



Children in the Workplace

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Introduction

This procedure outlines requirements for the management of children when there is a need to bring them into University workplaces.

Definition

Children means any child up to and including the age of 18 years.

Roles and Responsibilities

Line Managers/Supervisors are responsible for:

- implementing this procedure in their area of responsibility
- approving arrangements and the occasions when children need to be brought into UniSA workplaces
- ensuring staff, students, volunteers and any other persons are consulted in relation to the arrangements and procedures to be followed in relation to children in the workplace.

Staff, Students, Volunteers and other any other person(s) are responsible for:

- not placing themselves, others or children at risk of injury when on UniSA workplaces
- seeking approval from their Line Manager in relation to the need to bring children into UniSA workplaces
- ensuring appropriate supervision of children in UniSA workplaces
- reporting any incident or injury involving a child irrespective of its seriousness to the relevant Line Manager and OHSW Services.

Procedure

UniSA recognises that there may be a need from time to time for staff, students, volunteers or any other person who are working in UniSA workplaces to bring their children to work.

Staff must seek the approval of their Line Manager and students must seek the approval of their lecturer for a child to accompany a them on University premises.

Consideration should be given to the:

- circumstances of the need to bring a child onto UniSA workplaces
- nature of the work area,
- child's accessibility to hazardous work activities,
- level and nature of supervision for the child or children
- time required to be on university premises.

Approval shall not be granted for children to accompany staff, students, volunteers or any other person to UniSA work areas:

- where there is potential risk of injury associated with medium to high risk operations or activities of the work area or
- where the child is suffering from an infectious disease or illness where there is the risk of infecting others.

If children are brought onto University premises the parent or guardian shall ensure that:

- the child is closely supervised at all times and
- other users of University facilities are not inconvenienced by the children's presence.

Parents and/or guardians must be reminded that the ultimate responsibility for the health, safety and management of behaviour of the children in their care rests with them.



References

[University OHSW & IM Policy](#)

[University OHSW Strategic Plan 2009 - 2011 \(PDF 158kb\)](#)

[University Injury Management Strategic Plan 2009 - 2011 \(PDF 85kb\)](#)

[Occupational Health, Safety & Welfare Act, 1986](#)

[Occupational Health, Safety & Welfare Regulations, 2010](#)