

## Safe Management of Children in the Workplace

This document provides guidance for the safe management of children when there is a need to bring them into University workplaces.

**Children:** means any child up to and including the age of 18 years.

UniSA recognises that there may be a need from time to time for staff, students, volunteers or any other persons who are working in UniSA workplaces to bring their children to work.

Staff must seek the approval of their Line Manager and students must seek the approval of their lecturer for a child to accompany them on University premises.

Consideration should be given to the:

- circumstances of the need to bring a child onto UniSA workplaces
- nature of the work area
- child's accessibility to hazardous work activities
- level and nature of supervision for the child or children
- time required to be on university premises.

Approval should not be granted for children to accompany staff, students, volunteers or any other person to UniSA work areas:

- where there is potential risk of injury associated with medium to high risk operations or activities of the work area; or
- where the child is suffering from an infectious disease or illness where there is the risk of infecting others.

If children are brought onto University premises the parent or guardian shall ensure that:

- the child is closely supervised at all times; and
- other users of University facilities are not inconvenienced by the children's presence.

The ultimate responsibility for the health, safety and management of behaviour of the children rests with the parents and/or guardians.

Staff must report any incident or injury involving a child, irrespective of its seriousness, to the relevant Line Manager and the Safety and Wellbeing Team.