

SGA Children, who are not Students, on Campus Policy

1. Policy Statement and Purpose

SGA is committed to the principle of equitable access for employees and students and promotes a work and study environment that is safe for all and respects family responsibilities.

2. Scope

The policy applies to children, of staff, students or visitors, who are not themselves students with SGA, on SGA embassy, VET and pathways campuses.

3. Background and Need

SGA recognizes the rights of individual to access the benefits of education and employment irrespective of their responsibilities towards dependent children and will ensure that a risk based judgment is made to reduce the consequences of any potential hazards that may be faced by students, employees, visitors or their children. Requests to bring children onto campus are expected to be viewed sympathetically and within the context of the relevant legislation

Commonwealth

Age Discrimination Act 2004 (Cth)

Sex Discrimination Act 1984 (Cth)

Work Health and Safety Act 2011 (Cth)

States

Anti-Discrimination Act 1977 (NSW)

Anti-Discrimination Act 1991 (QLD)

Children's Protection Act 1993 (SA)

Child Protection (Working with Children) Act 2012 (NSW)

Discrimination Act 1991 (ACT)

Equal Opportunity Act 1984 (SA)

Equal Opportunity Act 1984 (WA)

Equal Opportunity Act 2010 (VIC)

Working with Children Act 2005 (VIC)

Working with Children (Criminal Record Checking) Act 2004 (WA)

Working with Children (Risk Management and Screening) Act 2000 (QLD)

Working with Vulnerable People (Background Checking) Act 2011 (ACT)

4. Definitions and Abbreviations

Child a child under the age of 15

Campus a recognised SGA work or study environment, owned or operated by SGA

Carer a person in immediate control of a child's welfare

5. Policy Provisions and Procedures

5.1 Recognition of Need

SGA recognises that there may be a need to bring a child onto campus in the following instances:

- As a last option in unforeseen circumstances (e.g. when childcare arrangements fail at the last minute);

- In order to breastfeed;
- When a child is in one's care and a brief visit to the campus is required.

5.2 When and where Children are Not Permitted

There are some areas and situations in which children will **not be permitted** access:

- Areas of the campus where a responsible supervisor has completed a risk assessment and determined that there are potential safety and health risks (e.g. laboratories, areas where chemicals are stored, workshops, clinics, storage areas)
- In an examination under any circumstances. If a student cannot accommodate a child unexpectedly during a scheduled examination they should contact the Examination Officer or Course Coordinator for alternative arrangements (E.G. a deferral) that may apply under the relevant College's Examination Policy.
- Children with any infectious illness. In this case employees should access their carer's leave entitlements under personal leave. Students should notify the relevant teaching staff of their situation and estimated absence and seek advice from the faculty regarding deadlines, assessment deferrals or other special arrangements as are necessary.

5.3 Permission and Obligations

- Permission to bring children onto an SGA campus is at the discretion of the relevant Manager, Head of College or delegate. Where ever possible such permission should be sought prior to arrival at the campus.
- If the Manager or Head of College or delegate believes the presence of the child is causing an unacceptable health or safety risk or undue disruption to others, they may request the child/ren be taken from the area by the parents/carer.
- At all times parents/carers must ensure the safety and wellbeing of the children in their care and children must be under the direct supervision of the accompanying parents/carer at all times.

6. Roles and Responsibilities

6.1 Parent/carer

- Identify the need to bring a child/ren on campus and estimate the expected duration
- Consider and examine alternative childcare arrangements
- Seek approval from Manager/ Head of College or delegate
- Supervise child/ren at all times in accordance with this policy.

6.2 Manager/ Head of College or delegate

- Requests by a parent/carer should be treated sympathetically and no reasonable request refused
- A risk assessment should be undertaken associated with each individual request
- Factors to be considered when granting permission to bring children on campus may include the age of the child/ren, the environment and the degree of possible interference with other students and staff
- The length of time and frequency of the visit(s) should be agreed and arranged in advance

6.3 All staff

- In the instance that a child is found unsupervised contact the Manager/ Head of College or delegate or local security staff.

7. Approval and Review

POLICY NUMBER POLICY NAME	
ELT Custodian	HR Director & Executive Directors (VET & Pathways)
Policy owner	Head of Quality and Governance
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