities.
Reasonably Practicable	That which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including: <ul style="list-style-type: none"> a) the likelihood of the hazard or the risk concerned occurring; and b) the degree of harm that might result from the hazard or the risk; c) what the person concerned knows, or ought reasonably to know, about: <ul style="list-style-type: none"> i. the hazard or the risk; and ii. ways of eliminating or minimising the risk; d) the availability and suitability of ways to eliminate or minimise the risk; and e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.
Worker	Person is a worker if the person carries out work in any capacity for ECU, including work as: <ul style="list-style-type: none"> a) An employee, or b) a contractor or subcontractor; or c) an employee of a contractor or subcontractor; or d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or e) an apprentice or trainee; or f) a student gaining work experience; or g) a volunteer.
Workplace	A place where employees work or are likely to work in the course of their employment.
Workshop	Areas involving the use and maintenance of electrical and mechanical machinery and tools.

<p>Visitor</p>	<p>A person who visits any ECU campuses and is not carrying out work. This may include visiting school students (other than when undertaking work experience), members of the public and research participants.</p>
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4. GENERAL REQUIREMENTS

4.1. General guidelines

- The University commits to promoting equity for all workers and students and ensuring, as far as is reasonably practicable, that individuals are not disadvantaged in their academic and career aspirations by actual or perceived family responsibilities.
- ECU provides childcare services to assist workers and students with balancing study, work and family life. This includes childcare centres operating on or near ECU campuses for long daycare, occasional care in the ECU Sports Centres and vacation care programs. For further information please view the Digital and Campus Services website.
- Children are welcome on campus to areas of public access and for approved University activities, such as Open Days, Academy performances, approved teaching programs, community playgroups and on guided tours.
- Sick children, particularly children with known infectious diseases must not be brought into the workplace/teaching area at any time.
- Where a guardian brings a child to an ECU premise or workplace, the child shall be under the direct supervision of the guardian at all times. The guardian is responsible for all aspects of the child's behaviour, safety and financial reimbursement for any damage sustained to University property.

4.2. Restricted areas and activities

- The following areas are intrinsically hazardous and/or have the potential to lead to damage to equipment and, as such, children shall not be admitted:
 - Areas licensed to sell alcohol, unless accompanied by an adult, and the child is not sold or given alcohol;
 - All laboratories (excluding computer e-labs), kitchens, workshops, music/visual arts studios or similar unless during an approved University teaching or community program; and
 - Other locations and activities deemed unsuitable by the person in control of the work area or activity following risk assessment.

4.3. Responsibilities

4.3.1. University Workers

- Workers who wish to bring children into the workplace during their normal working hours are to request permission in advance from their Line Manager.

- Requests to bring children on a field trip or to an approved work event must be made in advance in writing, and directed to the Executive Dean/Director. Authorisation is to be provided in writing.
- Workers must ensure that colleagues and students are not inconvenienced by the children's presence.

4.3.2. Students

- Students who wish to bring children into a teaching area must seek permission in advance from the relevant lecturer or tutor.
- Requests to bring children on a field trip must be made in advance in writing, and directed initially to the lecturer or tutor. Authorisation is to be in writing and provided by the Executive Dean/Director.
- Students must ensure other students and workers are not inconvenienced by the children's presence.

4.3.3. Line Managers / Lecturers

- When considering a guardian's request to bring a child into the workplace/premise, the line managers/lecturers should consider both the guardian's needs and the needs of co-workers and students. Factors to consider may include:
 1. the age of the child;
 2. the length of time involved;
 3. the frequency of attendance;
 4. the subject matter being taught (i.e. may be upsetting for children and/or restricting for students and staff) and activities to be performed;
 5. the environment, safety and health issues; and
 6. the degree of interference (potential or actual) with other workers and students.
- Line Managers / lecturers are to document their approval for a child to attend a workplace/premise.
- In the event of a child becoming disruptive, the guardian has a responsibility to remove the child from the premises for the comfort and safety of colleagues and students.

4.3.4. Executive Deans/Directors

- When considering a guardian's request to bring a child on a fieldtrip or work event, the Executive Dean/Director should consider both the guardian's needs and the needs of co-workers and students. A risk assessment should be performed to assist the decision making. Factors to consider may include those previously referenced at 4.3.3, as well as:
 1. the location and travel/accommodation arrangements;
 2. the impact on the student or staff member's ability to fully participate in the field trip whilst supervising the child.
- Executive Deans/Deans/Directors are to document their approval for a child to attend a fieldtrip.

5. ACCOUNTABILITIES AND RESPONSIBILITIES

In relation to this Guideline, the following positions are responsible for;

Guideline Owner

The Guideline Owner, the Director Human Resources Services Centre, has overall responsibility for the content of this Guideline and its operation in ECU.

Workers and students

ECU workers and students are required to comply with the content of this guideline and to seek guidance in the event of uncertainty as to its application.

6. RELATED DOCUMENTS

The guideline is supported by the following documents:

Available from the Health and Safety pages of the HR Service Centre website:

- University Health and Safety Policy [HR081]

Available from the Strategic Governance Services Centre Policy database:

- Edith Cowan University Lands and Traffic By-Laws

Available from Digital and Campus Services website

- Information on Childcare services provided by ECU

7. CONTACT INFORMATION

For queries relating to this document please contact:

Guideline Owner	Director Human Resources Services
All Enquiries Contact:	Safety and Employment Relations Team
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8. APPROVAL HISTORY

Guideline Approved by:	Director Human Resources Services Centre
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