

# Children in the Workplace Policy

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<b>Responsibility:</b>	Senior Wellbeing & Safety Advisor	<b>Date Reviewed:</b>	August 2024
<b>Approver:</b>	Operations Lead	<b>Next Review Date:</b>	August 2027

## 1. Purpose

- 1.1. Under the Health and Safety at Work Act 2015, there must be a safe and healthy working environment for all workers, ākonga, contractors and visitors, including children/tamariki. This includes ensuring that there is no risk of exposure to hazards. There are some workplaces where it will never be safe to allow children/tamariki on site.

## 2. Organisational Scope

- 2.1. This policy applies to all areas of UCOL. It has special relevance to kaimahi members, contractors and ākonga who are parents or carers of children/tamariki.

## 3. Responsibilities

<b>Role:</b>	<b>Responsibilities:</b>
All kaimahi, ākonga, and contractors who are parents or carers of children/tamariki	Must be aware of and comply with the requirements of this policy.

## 4. Policy Statements

- 4.1. UCOL recognises that kaimahi and ākonga may have responsibilities for family/whanau which from time to time may result in the need to bring a child/tamariki into the workplace. To support the family/whanau responsibilities, UCOL allows children/tamariki in the workplace with limited exceptions as defined in this Policy. This enables kaimahi and ākonga to fulfil their obligations to family/whanau and their work or study related commitments.
- 4.2. UCOL buildings have not been designed for use by children/tamariki. They have physical hazards such as stairwells, balconies etc., in addition to high risk areas such as laboratories, workshop areas and kitchens, which are unsafe for children/tamariki of all ages. For this reason it is not advisable to bring children/tamariki on to a campus, except for very young immobile babies / pēpi who are still being nursed. Should you require a private space to nurse, this is currently available in the Wellbeing Room (3.0.03).
- 4.3. When a child/tamariki is brought onto a UCOL campus, they must be accompanied and appropriately supervised by an adult at all times. For young and mobile children/tamariki,

supervision must be very close and continuously attentive. For older children/tamariki, more discretion may be exercised, depending upon the surrounding hazards.

- 4.4 Children/tamariki who are attending UCOL as part of programmed learning or other facilitated events are expected to be supervised whilst on campus as part of the event so they are not covered by this policy.
- 4.5 Other than by invitation of UCOL, (e.g. open days, organised visits), children/tamariki are not to be taken into medium or high risk areas such laboratories, workshops and kitchens.
- 4.6 It is important that children/tamariki do not disrupt the work performance of the parent or caregiver, or the learning of ākonga s and delivery of lectures. We recommend that alternative arrangements for care of children/tamariki be made during lecture times.

#### **4.7 Kaimahi, Ākonga and Contractor Obligations**

- a. All parents and caregivers who bring children/tamariki on to a UCOL campus are required to:
  - Be sensitive and respect the needs of other kaimahi, ākonga and others.
  - Not expect other kaimahi to care for the child/tamariki.
  - Take responsibility for the behaviour and the safety of the child tamariki.
  - Supervise the child/tamariki at all times.
  - Ensure the child/tamariki does not act in an unsafe way or interrupt the work or learning of others through their actions or noise levels.

#### **4.8 Requirements**

- a. Children/tamariki are never permitted in areas of the workplace where there are designated health and safety risks or hazards.
- b. Kaimahi, and ākonga must not bring sick children/tamariki to the workplace under any circumstances. Care for sick children/tamariki should be arranged under the kaimahi's entitlement to sick leave and other forms of leave (e.g., annual leave, unpaid leave).

#### **4.9 Exceptions**

- a. Children/tamariki may be allowed to visit the workplace for a specific event (e.g., a "take your child/tamariki to work" day) when invited by UCOL or a manager with the authority to issue such an invitation. This exception applies also to organised visits by supervised groups of child/tamariki.
- b. A child/tamariki may visit the workplace for a short time when there is an unexpected disruption to school attendance or child/tamariki care arrangements. In that situation, the child/tamariki should be confined to a safe area of the workplace, until the kaimahi parent or caregiver is able to make alternative arrangements.
- c. A child/tamariki may arrange to meet the kaimahi parent or caregiver at the workplace before going to a medical or other appointment. The kaimahi concerned will need to have made a prior arrangement for time off work.
- d. A manager may allow an exception to the policy for a temporary, unforeseen emergency. Factors to be considered by the manager include the age of the children/tamariki, how long

the child/tamariki needs to be in the workplace, the work environment in the kaimahi's area, and any possible disruptions to the work of the kaimahi and others.

- e. A sick child/tamariki will not be allowed to come to work with a kaimahi or ākonga.

#### **4.10 Public Spaces**

- a. All public spaces such as atriums and grounds are open access and children/tamariki are welcome at all times. Children/tamariki under the age of 14 must be supervised at all times by either a parent or caregiver. UCOL requests that parents and caregivers give due consideration to others using these public spaces and ensure that children/tamariki are kept safe at all times.

#### **4.11 Work and Learning Spaces**

##### **Kaimahi**

- b. Only when emergency circumstances exist, such as when alternative caring arrangements have not been possible, are kaimahi allowed to have a child/tamariki for whom they are the parent or caregiver accompanying them while performing UCOL related work or using UCOL's resources. This must be on an exception basis and should only be for the part of the day required, (one day at the most) until alternative care arrangements can be made.
- c. Parents or caregivers who bring children / tamariki into the workplace must ensure the child/ \tamariki is directly supervised and under the control of him/her or another adult at all times. The child/tamariki must not cause disruption to the work of the parent or others present at the same location.
- d. If another kaimahi member is requested to supervise the child/tamariki, their prior agreement must be obtained as well as that of their manager and it must not cause disruption to their work. Even if another kaimahi member is supervising the child/tamariki, the responsibility for the child/tamariki at all times remains with the parent or caregiver who brought the child/tamariki into the workplace.
- e. A kaimahi member who is facilitating ākonga learning may not have a child/tamariki, for whom they are responsible, present in a teaching environment unless both the lecturer and the class attendees have approved their presence and learning is not disrupted.
- f. A kaimahi member bringing a child/tamariki on to any UCOL Campus must restrict that child/tamariki location to safe areas, i.e. areas that are not classified as medium or high risk (e.g. the Atrium or office space), and ensure they are supervised and under control at all times. The age of the child/tamariki will dictate the level of supervision required and UCOL expects kaimahi to use practical judgement with regard to the hazards of their workplace.

##### **Ākonga**

- a. Only when emergency circumstances exist, such as when alternative caring arrangements have not been possible, are ākonga allowed to have a child/tamariki for whom they are the parent or caregiver accompany them while attending UCOL related learning or using UCOL resources. This must be on an exception basis.
- b. A parent or caregiver bringing a child/tamariki on to any UCOL Campus must restrict that child/tamariki location to safe areas, i.e. areas that are not classified as medium or high risk (e.g. the Atrium or office space), and ensure they are supervised and under control at all

times. The age of the child/tamariki will dictate the level of supervision required and UCOL expects ākonga s to use practical judgement with regard to the hazards within UCOL.

- c. The parent or caregiver must ensure that the child/tamariki is supervised and under control at all times. A ākonga may not have a child/tamariki, for whom they are responsible, present in a teaching environment when ākonga learning is being undertaken without the approval of the lecturer and all class attendees. The child/tamariki must not interrupt learning.
- d. The preferred option is for the ākonga to arrange with their lecturer to defer the scheduled activity and therefore avoid the need for the child/tamariki to accompany them into the learning environment.

#### 4.12 Exclusion Areas for Children/Tamariki

- a. Unless access to one of these areas is arranged as part of an organised school visit designed for educational or promotional purposes the following areas of UCOL will be out of bounds to children/tamariki (whether of kaimahi or ākonga ) at all times:-
  - Laboratories
  - Workshops (Trades and other workshops)
  - Kitchens (includes Hospitality areas)
  - Dangerous goods area/stores
  - Any other area deemed to be a Restricted Access Area (see Restricted Access Area Procedure and each campus's Restricted Area Access Register).
- b. While UCOL has responsibility under The Health and Safety at Work Act 2015 the parent or caregiver has primary responsibility for the wellbeing of children/tamariki they bring into the workplace, they must ensure that any child/tamariki brought into the workplace is not exposed to harmful or dangerous situations during the visit.
- c. Parents and caregivers must ensure the children/tamariki under their care comply with UCOL's computer use policy.

### 5. References

<b>Internal</b> Te Pūkenga Wellbeing and Safety Policy Restricted Area Access Procedure Leave Policy
<b>External</b> The Health and Safety at Work Act 2015 Education and Training Act 2020 Children's Act 2014

### 6. Definitions

Term	Definition
Child/Children/Tamariki	<ul style="list-style-type: none"><li>• From new born to official school leaving age.</li><li>• Covers dependent children/tamariki or relatives of kaimahi who are working at UCOL or ākonga that are studying at UCOL.</li></ul>

	This policy does not apply to any person aged 15 years or over who is lawfully engaged to perform work for UCOL.
Workplace	All property and vehicles owned by or the responsibility of UCOL where kaimahi of UCOL are involved in UCOL related work and any site or vehicle a kaimahi is attending or using for work purposes which is not UCOL property or a UCOL vehicle.

## 7. Contact for further information

- 7.1 If you have queries regarding the content of this document or require further clarification, please contact the manager responsible for this document.

### Amendment History

Version	Published Date	Created/Reviewed By	Reason for review
24.1	20 August 2024	Senior Wellbeing & Safety Advisor	Updated delegations and added Tamariki to the heading and throughout the policy.