



# Children on Campus Policy

**Policy Code:** STU-001

**Version:** 7.0

**Effective Date:** 13 July 2020

## Purpose

To provide a safe environment for children who may be visiting College campuses (including clinics) under the supervision of a parent or guardian.

**Definition of “College”** – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and FIAFitnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to each or any of these respective trading names / entities.*

## Scope

- All campuses
- Any persons who have care and control of a child on College premises

## Policy Statement

In accordance with the Work Health and Safety legislation of each State / Territory, the College has an obligation to ensure the health and safety of all staff, students and visitors to College premises including children. This obligation extends to College clinic environments where the presence of children introduces additional health and safety considerations.

Children (including mature minors) are permitted on campus under the supervision of a parent / legal guardian only in the following circumstances:

- When receiving a health service in Clinics
- In the Library, Campus cafés, Campus reception areas, Clinics, car parking areas
- Nursing mothers with infants (refer to the [Support for Nursing Mothers](#) section below)

The College undertakes all reasonably practicable steps to eliminate or effectively control hazards to children in areas where they are permitted and in accessible areas of College buildings, recognising that parents / legal guardians have the responsibility to supervise their child while on College premises.

The parent / guardian is responsible for the child's behaviour and safety whilst on campus premises. The parent / guardian must ensure that their child follows College policy with regard restricted access and hazardous areas in accordance with the [Clinic Client and Visitor Safety Policy](#).

Children (including mature minors) are not permitted in classrooms under any circumstances.

## In the Teaching Environment

Children **are not permitted** in classrooms, laboratory and clinic areas unless they are a clinic client or their parent / legal guardian is attending a meeting.

## On-campus Clinics

- Only children under the supervision of their parent / legal guardian can be in Clinics for approved clinic activities (i.e. as a client).



- The only exception to this will occur if a mature minor attends clinic as a client and the parent / legal guardian has completed a *Consent for treatment of a mature minor form*.
- If the parent / legal guardian has not completed this form or has completed a *Withdrawal of consent for treatment of mature minor form*, the mature minor will not be permitted into the clinic area without the parent / legal guardian.
- There may be occasions when staff or students undertaking clinic practice may need to bring their child into the Clinic (i.e. sudden or unexpected difficulties in childcare arrangements and an inability to find alternative childcare arrangements). This arrangement is not intended to substitute for regular child care. Parents / legal guardians should not expect other staff or students to look after their child. Clinic Supervisors must decide if the student is able to fulfil their clinic duties with their child in attendance. These are exceptional circumstances.
- The Clinic Supervisor will identify and clearly communicate to the parent / guardian the responsibilities associated with supervising the child including the requisites of supervision, expected behaviours and appropriate and inappropriate areas for children.
- Even though Campus Clinics provide health services, very ill children or those who have a contagious disease should not be brought into Clinics to prevent exposure of health risks to others. These children should attend conventional medical services or hospital services.

## External Clinics or Excursions

Children are not permitted to attend external clinics or student excursions.

## Unaccompanied Children on Campus

College staff will speak with any child who enters the College premises of their own volition. Staff are to assist such a child with any enquiries and provide support to any unescorted child on campus who requires assistance, including escorting mature minors to clinic if necessary and appropriate.

## Removal of a Child or Mature minor from Campus

The College retains the right to direct a parent / guardian to remove their child / children from any area on College premises including the Clinic.

A parent / guardian may be directed to remove a child from campus by College staff if:

- The child's health or safety is at risk;
- The child is presenting a health and safety risk to others;
- The child's behaviour is causing undue disruption to staff or students;
- The presence of the child is inappropriate to work or study being undertaken.

College staff have the right to refuse permission for parents / legal guardians to bring a child into any area within College premises because of concerns to related health and safety issues, or likely disruption to study being undertaken, including meetings. The College reserves the right to contact Police or emergency services if required.

## Infection and Diseases

In order to prevent exposure of health risks to others, parents / guardians are not to bring a child with a notifiable disease onto College premises (this includes as a client), refer to the *Notifiable and Infection Control Policy*. A number of childhood diseases are extremely contagious and can create serious health risks to adults, both staff and students. Parents / guardians of sick children have a particular responsibility to make appropriate care arrangements, which will not adversely affect the health of others.



## Hazard Control

The College recognises its obligations for protecting all people on campus from exposure to risks to their health and safety stemming from College activities. The College's *Health, Safety and Environment Policy* requires hazards on College premises to be eliminated or effectively controlled as far as is reasonably practicable.

Children can often be adventurous and curious and this can lead them into situations which may be hazardous to them, while may not be of similar risk to adults. For example, climbing on railings or accessing potentially hazardous items or locations such as electrical fittings, fire extinguishers, plant rooms, laboratory equipment. Parents / legal guardians are responsible to be vigilant in supervising their children on College premises to avoid such hazards.

Children are not allowed in locations designated by the College as hazardous or restricted as stated below.

## Hazardous and Restricted Locations

Children on campus are excluded from locations that are hazardous or otherwise restricted.

A **hazardous location** is any location where safety and health hazards potentially exist for children and would include the following:

- Dispensary areas of Campus Clinics
- Laboratories
- Workshops areas
- Stores
- Plant rooms, switch rooms, valve rooms, lift plant rooms
- Service ducts
- Roofs
- Confined spaces
- Kitchen areas
- Areas under construction or refurbishment
- Machinery areas and areas where grounds equipment is in use
- Areas which store chemicals and dangerous goods
- Cleaners' cupboards
- Other locations recommended by Campus specific Work Health and Safety committees or the Director of Clinic and Campus Operations.

A **restricted location** is any location where access is limited because of risks to business function or security and could include but not limited to the following non-public areas:

- Areas operating as Clinics (unless accompanied by a parent / legal guardian or as an approved mature minor)
- Reception Desk
- Computer rooms
- Management offices
- Records areas
- Stores
- Other locations recommended by the Director of Clinic and Campus Operations.



Any queries related to children accessing any part of a campus (including restricted areas listed above) should be directed to the Director, Student Services & Retention (HE), the General Manager, VET (VET) or the Director of Clinic and Campus Operations who will liaise with relevant campus staff (including Campus Managers or Clinic Managers), make a final decision and provide advice based on all related College policies.

## Support for Nursing Mothers

The College acknowledges the importance of breastfeeding for both mother and baby and supports those students who decide to breastfeed and / or express breast milk on campus.

Breastfeeding is a temporary arrangement and depending on individual circumstances (i.e.: expressing milk or on-site breastfeeding) the College will provide reasonable flexibility for students to take lactation breaks during their day.

The College will endeavour to, where practicable and on request from the student to campus reception, provide access to suitable facilities to breastfeed and / or express breast milk. This may include facilities with a power point, lockable door, and a chair; however due to timetabling and space restrictions, access to such facilities may not be available at the time the student requires them. In such a case, the student will be encouraged to conduct their breastfeeding in a less-exposed area of student common areas, or to conduct expressing in the on-campus restroom facilities.

Nursing mothers who will require such facilities are encouraged to discuss their requirements with a local Student Adviser at the beginning of each teaching period in order to identify possible facility options for their individual situation as early as possible.

It should be noted that the above information relating to Children on Campus also applies in the case of nursing mothers. Children will only be permitted on campus for the purposes of breastfeeding at agreed feeding breaks, and will not be permitted to remain on campus with their mother outside of feeding times.

## Definitions

**Child / Children** – means people under the age of 18 years.

**Minor** – means a person under the age of 16 years.

**Mature minor** – means a person between the age of 16 and 18 years.

**Parent / legal guardian** – a person legally responsible for the child or children while on College property.

**Meeting** – an organised gathering with the purpose of discussing formal or informal

**Student** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

**Staff** – an individual employed by the College.

## Related Procedures

Not Applicable



## Further Information

### Related Policies

- Clinic Client and Visitor Safety Policy*
- Health, Safety and Environment Policy*
- Notifiable Diseases and Infection Control Policy*
- Consent for Treatment of a Mature Minor form*
- Withdrawal of Consent for Treatment of a Mature Minor form*

### Related Documents

Not Applicable

### Guidelines

Not Applicable

### Benchmarking

Not Applicable

### Supporting Research and Analysis

Not Applicable

### Related Legislation

[State Work Health and Safety Laws](#)

## Review and Approval

### Policy Author

Quality and Compliance Coordinator

### Policy Owner

Director, Student Services & Retention

### Contact

Director, Student Services & Retention (HE)

[deirdre.mathias@endeavour.edu.au](mailto:deirdre.mathias@endeavour.edu.au)

General Manager, VET

[Nicole.grundy@endeavour.edu.au](mailto:Nicole.grundy@endeavour.edu.au)

### Approval Body

College Council



Meeting date: 24 October 2013

## Policy Status

Revised

## Responsibilities for Implementation

- Director of Clinic and Campus Operations
- Campus Managers
- Clinic Managers
- Clinic Supervisors
- Director, Student Services & Retention
- Director of Education
- General Manager, VET

## Key Stakeholders

- All academic, clinic, operational and sessional staff
- All Students
- Work Health Safety Committees