

Policy on the admission of children to University premises

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Introduction

The University's premises are primarily a place for study and work, they are not **open-access public spaces**.. As such, University buildings have not been designed to take into account the measures required to keep children (anyone under the age of 18s) safe and without harm and there are many hazards present, both in the layout of the buildings, the wider estate and in the equipment and machinery contained within.

The University recognises that it has a statutory responsibility to identify and control risks, including those which may affect any University visitors and to ensure safe evacuation during emergencies.

Requiring adults (anyone over the age of 18s) to exercise proper supervision of their children while on University premises will not be sufficient to relieve the University of the statutory responsibility to protect visitors (of whatever age) from foreseeable risks to their health and safety. Where young children are concerned, the foreseeable risks are naturally greater than they are for adults. Consequently the protective measures deemed reasonably practicable will need to be identified through a specific risk assessment carried out by the relevant area/line manager in the School/Department and signed off by the Dean/ Director or their nominee or approved via a local School/Department approved process, prior to the admission of children onto University premises.

This Policy should be read in conjunction with the University [Safeguarding Policy](#).

1. Policy

Children are not permitted on University premises unless they are taking part in a pre-arranged work experience placement or an approved, supervised visit where children are expected. In such cases, the event/activity organiser completes a specific risk assessment and secured prior approval from the relevant Dean or Director.

All ad hoc visits are considered as an exception and must be risk-assessed using the [Latest Simple Risk Assessment Template](#) in advance and be approved by the Dean/Director (See Section 3).

This policy applies to all staff, students, contractors, and visitors who may wish to bring children onto University premises. It does not apply to staff members who are under the age of 18.

When permitted, a maximum of two children can be brought on premises by one adult.

2. Responsibility

Dean/Director is responsible for safety of the employees and their visitors. They are required to be aware of instances where children are attending to the premises under their management and approve risk assessment for ad hoc visits. They are responsible to ensure staff and students are made aware of the requirements of this policy.

It is the responsibility of **every adult who brings a child** on to the University premises:

- to ensure the safety of the child and to ensure that another's safety is not reduced as a consequence.
- to ensure that the child remains with them at **all** times that they are on University premises, without exception.
- If attending a pre-arranged activity and event where children are expected, to sign in an "Attendance registry" (see Appendix 1) at the reception desk for contact information.
- For ad hoc visits, sign a 'Children on University premises' form (see Appendix 2) at the reception desk which confirms their responsibilities. This form will be retained at the reception desk, it is not a substitution for a risk assessment.

Staff at reception should check the approval for the visit and provide adults with the registry to sign in or with the Children on Premises form. Any problems which arise in respect of a child which has been brought onto University premises should be reported to the reception desk in the first instance. Staff at reception should contact the adult responsible (from the "Attendance registry" or 'Children on University premises' form) and require them to take any necessary action regarding the child. Breaches of this procedure could potentially result in investigation under the relevant conduct/disciplinary procedure.

The following **staff working in regulated activity**¹ must have had a Disclosure and Barring Service (DBS) check undertaken and approved by the University within the last three years:

- Any member of University staff who has responsibility for bringing a child or vulnerable adult on to the University premises as part of their duties and responsibilities;
- Any member of University staff who subsequently takes solo responsibility for those children or vulnerable adults as part of their duties and responsibilities; and
- Any member of staff who is in a relative position of trust or who has

¹ The Disclosure and Barring Service (DBS) states that Regulated Activity for Children is defined as:

- i. Unsupervised activities: teach, train, instruct, care for or supervise children, or provide advice/guidance on well-being, or drive a vehicle only for children;
- ii. Work for a limited range of establishments ('specified places'), with opportunity for contact: for example, schools, children's homes, childcare premises. Not work by supervised volunteers;
- iii. Work under (i) or (ii) is regulated activity only if done frequently or intensively.
- iv. Relevant personal care, for example washing or dressing; or health care by or supervised by a professional; Registered child-minding; and foster-carers

A full definition of regulated activity can be found in Part V of the Protection of Freedoms Act 2012.

unrestricted access to children or vulnerable adults as part of their normal duties and responsibilities.

- If the above conditions cannot be met, the child/children **must not**, under any circumstances, be brought onto University premises.

3. Exceptions

Students are not permitted to bring children into lectures or classes, nor may they leave children unattended while attending University activities.

In exceptional circumstances, a member of staff or a student may be permitted to bring their own child, or a child in their care, to their usual place of work or study, provided that:

- A risk assessment has been carried out and confirms that:
 - The child will remain under the constant supervision of the parent or guardian;
 - The child will not enter any laboratory, workshop, studio, computer room, library, media facility, or any area containing learning resources, hazardous substances, specialist equipment, or teaching spaces;
 - The work area is deemed safe for supervised children;
- The Dean or Director has given prior approval to the request and the supporting risk assessment;
- The child does not disrupt the work of others;
- The parent or guardian signs a 'Child on Premises' form at the relevant building reception.

If the above conditions cannot be met, children must not be brought onto University premises under any circumstances.

Parents or guardians of children who have previously caused disruption or failed to follow these guidelines may be asked to leave and could be refused future access.

4. Risk assessment

Before any child can be brought into any University building, an assessment must be undertaken specific for the occasion by the relevant area/ line manager (signed off by the Dean/Director) to ensure that the potential hazards have been identified and assessed and the appropriate control measures implemented for that visit. The Estates reception desks will retain the up-to-date risk assessment forms for relevant building/area.

It must be borne in mind that the legal duty owed to a child is greater than that owed to an adult and the risk assessment must take this into account, particularly when identifying potential hazards and the suitability of a particular control measure.

A suitable and sufficient risk assessment will therefore need to consider the following:

- a) **Age:** The age of children is an important consideration (especially when assessing the risks identified in the 'all areas' section below).

- b) **High risk work areas:** laboratories, workshops, kitchens and studios.
The risk of injury and how this is to be effectively controlled.
- c) **All areas:** The risk of falls from stairs, landings and windows. The risk of injury from glass and glazing (the results of building surveys undertaken by Estates must be used in the risk assessment exercise).
- d) **Supervision:** The provision of effective supervision. The level and type of supervision will be dependent on the degree of risk.
- e) **Information:** The provision of relevant information e.g. notices posters, leaflets and verbal instructions.

The assessment must reach a conclusion regarding whether or not the risk control measures are considered effective. If the risk control measures **are not** considered effective then children **must not be admitted**.

Refer to Appendix 2 for further information on considerations for risk and controls for children on premises.

5. Other matters

The University takes seriously its obligations under the Equality Act. If it is necessary for a member of staff or student to bring their child onto University premises, in accordance with this policy, for the purposes of breastfeeding, they should be directed to the reception staff who will be able to direct them to an appropriate designated location, which will normally be a first aid room.

Appendix 1 Children on premises registry for pre-approved events where children are expected

Event name.....

Date.....

Location.....

Adult's full name	Mobile phone number	Child's full name	Age	Time in	Time Out

Appendix 2 Children on University premises form

It is the University's policy that children are not permitted on University premises unless they are taking part in a pre-arranged work experience placement or an approved, supervised visit. Any such visit must be risk assessed and approved by the relevant Dean or Director, unless it forms part of a pre-approved event.

Responsible Adult

Name:.....
Status: ☐ Staff ☐ Student
Job title (if staff):.....
Student number (if student):.....
School/Department/Course:
Email:
Mobile No:

Child(ren) Details

Name(s) of child(ren):
Age(s):

Details of the visit

Date of visit:
Time – From: To:
Building(s) to be accessed:
Room(s)/area(s) (inc. canteen and courtyards):
☐ Pre-approved event ☐ Ad-Hoc visit

For ad-hoc visits, have you completed a risk assessment and received written approval from the Dean/Director and/or the H&S team?

☐ Yes (please show a proof at the reception) ☐ No

If no, specify any hazardous activities or equipment in the area and describe controls (e.g. pond visit at close supervision, etc):
.....
.....

For Ad-Hoc visits with no prior risk assessment: This form will be shared with the Health & Safety team and the relevant Dean/Director (or their nominee) for awareness and oversight.

Declaration (completed by the Responsible Adult):

I confirm that:

- I understand that the University is not generally open to children and that this visit is an exception.
- I will supervise the child(ren) at all times during the visit or, where agreed in advance, will ensure they are under the continuous supervision of a named colleague (name):
.....
- I accept responsibility for the conduct and welfare of the child(ren) during the visit, including during any agreed handover of supervision.
- I understand that the University accepts no liability for any incident arising from failure to supervise or follow safety instructions during the visit.

Signed..... Print name Date