

## Children on Campus Procedures

### 1. POLICY SUPPORTED

[Diversity and Equity Policy](#)

### 2. IMPLEMENTATION PRINCIPLES

- 2.1. University community members (as defined in the [Curtin Common Definitions](#)) will uphold the equity and diversity principles of 'Right, Opportunity, Recognition and Inclusion (RORI)' when supporting the needs of students and staff with caring responsibilities.

### 3. PROCEDURAL DETAILS

#### 3.1. Permission

- 3.1.1. The University recognises that while students and staff are encouraged to arrange childcare during Curtin core operating hours, these arrangements are not always practically possible. In such circumstance students and staff are directed to:
- (a) Seek approval from the appropriate Head of School/Area/Lecturer/ Tutor or Manager to bring the child/children onto campus. The decision-maker will consider each individual request in line with the *Risk Management Policy*.
- 3.1.2. If approval is unable to be provided, the Head of School/Area/Lecturer/ Tutor or Manager should endeavour to provide access to the University's flexible work and study options so as not to disadvantage students or staff with caring responsibilities.

#### 3.2. Responsibility

- 3.2.1. Caregivers are responsible for the behaviour, safety and well being of child/children on campus in accordance with *Health and Safety Policy* and *Health and Safety Responsibilities Procedures*. These responsibilities include but are not limited to:
- (a) Ensuring child/children are supervised at all times in all areas, including the library and non-teaching areas;
  - (b) Ensuring behaviour does not disrupt normal educational or workplace practices;
  - (c) Ensuring child/children are not exposed to any areas such as laboratories, plant rooms or licenced areas, or materials such as lecture content that are not appropriate for children.
- 3.2.2. In the event the child/children are not behaving responsibly and safely on campus, are disrupting normal educational and/or work practices, or in the event that safety and health standards would be compromised, the caregiver is responsible for removing the child/children from the immediate environment. If not resolved by the caregiver, the Head of School/Area/Lecturer/Tutor or Manager are required to direct caregivers to remove the child/children from the immediate environment.

#### 3.3. Carer Facilities on Campus

- 3.3.1. Where [facilities for caring responsibilities](#) are not located conveniently (for example, at smaller University sites), staff and students should discuss their requirements with their Head of School/Area/Lecturer/Tutor or Manager. The Head of School/Area/Lecturer/ Tutor or Managers should make every reasonable effort to put in place suitable arrangements. Ethics, Equity and Social Justice is available for consultation on these matters.
- 3.3.2. Students and staff who are experiencing difficulties in accessing buildings or facilities with/for their child/children are requested to address challenges with Properties, Facilities and Development and/or Ethics, Equity and Social Justice.

#### 3.4. Resolution of Problems or Disputes

- 3.4.1. In the event of conflict in relation to these procedures the complainant is encouraged to report this to the Head of School/Area, and to seek information and support from:
- (a) People and Culture, Ethics, Equity and Social Justice and/or Psychological and Counselling Services

- (b) Staff are also encouraged to utilise the free and confidential external [Employee Assistance Program \(EAP\)](#) service provided by Optum, which is accessible 24 hours a day on 1300 361 008.

3.4.2. All complaints by students and staff will be handled in accordance to with the complaints process established in the [Complaints Procedures](#).

#### 4. RESPONSIBILITIES

In addition to any responsibilities set out in section 3:

- (a) Heads of School/Area are responsible for ensuring these procedures are monitored, implemented and disseminated to students and staff in their area of responsibility.
- (b) Deputy Vice Chancellor, Academic and the Director, Corporate Values and Equity are responsible for monitoring the implementation of these procedures.

#### 5. SCOPE OF PROCEDURES

These procedures apply to the University community except in the instance of:

Exceptions to these procedures are the following:

- (a) Formally organised visits of school children to the University, work experience on Curtin campuses, vacation or after school care.
- (b) Students enrolled at Curtin or undertaking special programs who are under 16 years of age.

#### 6. DEFINITIONS

(Note: Commonly defined terms are located in the [Curtin Common Definitions](#). Any defined terms below are specific to this document)

*Nil*

#### 7. SCHEDULES

*Nil*

#### 8. RELATED DOCUMENTS/LINKS/FORMS

[Curtin Properties, Facilities and Development](#)

[Ethics, Equity and Social Justice](#)

[Discrimination and Harassment Prevention Procedures](#)

[People and Culture](#)

[Psychological and Counselling Services](#)

[Values and Signature Behaviours](#)

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<b>Policy Manager</b>	Chief Operating Officer
<b>Approval Authority</b>	Chief Operating Officer
<b>Review Date</b>	1 <sup>st</sup> April 2020

## REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
P3.1	Approved	01/03/2002	Academic Senate	AS 44/02	E001 – P3.1
P3.2	Amended	12/07/2005	Planning and Management Committee	PMC 80/05	Document No 00867/05
	Administratively Updated	20/03/2008	Director, Legal and Compliance Services		Reformatted and Amended to Reflect Organisational Chart
	Administratively Updated	12/09/2008	Director, Legal and Compliance Services		Minor Policy Amendments
	Administratively Updated	17/06/2010	Director, Legal and Compliance Services		Amended to Reflect Organisational Change
	Administratively Updated	15/10/2012	Director, Legal and Compliance Services		Policy Manager Updated
	Administratively Updated	02/09/2014	Director, Legal and Compliance Services		Approval Authority Updated
	Administratively Updated	06/10/2015	Director, Legal and Compliance Services	EC 76/15	Executive Manager Title Changes
	Amended	30/06/2016	Deputy Vice-Chancellor, Academic	EM1625	Unconditional
	Administratively Updated	09/02/2017	Director, Legal and Compliance Services		Area name change from Human Resources to People and Culture (also approved by the Chief Operating Officer)
	Administratively Updated	09/05/2017	Director, Legal and Compliance Services		Links updated (Equity and Diversity Policy title changed to Diversity and Inclusion Policy)