

GUIDELINES FOR CHILDREN ON CAMPUS

Purpose

These Guidelines are intended to support staff and students when there are children on campus. Reasons for staff and students bringing children on campus include:

- (i) Infant feeding including breastfeeding;
- (ii) Taking children to or from early childhood education centres;
- (iii) Attending social events which include children;
- (iv) Short term arrangements due to ill health or holiday care needs;
- (v) Unforeseen circumstances which require children to be in their care on campus.

Background

The University is committed to providing equal opportunities to all who have the potential to succeed in a University of high international standing and to ensure that it does not discriminate unfairly, including on the grounds of family responsibility or gender. It seeks to support staff and students with the responsibility for care of children to succeed in their work and study, without impacting negatively on the work or study environment of others.

Definition

- **CAREGIVER** means staff, student or other person who brings a child or children onto University premises.
- **CHILDREN** means persons under the age of 14 years. Note that this definition is not intended to cover enrolled students who are under 14 years of age.
- **STAFF** includes all staff of the University whether honorary, permanent or temporary.
- **STUDENTS** includes all who, at the time, are enrolled as students at the University.
- **FIELD TRIPS** are considered to be on campus for the purpose of these guidelines.

Audience

These guidelines are intended to apply to all staff, students, visitors and other members of the University community when they are responsible for children on the University campus. (ECE centres are covered by separate legislation and regulation).

Relevant Legislation

State Sector Act 1988
Education Act 1989
New Zealand Bill of Rights Act 1990
Health and Safety in Employment Act 1992
Human Rights Act 1993
Employment Relations Act 2000
Injury Prevention, Rehabilitation and Compensation Act 2001.

Legal Compliance

The University is bound by the Acts of Parliament set out under the preceding heading.

Part 6 D (69Y) of the Employment Relations Act 2000 requires employers from April 2009, to provide appropriate breaks and facilities for employees including for infant feeding.

Related Procedures

University policies such as leave and flexible work arrangements for staff, support staff with caring responsibilities. The University provides on-campus Early Childhood Education, Kohanga reo and Kohungahunga facilities for staff and students. These facilities include:

- Early Childhood Education Centres on the City, Grafton and Epsom Campuses;
- A parenting room in the Main Library;
- Student-parent support space at the Epsom Campus and;
- Parent Space for students provided by AUSA on the City and Tamaki Campuses;
- Designated spaces for breastfeeding and expressing milk and available fridges for milk storage.

It is advisable for caregivers as a matter of courtesy and safety, to advise the relevant manager when children are present. Notification may not always be appropriate, for example, if children are in transit through an area not subject to restrictions and where no safety issues arise. If the presence of children will impact on other staff and/or students, or raise safety issues, the caregiver should ensure plans are in place and agreed so as to ensure minimum disruption, and to ensure the children in their care are safe.

Requests for children being present on campus will, so far as reasonably possible, be accommodated with flexibility and sensitivity. If a manager has concerns about a child being present in an area for which they have responsibility, these concerns are to be discussed with the caregiver or parent as soon as possible with a view to seeking a resolution.

The presence of children on a field trip must be approved by the person in charge of the field trip before the event takes place.

Responsibility for all aspects of a child's behaviour and responsibility for their safety rests solely with their parent and/or caregiver.

Children present on University premises are not permitted in the areas of the University where:

- There are health and safety issues, such as workshops or laboratories where chemicals are stored, near plant rooms or other hazardous areas;
- Material and equipment which could be easily damaged are kept;
- Material which may be offensive or disturbing to children is stored or on display.

When children are in offices in which confidential or sensitive materials are kept, they must be supervised at all times. The risk includes both hardcopy and softcopy documents and information. The University's ICT Acceptable Use Policy must be observed at all times.

Any disagreements about a child being present on campus which cannot be satisfactorily resolved will be determined in the first instance by discussions with the relevant staff member. A caregiver or parent may subsequently refer the decision to the University Mediator and/or EEO Manager.

It is recommended that departments establish protocols relevant to their particular circumstances. This may include waiver of the need to advise the relevant manager if that is considered unnecessary or clear restrictions on areas which pose a risk to health and safety. It is also recommended that such protocols are well communicated, eg in staff induction.

Related Documents

ICT Acceptable Use Policy
The University of Auckland Flexible Work Policy
The University of Auckland EEO Policy
The University of Auckland Work, Life and Family Policy
The University of Auckland Parental Leave Policy

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Approved by The University of Auckland EO Committee 7 May 2009