

ROYAL HOLLOWAY, UNIVERSITY OF LONDON

CHILDREN AND YOUNG PERSONS ON COLLEGE PREMISES

POLICY AND PROCEDURE

(Version 3)

This Policy identifies the arrangements required to ensure that children and young persons (defined as young persons under the age of eighteen but excluding College students) may be permitted on College premises, together with the standards of supervision required and conduct to be adopted.

Where their attendance is not adequately managed, the presence of children presents potential risks to themselves, students and visitors; it may also be detrimental to the conduct of work or study. Occupiers' liability legislation and the Health and Safety at Work Act 1974, together with subordinate health and safety legislation, identify the legal responsibility to protect persons against risks to their health and safety, normally so far as is 'reasonably practicable'. The requirements of this document are, therefore, consistent with the College meeting its obligations with respect to negating the possibility of personal injury, injury to others and damage to property and equipment.

At departmental level, the circumstances under which children may attend the College will, in most cases, be such that 'generic' risk assessments (normally undertaken by Health and Safety Co-ordinators on behalf of the Head of Department), will establish essential safeguards. Furthermore, where the circumstances, including parts of buildings to which access is to be gained, are common, then such assessments should be shared between departments. At departmental level, such 'generic' assessments shall be brought to the attention of staff and students and only attendance falling within their scope and this Policy may proceed.

In the event that a visit falls outside of the scope of a 'generic' risk assessment, then the adult responsible for the child(ren) will liaise with the departmental Health and Safety Co-ordinator who will establish from the formal risk assessment, such controls as are identified to be necessary for the visit to proceed.

The College requires that children shall, at all times, be the responsibility of, and under the supervision of, an adult.

'College premises' referred to throughout this document means all buildings and land constituting that which is known as 'Royal Holloway, University of London'.

The use of College premises, including departments, for purposes of child care, including crèche facilities, is strictly prohibited. College premises are not designed, neither are they insured, for such purposes. The only exception would be where a formal event is officially sanctioned and managed.

Where any doubt exists as to the action to be taken under the requirements of this Policy, or advice or assistance being required, contact should be made with the College Health & Safety Adviser.

Section 1 – Children on College Premises

Children may be in attendance as:

- a) official visitors
- b) visitors in residence
- c) unauthorised visitors

a) Official Visitors

These will be officially invited either as a group or as individuals e.g. on school visits or work experience placements¹, or who enter the campus to enquire about the College or specific activities. An official visitor may also be a child who wishes to make contact with, or accompanies a parent, relative or friend. Such attendance will normally be with the prior knowledge of the member of staff or student. Where the visit falls within the remit of a previously conducted ‘generic’ risk assessment, the adult responsible will ensure that throughout the visit, adequate supervision and control is provided. Where the circumstances have not been risk assessed and an identifiable risk(s) exists, then the departmental Health and Safety Co-ordinator on behalf of the Head of Department shall establish from the risk assessment process, such controls as are necessary.

b) Visitors in Residence

With the approval of Residential Support Office staff, the children of residents may legitimately use campus facilities provided they are under an appropriate level of supervision.

c) Unauthorised Visitors

Being neither officially invited or having a proper reason for being in attendance, they may be engaged in seemingly innocuous activities such as football on sports grounds. Campus Security staff should be called immediately such activities are detected and will require the children to leave.

Section 2 – Guidance relating to access to specific areas

The following arrangements will apply:

LABORATORIES, WORKSHOPS, KITCHENS

Access will be permitted when the children are on a visit organised by or on behalf of the relevant line manager, are under an adequate level of supervision, given appropriate safety instruction and provided with relevant personal protective equipment. A member of staff of the area being visited must be in attendance at all times.

OFFICES

Attendance will be permitted subject to the requirements of the risk assessment being met and the child or children being the responsibility of, and under the direct supervision of, an adult.

¹ See also College Work Experience/Employment of Young People Policy and Procedure.

LIBRARIES, COMPUTING SUITES AND MEDIA CENTRE

Children, unless covered under the provisions of Section 1, paragraph a) above, will be permitted if they are at all times under the direct supervision of an accompanying member of staff or student, their presence is not disruptive, and they do not present a risk to themselves or others.

AMENITY BUILDINGS

Admittance will be permitted if the child is accompanied at all times by a member of staff or student who is able to exercise an adequate level of supervision and providing the child is wearing the specified clothing for the activity.

RESIDENCES

Other than residents' children, visitors will be permitted under the supervision of a member of staff and with the prior agreement of Residential Support Office staff.

CAMPUS ROADS AND GROUNDS

Staff or students having reason to doubt that a child or children are in attendance for one of the legitimate activities identified above should contact College Security without delay.

Section 3 – General safety requirements to be observed

The following arrangements will apply, without exception:

- a) Children authorised to be on College premises shall be supervised by an adult at all times.
- b) No children shall be brought onto College premises by the staff of any contractor.
- c) The College reserves the right to exclude children, at any time, from any part of its premises.

Section 4 – Monitoring compliance with the requirements of this Policy

Each department's compliance with the requirements of this Policy will be reviewed by a member of staff in the College Health and Safety Office during the health and safety audit process.

This Policy forms part of the College's Health and Safety Policy.

Dr Richard Fisk
Health & Safety Adviser
Version 3
20/06/2011

Signed by the Principal, Professor Paul Layzell on 23rd June 2011.

In accordance with the College's commitment to equality and diversity, this Policy has been written and screened to avoid discrimination and promote a positive approach to race, disability and gender issues. Comments on the content of this document should be directed to the College Health & Safety Adviser.