

### **Guideline for Staff/Students Bringing Children on Campus**

This information is intended to assist in times when usual child care arrangements fall through due to unexpected events and the staff member or student seeks to bring a child or children onto campus to a working, teaching or learning space for a short period of time.

The following factors should be taken into consideration by the carer (“you”):

- a. the age of the child/children for whom you are responsible for;
- b. the workplace environment, including location, size and potential hazards (see below);
- c. the risk that others in the workplace or teaching and learning environment may pose to the child/children;
- d. the degree of potential interference with or disruption to other staff or students;
- e. the health of the child/children and any potential to impact on the health of others in the workplace or teaching or learning environment (for example, if a child is being brought to the workplace because they cannot attend childcare due to minor illness);
- f. the feasibility of home-based work or study, or leave as an alternative;
- g. the impact of your work or study on your ability to provide direct supervision of the child/children at all times;
- h. the ability of the child/children to follow usual procedures in times of emergencies;
- i. the potential of other staff or students objecting to the child/children attending the work, teaching or learning space;
- j. the ability of the child/children to comply with any government health organisation requirements (e.g. social distancing) when applicable; and
- k. your ability to ensure the child/children does not access sensitive or confidential information.

Potential hazard within a teaching, learning or work environment that may be unsuitable for children to attend include:

- a. laboratories or animal facilities;
- b. plant rooms, dark rooms or storerooms;
- c. construction sites or areas where construction work or maintenance is being undertaken;
- d. areas where machinery are used or kept;
- e. areas where toxic or hazardous substances are used or kept;
- f. retail outlets where alcoholic beverages are served; and
- g. food preparation areas.

The following factors should be taken into consideration by the supervisor or academic to whom a request to bring a child/children onto campus has been made:

- a. the number of children proposed to be brought to the workplace or learning and teaching environment by all staff members or students at the one time;
- b. the age of the child/children and any other children being brought to the workplace or learning and teaching environment by others;
- c. the length of time involved and frequency of attendance of the child/children;
- d. where the child/children will be physically located, including whether there is enough space to accommodate them;
- e. the nature of the work or study being undertaken by the staff or student, and the degree of possible disruption to that work, or study or the work or study of other persons;

- f. work, health and safety issues, including those impacting other staff or students, and emergency management issues;
- g. the capacity of the requesting person to provide supervision to the child/children at all times;
- h. the nature of the workplace environment, including the size, location and potential hazards and the ability to uphold compliance with relative work health and safety legislation and policies; and
- i. the feasibility of home-based work or study as an alternative.