1. Scope

These procedures apply to all Laureate Australia staff, students and visitors and all Laureate Australia premises/sites which include:

- Head Office – 680 George Street
- Blue Mountains International Hotel Management School Leura Campus
- Blue Mountains International Hotel Management School Sydney Campus
- Blue Mountains International Hotel Management School – Suzhou Campus
- Brisbane Campus
- Fitzroy Campus
- Flinders Street Campus
- Kent Street Campus
- Pyrmont Campus
- The Rocks Campus
- Torrens Building (Victoria Square)
- Ultimo Campus
- Wakefield Campus

2. Responsibilities

2.1 Staff or student with child/children is responsible for:

- submitting a request to bring their child/children into Laureate Australia sites to their manager/lecturer
- supervising the child at all times in Laureate Australia premises
- ensuring that their child/children will not use any prohibited Laureate Australia facilities or equipment (e.g. computers, photocopiers, printers, phones, etc.), and
- taking responsibility for the child’s behaviour in Laureate Australia premises.
2.2 **The manager or lecturer** is responsible for:

- considering the staff member’s or student’s request to bring children into Laureate Australia premises, and
- deciding whether to revoke the approval where a child is disruptive.

2.3 **The relevant HR Business Partner or Campus Director** is responsible for monitoring, intervening and resolving any problems or disputes that may arise.

3. **Request to bring children to Laureate Australia premises**

The [Children on Laureate Australia Premises Policy](#) is designed to deal with occasional needs to bring a child to Laureate Australia premises and permission must be requested.

3.1 **Bringing children into Laureate Australia workplaces (staff)**

Staff must request permission from their manager prior to bringing a child to work. The manager will assess the request compassionately and in consideration of the factors listed under section 5 of the [Children on Laureate Australia Premises Policy](#).

If after assessment of the staff member’s request to bring a child to work, the manager:

- approves the request, the manager:
  - forwards the request to the Campus Director for final sign off, and
  - makes sure that other relevant staff are aware of the arrangement
- denies the request, the staff may apply for leave.

If a request to bring a child was approved but other staff members have concerns, they must raise this with:

- the Campus Director through their manager if in campuses, or
- their manager if in other facilities (680 George Street and Victoria Square) who will review the/their decision.

3.2 **Bringing children into Laureate Australia study areas (students)**

A student must obtain permission from the relevant lecturer prior to bringing a child/children to each class. The lecturer will assess the request compassionately and in consideration of the factors listed under section 5 of the [Children on Laureate Australia Premises Policy](#). If a request to bring a child was approved but other students have concerns, they must raise this with the Campus Director through their lecturer who will review the decision.

If a student’s request to bring a child is approved, the lecturer must:

- ensure that the request is forwarded to the Campus Director for final sign off, and
- other relevant staff are aware of the arrangement.
student requests to bring a child/children on a day where the class involves a field trip or an external activity, the student must lodge the request in writing and several days prior to the intended dates. The lecturer must undertake a risk assessment in consultation with the Work Health and Safety Manager and must be approved by the relevant Program Director.

If the student’s request is declined and the student cannot attend class, the lecturer should discuss or make arrangements to discuss an alternative method for student to catch up on learning missed for not attending on the day.

3.1.3 Bringing children into Laureate Australia clinics
Children in clinic must be attended by an adult at all times and cannot be left in the waiting room unattended. The following requirements apply to different modalities:

- **Massage, Clinical Myotherapy, Chinese Medicine, Beauty and Counselling**
  Children are not permitted in treatment or counselling rooms unless they are receiving the treatment. If a client arrives for an appointment with children and nobody to look after them during the treatment, then that client is required re-book for a time when they do not have the children with them, or have another adult present to care for the children in the waiting room during their treatment.

- **Naturopathy, Nutritional Medicine and Western Herbal Medicine**
  Children can accompany parents into these consults if the children are fully supervised and not being treated.