

1. PURPOSE

This policy outlines the Institute's process for employee/student responsibility for bringing children on Campus.

2. SCOPE

This policy applies to all Institute employees and students.

Start Point To educate staff and students on the policy of children on campus.

Finish Point All staff and students understand and follow the policy of children on campus.

Teams Involved All Institute staff and students.

3. RESPONSIBILITIES

Individual employees are responsible for adherence to this policy.

Managers are responsible for ensuring that all staff and students within their area of responsibility are aware of and adhere to this policy.

4. POLICY

Under the [Workplace Health and Safety Act 1995](#), the Institute has obligations to ensure the health and safety of all, including children. Employees and students should not bring their children on campus whilst on duty or attending class. This is necessary to minimise disruption to our staff, students and Institute business and to provide a safe working environment for all staff, students and visitors to the Institute.

The Institute Library cannot accommodate unsupervised children left by students or staff and parents/ guardians will be asked to remove the child from the Library immediately.

Only children who are:

- enrolled Institute students
- students from other organisations who are here as a direct result of a formalised training arrangement between the Institute and the other organisation
- children accompanying a parent/guardian while the parent/guardian is enrolling at the Institute are permitted on Institute premises.

Staff

The Institute recognises the diversity of needs and demands placed on staff when balancing work and family responsibilities and that there may be times when family members may make a short term visit to the Institute (eg to hand over personal items, etc). This will be permitted provided it is brief and young children are totally and continually in the immediate care of their parent/guardian.

Staff may apply for Special Responsibility Leave – all employees are entitled to use their leave entitlement for absences whilst providing care and support for their immediate family. Please contact your Manager for further advice.

Students

The Institute recognises that under extreme circumstances, a student may ask a teacher, prior to the class commencing, to allow their child into a classroom (**the teacher has a right to say no**).

The teacher must document and advise the student of the following:

- the child must be under supervision at all times
- class content must be appropriate/suitable for children eg where class content refers to drug use or domestic violence it would be inappropriate and unsuitable for a child to sit in the class.
- children are not permitted in workshops where physical hazards to a child are apparent
- if the teacher believes the child is disruptive to class, they will be asked to leave
- sick children are not to be brought to class
- children with a contagious illness are not permitted on Institute premises

5. REFERENCES

[Workplace Health and Safety Act 1995](#)
TAFE Queensland Student Rules 2007 (s13)

6. REVIEW DATE

This policy will be reviewed annually by the Director Education and Training.

7. RESPONSIBLE OFFICER

The Director Education and Training is the responsible officer for maintaining this policy.

8. AUTHORITY

This policy has been approved by the Institute Director, Brisbane North Institute of TAFE.

DOCUMENT AUTHORISATION

Owned by	Director, Education & Training
Authorised by	Institute Director