

Children on Campus			
Policy✓	Code of Practice...	Guidance ...	Procedure...
Organisation-wide✓		Local...	
<i>Approved by the University Health & Safety Committee.</i>			
Chairperson Dr Manuel Alonso		Date 05/02/2024	Review date 2027
The purpose of presenting this document to the University Health & Safety Committee			
Standard 3 year review✓	Changes in practice and/or legislation...	New policy document...	

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1 Introduction

Under health and safety law, a **child** is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (this is often referred to as the minimum school leaving age (MSLA)); a **young person** is anyone under 18 years old.

This Policy applies to both 'children' and 'young people' as they are seen to be particularly at risk as they are likely to be inexperienced, unaware of health and safety risks, and physically and/or mentally immature.

Find out more on children at work @ [Young people at work - the law - HSE](#)

2 Scope

Brunel University London (Brunel) permits the public, including children, to access its campus grounds and recognises that the domestic needs of its staff and students have resulted in there being more children being brought onto campus by staff members and students.

As a consequence the scope of this Policy shall apply in the main to the activities on campus, but shall also be considered in activities that require staff and students to operate off campus to control the risk to such groups.

3 Responsibilities

3.1 Formal activities for children arranged or hosted by Brunel, whether on or off campus

Examples of these include (but are not limited to):

- work experience placements at Brunel
- external sports clubs and language schools using Brunel facilities
- nursery and play schemes

Children and young persons must be accompanied and supervised by either teacher(s), parent(s), Brunel personnel or other responsible adult(s). The level of supervision should be appropriate to the age and maturity of the child/young person and the activity being undertaken.

For all formal activities arranged or hosted by Brunel, arrangements should comply with legal requirements for health and safety and should follow best practice of recognised bodies such as national sporting associations. Arrangements may also need to comply with local authority child care requirements and child protection legislation.

Where a College, Institute and/or Professional Service area is arranging an activity, it is the responsibility of Deans and Directors of College Operations, Institutes and/or Professional Services through their Divisional Managers / Heads of Departments to make the arrangements to ensure that legal requirements are met and best practice followed.

Prime responsibility for the safety of children where Brunel is hosting an activity, such as a language school or sports club rests with the external school/club hosting the activity. The organiser must ensure that arrangements comply with child protection and any sporting body requirements.

Brunel's responsibility will be to ensure the premises and any equipment or services provided are fit for purpose. Close liaison will be needed with the external school/ club arranging the activity to ensure arrangements meet all requirements. Whether arranging or hosting the activity, the University's usual insurance arrangements for visitors will apply to the children and any supervisors taking part.

3.2 Formal activities by staff and students whilst accompanied by children

Staff or students accompanied by children will be expected to make suitable child care arrangements, thus enabling them to properly undertake their formal activities as an employee or student of Brunel.

Students are discouraged from bringing their children to lectures, shared work spaces and similar areas as staff are also discouraged from bringing their child/ren to work.

However, Brunel is aware that this cannot always be avoided. Therefore, as a student if you have to bring your child/ren to a particular lecture, shared work space or similar area or work regarding staff, please discuss it with the relevant member of staff first. Staff must ensure appropriate child care is in place and should not request other members of staff to provide child care.

In areas where accompanied children are permitted, either routinely or by special arrangement, it is at the sole discretion of the local Manager or lecturer whether or not a child is admitted on a particular occasion.

If admission is allowed the parent or guardian may be asked to remove the child, for example due to inappropriate behaviour, or for Health and Safety reason. The parents or guardians of children who have previously been disruptive or who do not follow these requirements will be asked to remove the children and can be refused future access.

Regarding access to the library, consent must on each occasion be obtained from the senior librarian on duty, and will only be given when the child is accompanied by a responsible adult who him/herself requires access to the Library.

Regarding more hazardous areas on campus and unless justified by a risk assessment, children are specifically prohibited from entering and/or attending any of the following areas or similar:

- Workshops, Laboratories and any other area containing other than standard office machinery;
- Kitchens;
- formal off-campus activities e.g. meetings, visits or field trips; and
- Any other area where access is restricted for reasons of health, safety or security.

Contractors are required to comply with their own internal policies regarding children at work and unless justified by a risk assessment along with being agreed by Brunel, contractors are prohibited from bringing a child onto Brunel premises during their working hours, as their child's supervision cannot be guaranteed whilst they are at work.

3.4 Brief informal visits to Brunel premises while accompanied by children

Examples of these are:

- staff, students and visitors using open access areas on campus
- bringing a new baby to show to colleagues
- making brief visits to deliver or collect items

Children accompanied by staff, students and visitors are permitted into open public access areas and other low risk areas on Brunel premises at the discretion of the local Manager. Reception areas, restaurants, and single occupancy offices would normally be regarded as low risk.

It is a specific requirement that the accompanying adult must remain with, and supervise the child for the whole time they are on Brunel premises. They should be close enough to the child to react immediately to

prevent accidents or inappropriate behavior, e.g. interfering with equipment, entering prohibited areas, or disturbing other users of the area.

Care must also be taken that toys, pushchairs or other articles or equipment do not cause obstructions or compromise fire escape routes. These responsibilities cannot be delegated to anyone else.

4 Exemptions

This policy does not apply to children who are involved in Brunel research, though standard safeguarding and safety practices must be adhered to at all times.