

Children on Campus Policy

Policy Code: STU-001**Version:** 12.0**Effective Date:** 2 April 2024

Purpose

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

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 Endeavour Wellness Clinic
- In the Library, Campus reception areas, Clinics, car parking areas, campus meeting rooms
- Nursing mothers with infants (refer to the [Support for Nursing Mothers](#) section below)
- During an Open Day or enrolment event
- When enrolled with the approval of their parent / guardian in a course provided on-site by an external provider or other UP Education institution; all organisations using the College's premises are required to follow WHS protocols as per the *Venue Hire - External Clients - Policy*.

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*.

In the Teaching Environment

Children (including mature minors) are not generally permitted in classrooms or laboratories except for the following reasons:

- When attending the campus for an Open Day or other enrolment event and accompanied and supervised by their parent / guardian at all times
- Students who have enrolled with the approval of their parent / guardian who are 18 years of age within the first period of study.

- Students who have enrolled with the approval of their parent / guardian in a course provided on-site by an external provider or other UP Education institution (as per the *Venue Hire - External Clients – Policy*).

If a meeting has been arranged with College workers, they must occur in campus meeting rooms only.

On-campus Clinics

- As the College supports child safe practices, our clinic environment is allowed have children attend clinic as a client under the strict supervision of their parent / legal guardian only.
- 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.
- Unless attending as a clinic client, children are not allowed in any other part of the clinic environment.
- Even though Campus Clinics provide health services, ill children or those who have a contagious disease should not be brought into Clinics to prevent exposure of health risks to others. As the College is not a primary health care provider, these children should attend conventional medical services or hospital services.

Excursions

Children are not permitted to attend student excursions under any circumstances.

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 contacting the parent / legal guardian or 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, students or clients;
- 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 so to keep the child safe.

In the Office Environment

The College understands that staff may at times need to enter the office environment in the company of a child in order to gather documentation or equipment to work from home, or to hold urgent meetings. In such cases, staff

should seek prior approval from their Senior Leadership Team member to bring their child on campus, and should limit the child's time on campus where possible.

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, including staff, students and clients. 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 *Work Health and Safety (WHS) 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)
- Classrooms
- Computer rooms
- Management offices
- Records areas
- Stores
- Other locations recommended by the Director of Clinic and Campus Operations.

All students, including mature minors who have enrolled with the approval of their parent / guardian in a course provided on-site by an external provider or other UP Education institution, will be assigned into an allocated room under the direct supervision of the teaching academic or staff members. The local Clinic and Operations Manager is responsible for the implementation of the WHS protocols to support a safe teaching environment in the assigned room allocations and assigned student breakout areas as per the campus *Venue Hire - External Clients Policy*.

Any queries related to children accessing any part of a campus (including restricted areas listed above) should be directed to the Director of Student Operations who will liaise with relevant campus staff (including Clinic and Operations Managers) to 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 their local Student Support Officer 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 these feeding times.

Definitions

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

College – The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health and Endeavour Wellness Clinic. 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.

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 – 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

Notifiable Diseases and Infection Control Policy

Work Health and Safety Policy

Venue Hire - External Clients - Policy

Related Documents

Consent for Treatment of a Mature Minor form

Withdrawal of Consent for Treatment of a Mature Minor form

Venue Hire for External Clients - Application form

Guidelines

Not Applicable

Benchmarking

Not Applicable

Supporting Research and Analysis

Not Applicable

Related Legislation

NSW Child Safe Standards

State Work Health and Safety Laws

Review and Approval

Policy Author

Quality and Compliance Coordinator

Policy Owner

Director of Student Operations

Contact

Director of Student Operations

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Approval Body

National WHS Committee

Meeting date: 7 June 2022

Policy Status

Revised

Responsibilities for Implementation

- Clinic and Campus Administrators
- Clinic and Operations Managers
- Dean – Higher Education
- Director of Student Operations
- Student Support Officers

Key Stakeholders

- All clinic clients
- All staff - academic, clinic and operational
- All Students
- External venue hirers
- Senior Leadership Team
- UP Education institutions using the College premises
- Work Health Safety Committees