PL_CO_007: Children on Laureate Australia Premises Policy

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<td>1.0</td>
<td>Australian Executive Group</td>
<td>Chief Executive Officer</td>
<td>15 December 2016</td>
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1. Context
Laureate Australia promotes equal opportunity in education and employment, supporting policies and practices that assist staff and students with family responsibilities.

This policy outlines when children may be brought onto Laureate Australia premises. It aims to maintain equal opportunity for those with child care responsibilities while at the same time:

- observing Laureate Australia’s work health and safety obligations, and
- ensuring that operations are conducted in an efficient and effective manner.

2. Definitions
Child: a person under the age of 18 years (other than a student enrolled in any of the Laureate Australia providers).

Class: a session students are required to attend as part of their studies.

Premises: covers all Laureate Australia campuses, buildings, grounds, offices and all other locations controlled by Laureate Australia or any of its providers.

This policy does not apply to:

- students undertaking work experience or placement at a third party organisation, and
- organised and supervised activities for children, which may be held from time to time within Laureate Australia premises.

3. Scope
This policy applies to all Laureate Australia staff, students studying at Blue Mountains International Hotel Management School, THINK: Colleges and Torrens University Australia, and guests in any of the Laureate Australia campuses and locations, including corporate offices.

4. Principles
Laureate Australia welcomes and supports staff and students with family responsibilities to fully participate in work and study, and acknowledges that as such there may be occasions when staff and students need to bring their children to Laureate Australia premises.
This policy is intended to cover the occasional need to bring a child/children to a place of work or study, when other childcare options are unavailable.

- Laureate Australia allows children in certain areas of its premises in limited and controlled situations, noting that children cannot, under any circumstances, be allowed access to areas that present a hazard or significant risk (see section 6).
- It is expected that staff and students consider other possible alternatives prior to requesting permission to bring children to work/class – taking a child/children to classes or work will not be considered as an alternative to other child care arrangements.
- Permission to bring a child/children on site must be requested and granted in advance (section 5).
- Those permitted to bring their children on site will have primary responsibility for their care and safety, and for ensuring minimal disruption to anyone from undertaking work or studies.
- Where a child is permitted to be on site, they must not use any equipment including IT systems, studio equipment, training materials or training supplies.
- Laureate Australia reserves the right to direct that a child be removed from the premises where their presence is causing a risk to the health and safety of the Laureate community or an unreasonable level of disruption or disturbance to those working or studying.

5. Requesting permission to bring children on site

To seek permission to bring a child/children on site:

- a staff member must contact their manager or supervisor in advance, and
- a student must contact their lecturer(s) in advance.

The manager or lecturer(s) will assess the request based on the factors outlined below:

- proposed length of time on site
- proposed frequency of attendance
- reason for request, including availability of other childcare options
- child’s age
- number of children
- any risk to the child
- any risk to others (e.g. if the child is unwell with a contagious disease)
- the proposed location, and available space in that location (e.g. classroom capacity)
- appropriateness of the activities scheduled for that day
- the work and study requirements of other staff and students

The manager or lecturer(s) will forward their recommendation to the Campus Director for final sign off. This decision is considered final and is not subject to an appeal.
6. **Prohibited areas**

Children are not permitted to enter or remain in areas where there are safety hazards, including:

- classrooms with specialist equipment
- laboratories
- workshops
- plant rooms
- food preparation areas
- printing, photocopier or maintenance areas
- areas where chemicals are stored
- areas where machinery is used, or
- any other areas designated to be hazardous by the Campus Director or responsible staff.

Children may be permitted in the internal industry environments (restaurant, clinics) with the same restrictions that apply to children entering those premises as guests / patients.

7. **Breastfeeding infants on Laureate Australia premises**

Laureate Australia will endeavour to provide suitable breastfeeding facilities in each location for staff and students who are nursing infants. Enquiries can be directed to the Campus Director.

8. **Non-compliance**

Staff members who fail to comply with the provisions of this policy and supporting procedure may be subject to disciplinary action.

Students who fail to comply with the provisions of this policy and supporting procedure may be subject to disciplinary action under the *Student Conduct Policy*. 