

ACCESS FOR CHILDREN PROCEDURE

INTRODUCTION

The aim of this procedure is to ensure the health, safety and wellbeing of children and vulnerable adults who visit the University, as well as that of others who may be affected by their presence. This procedure applies to all Schools and Departments and applies on all campuses and University premises (including residences/summer schools). This procedure also applies to any University activities or events occurring off campus (e.g. visits to other workplaces with University staff, field trips).

For the purposes of this procedure, a child is defined as anyone who is under 16. The procedure also applies to a group of individuals defined by law as 'protected adults' (in accordance with the Protection of Vulnerable Groups (Scotland) Act 2007) aged over 16 who are being provided with a care or welfare service.

RESPONSIBILITIES

Parents or carers are responsible for directly supervising children at all times.

Heads of Department are responsible for granting permission for directly supervised access to any non-public areas under their management.

Event Organisers must undertake a risk assessment and share it with the Resilience and Safety Team in good time to allow comments to be acted upon.

The **Resilience and Safety Team** will provide advice and support on any health and safety or insurance matters relating to this procedure.

Note: Where it is known that any visitor to the University has a mobility difficulty or where reasonable adaptations are required, then a Personal Emergency Evacuation Plan (PEEP) must be arranged by the sponsoring School or Department in advance.

Evacuation arrangements for people with mobility issues should be addressed within an event risk assessment when applicable. For advice and support regarding PEEPS contact ResilienceandSafety@uws.ac.uk.

PROCEDURE

Access for children for work, study, exhibitions, open days, summer school, visits etc.

Children are permitted into the University to attend officially approved activities, such as specialist laboratory classes where the University has equipment not available within primary or secondary schools, lectures, organised social events, exhibitions, open days, summer school etc. A risk assessment must be carried out by the event organiser on each occasion or group of occasions such organised activities are planned. Children must, at all times while not in public areas during such events, be closely supervised by their teachers or guardians, however whilst attending events and lectures University staff are jointly responsible for monitoring children.

Completed risk assessments must be sent to ResilienceandSafety@uws.ac.uk for comment.

Informal access for children of staff and students

All children, while on University premises, must be directly supervised at all times by a parent or other responsible adult, and that person will remain directly responsible during the time the child is attending approved and properly supervised classes, projects, events, play groups etc. Close supervision of children is particularly important in more hazardous areas such as car parks, vehicle traffic routes, goods delivery areas, lifts and stairways.

The children of staff and students are permitted into the public areas of the University during the normal operational hours of those areas. Such public areas are the main receptions, reception offices and desks of Schools and Departments, canteens and cafes, and the admission desks of Student Hubs and libraries. While in these areas, children must be directly supervised by a parent or other responsible adult and may not cause a disturbance to other users. Parents or guardians of children causing a disturbance may be asked to remove them.

Children of staff may be permitted access to other departmental areas such as offices, with the permission of the relevant head of department. Access must be directly supervised at all times while within the department by the responsible parent or guardian.

Children of students are not permitted access to any areas other than those listed above and are not permitted access to any part of the University outside of normal working hours. Students attempting to bring children into the University outside of normal working hours may be refused access by Campus Security.

Children are not be permitted access to any plant room, service area or duct, kitchen, laboratory, workshop or food preparation area.

Children may be taken on a University field trip, as long as permission is given by the responsible member of staff, and a suitable and sufficient risk assessment including travel arrangements are agreed. The Resilience and Safety Team must be content with the risk assessment, and confirm that normal University insurance will be in place before the trip can take place.

Emergency Evacuation of Premises

Any person with responsibility for a child within University premises must be mindful of the needs of that child with regard to emergency evacuation. Since the University's lifts may not be used in the event of fire, a child in a push-chair or wheelchair for example may need to be assisted down stairways. If assistance may be required local University staff should be informed to allow arrangements to be planned.

The University's emergency evacuation procedures provide for assisted evacuation of those persons unable to use stairs unaided in an emergency. The University's Resilience and Safety Team can be contacted for detailed advice and guidance on emergency evacuation procedures.

As described above, for all visitors to the University who are known to have a mobility difficulty and might require additional support in the event of an emergency evacuation, it is required that a PEEP or suitable event risk assessment be made and submitted to the Resilience and Safety Team prior to the planned event or activity.

Where the general public are involved, and prior knowledge of mobility issues may not be known, a suitable risk assessment will describe what arrangements have been but in place generally to assist persons from the premises in the event of an emergency.

Incident Reporting

Any incident involving a child, or occurring as the result of the actions of a child, must be reported without delay to ResilienceandSafety@uws.ac.uk and an online incident report form completed.

Should you require any further information or advice on this procedure please contact ResilienceandSafety@uws.ac.uk

Procedure Author – Head of Resilience and Safety	Procedure Owner – University Secretary
Parent Policy Statement - Health, Safety and Wellbeing Policy	Public Access or Staff Only Access – Public
Version 1 – May 2019	Changes and Reason for Changes – Revised Procedure