

## ACCESS FOR CHILDREN PROCEDURE

### Introduction

This procedure sets out the University approach towards Access for Children.

The aim of this procedure is to ensure the health and safety of children and vulnerable adults who visit the University other than for work experience. This procedure applies to all Schools and Departments of the University and applies on all campuses. It also applies to any activities of the University occurring in areas outside of the University (e.g., visits to other workplaces with University Staff, field trips).

The procedure applies to all children visiting the University or attending activities organised by the University. For the purposes of this procedure, a child is defined as anyone who has not yet reached their 16th birthday.

The requirements of this procedure also apply to protected adults (as defined in the Protection of Vulnerable Groups (Scotland) Act 2007) aged over 16 who are being provided with a care or welfare service. However, this procedure would not apply if the University was the care or welfare service provider.

The University's Health and Safety Policy Statement outlines that the University has a duty to ensure the health, safety and welfare of all employees, students and other persons who may be affected by its operations. This procedure is aimed at ensuring the University discharges that duty and must be followed when Children and Vulnerable Adults are brought into the University.

The procedure which follows details how the University ensures a safe and healthy working environment, not only for the students, but also for others who may be affected by the presence and actions of such young persons.

### Procedure

#### **Access for children for work, study, exhibitions, 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 the school, lectures, organised social events, exhibitions, open days 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 teachers, University staff or post graduate students. Completed risk assessments must be sent to [HealthandSafety@uws.ac.uk](mailto:HealthandSafety@uws.ac.uk) for review, advice and 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 except during the time the child is attending approved and properly supervised classes, projects, play groups etc. Close supervision of children is particularly important in more hazardous areas such as car parks, vehicular traffic routes, goods delivery areas, lifts and in stairways of buildings.

The children of staff and students are permitted into the public areas of departments of the University during the normal operational hours of those departments. Such public areas are the Reception offices and desks of Schools and Departments, the refectories and the admission desks of the University's 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 supervisors of children causing a disturbance will be asked to remove them.

Children of staff may be permitted access to other departmental areas such as offices. Permission must be obtained from the Head of Department (or nominee) prior to such access and children must be directly supervised at all times while within the department.

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 outwith normal working hours. Students attempting to bring children into the University outwith normal working hours will be refused access by Campus Security.

Children shall not be permitted access to any plant room, service area or duct, kitchen, laboratory, workshop, preparation area, lecture theatre or computer laboratory. Nor may they be permitted access to any room which can be accessed only from one of the above areas.

Children must not be taken on a University field trip unless the prior permission of the Head of Department and the University Secretary, and the approval of the University's Insurers have first been obtained. Prior to this, a risk assessment, prepared by the School or Department involved, will have to be agreed with [HealthandSafety@uws.ac.uk](mailto:HealthandSafety@uws.ac.uk)

## **Responsibilities**

### **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 pushchair or a disabled child in a wheelchair for example may need to be assisted down stairways. Consideration must be given as to whether the child might need help with exiting from the building. If assistance may be required local University staff should be informed to allow arrangements to be planned.

The University's emergency evacuation procedures, in all but very exceptional circumstances, provide for rescue of those persons unable to use stairs unaided in an emergency. The University's Fire Safety Officer/Health and Safety Team can be contacted for detailed advice and guidance on emergency evacuation procedures.

### **Incident Reporting**

Any incident involving a child, or occurring as the result of the actions of a child, must be reported without delay to [HealthandSafety@uws.ac.uk](mailto:HealthandSafety@uws.ac.uk) and the University's online incident report form (on the Awaken system) completed.

Should you require any further information or advice on the above procedure please contact [HealthandSafety@uws.ac.uk](mailto:HealthandSafety@uws.ac.uk).

**Procedure Author** – Health and Safety Team

**Procedure Owner** – Director of Estates and Campus Services

**Parent Policy Statement** – Health and Safety Policy Statement

**Public Access or Staff Only Access** – Public

**Version** – Version 2 – October 2022

**Changes and Reason for Changes** – Department name change