

3. CHILDREN ON CAMPUS

Purpose and scope

- 3.1 This section of the Consolidated Academic Policies and Regulations (CAPR) explains how children may come onto a College campus and to which areas they are able to visit. It also describes what precautions the College will put in place to ensure it complies with relevant legislation.
- 3.2 This policy applies to all members of the College, and to any child on campus on or after 1 June 2016.
- 3.3 This policy does not apply in the following circumstances:
- (a) A child has been admitted as a student of the College.
 - (b) A student has received an official notice under relevant regulations regarding children in their care and admission to the College. In this case, the official notice takes precedence.

Definitions

- 3.4 'Child' means someone under eighteen (18) years of age.
- 3.5 'Young person' means someone aged sixteen (16), seventeen (17) or eighteen (18).
- 3.6 'Position of trust' means the role of a person who is not receiving education at the College but who looks after, supervises, or otherwise has a professional obligation towards someone who is.

Introduction

Overview

- 3.7 It is important that the College ensures the safety and wellbeing of all its members in general, and ensures that students can experience their education without unnecessary disruption from other students or visitors.
- 3.8 Therefore, the College premises are primarily a study/workplace for students and employees; they are not public buildings. They are not designed with the attendance of children in mind, and there are many hazards in their layout and in the equipment provided for teaching and other purposes.
- 3.9 Additionally, the College has a statutory responsibility to protect all visitors including children from hazardous activities on College premises and to ensure

safe evacuation during emergencies. Therefore, these regulations ensure the safe admission of children to College campuses only for necessary activities.

Principles

- 3.10 Every adult bringing a child on to the College premises is responsible for ensuring its safety and for ensuring that no-one else's safety is reduced as a result. Therefore, at all times, the College requires adults to exercise proper supervision of children in their care.
- 3.11 However, the College still has statutory responsibility to protect all visitors from foreseeable risks to their health and safety. For young children, the foreseeable risks are naturally greater than for adults. So the relevant Department needs to risk-assess the protective measures it regards as reasonably practicable and get them signed off by the Head of Department before any children enter the premises.
- 3.12 If space restrictions limit the number of people able to use particular facilities, the needs of students and employees always take precedence.
- 3.13 The parents or guardians of children who have previously been disruptive or who do not follow these guidelines will be asked to leave and may be refused access in the future under the relevant regulations.

Procedures

Bringing a child onto campus

- 3.14 Children accompanying a visitor to the College (such as with an applicant who is being interviewed) will only be admitted to buildings if they are under the constant supervision of a responsible adult for the purpose of specific approved and generally time-limited activity, e.g., completing an application interview.
- 3.15 In exceptional circumstances, including to enable breastfeeding, a student or staff member may be allowed to bring their own child(ren) or child(ren) in their care on to campus if:
- (a) the child is constantly supervised by a parent or carer;
 - (b) the child will not enter any workshop, studio, computer room, library or media facility or any other area containing learning resources or equipment or media or computing equipment – unless the work area has been risk-assessed and declared safe for supervised children;

- (c) the Head of Department has given prior approval (in the case of staff) or reception staff are happy to grant access (in the case of students);
 - (d) the child does not hinder other people's work; and
 - (e) the parent or guardian has recently signed a 'Child on Premises Form'.
- 3.16 If a child or young person has been admitted to the College premises, as allowed above, the College allows children in the following areas:
- (a) Facilities specifically designed for children.
 - (b) Events open to the public (e.g., recruitment and admissions offices, open lectures, exhibitions, and open days).
 - (c) Facilities open to children (e.g., sports facilities and external business hires).
 - (d) Organised educational visits by children.
 - (e) During a brief visit to areas risk-assessed as low risk.
- 3.17 Children are not allowed access to the following College premises at any time, unless as part of an approved, supervised visit:
- (a) Lectures, seminars or other teaching activities.
 - (b) Library, media zones, or other learning space.
 - (c) Areas with hazardous equipment, chemicals or processes.
 - (d) Areas risk-assessed as hazardous to children.
- 3.18 Children are not allowed to use College electrical equipment such as computers and video or DVD players at any time.
- 3.19 If the conditions described above cannot be met, no child may be brought onto College premises under any circumstances.

Completing a risk assessment

- 3.20 If a child is admitted to the College for a study period, work experience placement, educational visit, summer school or similar, then a risk assessment must occur and supervisor(s) must be formally identified.
- 3.21 A suitable and sufficient risk assessment will need to consider the following:
- (a) Age – the age of children is important, especially when assessing the risks identified in (c), 'All areas', 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, and the risk of injury from glass and glazing. The results of building surveys by Estates Services must be used in the risk assessment.
- (d) Supervision – the provision of effective supervision. The level and type of supervision will depend on the degree of risk.
- (e) Information – the provision of relevant information, e.g., notices, posters, leaflets and verbal instructions.

3.22 The assessment must reach a conclusion about whether or not the risk-control measures are effective. If they are not, children must not be admitted.

Disclosure and Barring Service (DBS) checks

3.23 The following College staff acting in a position of trust, except parents or guardians to their own children, must have had a DBS check undertaken and approved by the College in the last three (3) years:

- (a) A staff member responsible for bringing a child or vulnerable adult on to the College premises as part of their duties and responsibilities.
- (b) A staff member who subsequently takes responsibility for those children or vulnerable adults as part of their duties and responsibilities.
- (c) A staff member who is in a position of trust or who has regular unrestricted access to children or vulnerable adults as part of their normal duties and responsibilities.

Advice and support

3.24 Advice for students on children on campus, and the associated lower-level College rules, is available from the Student Hub or the GSM London Students' Union (gmsuadvicecentre@gsm london.ac.uk). More complex queries may be referred to appropriate individuals.

3.25 Advice for staff on children on campus is available from their nominated Academic Policy Partner.

3.26 If any staff development needs are identified, they may be discussed with members of the Staff and Educational Development Team.

Fees

- 3.27 A fee may be charged for each risk assessment as set out in the College's list of charges.

Legal and regulatory context

- 3.28 The College has developed this policy having regard to its duties towards the safety and security of all members and visitors under *the Health and Safety at Work Etc. Act 1974*, and under the statutory regulations made under this act.
- 3.29 Additionally, the College has developed this policy with regard to the principles of safeguarding of children outlined in the *Children Act 2004* and the *Safeguarding and Vulnerable Groups Act 2006*. However, the College is not a named body under this act and need only have regard to the principles.
- 3.30 The College may not be bound by the principles in the Acts in paragraphs 3.28 and 3.29 and this policy alone may not provide the procedure to meet all of these principles, some of which may be met by other College policies and procedures. which may be contained in other policies and procedures. The College uses the principles as guidance only, to help it deal soundly with these matters.

Enforcement, monitoring and review

- 3.31 If any person or body in the College refuses to comply with a request or decision made to enforce this policy, their refusal must be reported to the Chief Executive Officer, who will take such action to enforce this policy as they think necessary.
- 3.32 Each year, the College must receive a report that enables it to monitor, identify and act on any shortfalls in how this policy is interpreted and applied.
- 3.33 The annual report must include statistical data on the number of events specifically risk-assessed; the number of specific events for children; the outcomes; the Departments and programmes to which they relate; and the length of the process.
- 3.34 Every three (3) years, the College must review this policy to ensure that:
- (a) it remains up to date and continues to meet the expectations of the UK Quality Code, applicable legislation or guidance;

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- (b) areas of improvement, or any concerns, raised by students, external examiners, or professional bodies have been addressed; and
- (c) opportunities to reduce unnecessary bureaucracy have been taken.

Schedule (not part of the policies and regulations):

Responsible Officer: Head of Estates and Facilities

Approved by: Board of Directors and Academic Board

Version: 1.0

Date: 24 February 2016

Monitoring and Review Body: Faculty Board

Effective From: 1 June 2016

Next Scheduled Review: June 2019