

Policy for Bringing Children on Campus

1. Overview

The University is committed to creating a safe, inclusive, and welcoming environment for all. While our buildings and spaces are primarily designed for use by staff and students, we recognise that children may be present on campus, whether accompanied by staff, students, or members of the public.

This policy clarifies where and under what circumstances children are permitted on University premises. It aims to minimise disruption, manage risk, and ensure the safety of children and others, whether they are on campus, taking part in University activities, or otherwise affected by them, while also ensuring the University meets its legal obligations.

For the purposes of this policy, a child is defined as anyone under the age of 18, unless otherwise specified (e.g., in the 'Work Experience Placements' section).

University premises include all buildings, grounds, roads, and vehicles owned or controlled by the University. This policy also applies to off-campus activities organised or hosted by the University that involve children.

2. Policy statement

While the University welcomes children, some areas and activities are unsuitable or unsafe for them. The following guidelines apply:

- Advance written permission must be obtained before bringing a child onto campus (except in open-access low-risk areas — see Section 2.1).
- The responsible lecturer, manager, or supervisor will assess:
 - The activity and environment involved
 - Health and safety risks
 - Safeguarding obligations
 - Impact on staff and students

Depending on the assessment, one of three outcomes will apply:

- a) **Access/Permission granted** – where existing controls are sufficient to minimise risk to the child (e.g., low-risk areas).
- b) **Access/Permission granted with conditions** – where additional safety measures are required and are possible (e.g., medium-risk areas).
- c) **Access/Permission denied** – where the risks cannot be sufficiently mitigated or is too high (e.g., high-risk environments or restricted areas).

General Expectations

- Children must always be supervised by a parent or guardian who remains in proximity and able to intervene immediately to prevent accidents or inappropriate behaviour, e.g. interfering with equipment, entering prohibited areas, or disturbing other area users.
- Children should behave in a calm, safe, and non-disruptive manner.
- Toys, push chairs, prams, or personal items must not block fire exits or pathways. These responsibilities cannot be delegated to anyone else.
- Children must not use University equipment and property inappropriately or climb on furniture. It is the responsibility of the parent or guardian to take proper care in that regard.
- If a child is misbehaving or found to be unsupervised, the parent or guardian may be asked to remove them from the premises. Repeated breaches of this policy may result in future access being denied.
- Children are not permitted to accompany staff or students during formal University activities (e.g. meetings, classes, field trips).
- Contractors are not permitted to bring children onto University premises under any circumstances.

2.1. Libraries and Open Access Areas (Low Risk)

Children may access designated low-risk areas for short durations if they are accompanied and supervised at all times. These areas include reception areas, cafés and restaurants open plan IT areas (for observation, not use), single-occupancy offices (with permission).

In addition, University libraries at all campuses may allow access for children when accompanied by staff, students, or alumni. Access must be pre-arranged through:

- a) Online sign-in
- b) One-time parent/guardian induction (covering rules and expectations)

Please note:

Each library may impose specific limitations depending on the layout or nature of services (see Appendix 1). Each campus has a limited provision of Open Access IT (computer) spaces within its social spaces, which are accessible to parents and guardians without registration.

Children are not permitted to use University IT equipment or login credentials at any time. Parents/guardians must not allow children to use University systems, even via the parent's own login.

2.2. Other Areas and Activities (Medium Risk)

Staff and students should reasonably expect office and teaching spaces to be free from children. Therefore, staff and students are ordinarily expected to make appropriate childcare arrangements to support their responsibilities as University employees or students.

However, there may be planned events where children are invited to attend, or exceptional circumstances in which a parent or guardian requests that a child accompany them temporarily.

Where possible, such requests should be made in writing and in advance to the relevant member of staff (e.g. lecturer, line manager, head of department, faculty operating officer, or director of professional services).

Children are not permitted in medium-risk areas unless:

- A risk assessment has been completed to ensure appropriate health and safety and/or safeguarding controls are in place, and
- The child is accompanied by appropriate supervision at all times.

For University-arranged or hosted formal activities (e.g. work experience placements, Children's University programmes), arrangements must:

- Comply with legal health and safety requirements
- Follow relevant safeguarding and best practice guidance from recognised bodies (e.g. national sporting associations)
- Where applicable, meet local authority child protection and childcare standards

Examples of Medium-Risk Areas and Activities

- Laboratories
- Workshops
- Studios
- Seminar rooms
- Multi-occupancy offices¹
- Kitchens
- Plant rooms
- Work experience placements²
- Children's University
- Sports clubs and language schools using University facilities³
- Any other area where significant risk is present

(1) **Multi-Occupancy Offices:** These are not considered low-risk areas, as not all parts of the space may be child-safe. Children may only be brought into such areas with the explicit consent of the office manager or supervisor, and the agreement of all occupants.

(2) **Work Experience Placements:** Children and young persons on placements are legally considered employees for health and safety purposes. Faculties and professional services offering placements must provide them with at least the same health, safety, and welfare protections as for University staff. (See Section below for further guidance).

(3) **Hosted Activities (e.g. Language Schools, Sports Clubs):** The primary responsibility for children's safety rests with the external school/club organising the activity. It is the University's responsibility to ensure:

- The premises, equipment, and services provided are safe and fit for purpose
- There is close liaison with the organising body to confirm arrangements are suitable.

The University's standard visitor insurance arrangements will apply to children and supervisors involved.

Policy Breaches

If a student or employee is found to have brought a child into a medium-risk area without express permission, they will be asked to leave the area immediately. Disciplinary action may follow, in line with the appropriate University policy.

Lecture Capture and Privacy

Parents and guardians should be aware that formal lectures may be recorded using the University's lecture capture system.

If a child accompanies a parent/guardian to a lecture, their voice or image may be captured unless the parent/guardian has specifically opted out. Please refer to the [University's Lecture Capture Policy](#) for full details.

2.3. High Risk Activities

Children are strictly prohibited from accompanying staff or students during formal off-campus University activities, such as meetings, site visits, or field trips undertaken in their capacity as employees or students.

Children are also not permitted to undertake or be present during any activity involving significant risk, including but not limited to:

- Tasks beyond their physical or psychological capability
- Exposure to hazardous substances, such as those that are:
 - Toxic
 - Carcinogenic (cancer-causing)
 - Harmful to unborn children
 - Capable of causing chronic health effects
- Exposure to harmful levels of:
 - Radiation
 - Extreme cold or heat
 - Excessive noise or vibration
- Working with or near machinery

NOTE: a young person who is not a **child**, as defined under health and safety legislation (see Work Experience Placements), may only engage in work involving higher-risk activities if all the following conditions are met:

- The activity is a necessary part of their training.
- The work is properly supervised by a competent person.
- All risks are reduced to the lowest reasonably practicable level.

Children of any age must not, under any circumstances, be involved in or exposed to activities where there is a significant risk of encountering age-inappropriate content, such as violent, disturbing, or indecent material or illegal content of any kind.

2.4. Unaccompanied Children

Children must always be accompanied by a responsible adult while on University premises. If a child is found unaccompanied at any time:

- The incident may be treated as a safeguarding concern and reported accordingly (see 'Accidents and Safeguarding below').
- The University reserves the right to contact emergency services to ensure the child's safety.

The University is responsible for ensuring that arrangements to prevent unauthorised access or trespass on its premises, both grounds and buildings, take into consideration the possibility of children gaining access.

The University maintains an active programme of construction, refurbishment, and maintenance across its campuses. Such works may present significant hazards to children, particularly if they gain unauthorised access to these zones. To mitigate these:

- Suitable and sufficient barriers, signage, and security measures must be in place before work begins and maintained throughout the duration of the project.
- All precautions must explicitly address the likelihood of access by children, including trespassing risks.
- Access to construction or refurbishment areas is strictly prohibited for all unauthorised individuals, especially children.

2.5. Work Experience Placements

Under health and safety legislation, **a young person** is defined as anyone under the age of 18. **A child** is defined as anyone who has not yet reached the official Minimum School Leaving Age (MSLA). In England, pupils reach the MSLA in the academic year in which they turn 16.

Children below the MSLA must not be employed in industrial workplaces, except were participating in a formally arranged work experience placement. Work experience placements are not permitted for children under the age of 13.

2.6. Risk Assessment Requirement

Before any child or young person begins a work experience placement, a comprehensive risk assessment must be completed. This assessment must identify all foreseeable hazards and outline measures to prevent harm to or caused by the child or young person.

The assessment should take into account the young person's:

- Age, physical size, strength, and maturity.
- Any special needs, including disabilities, medical conditions, or dietary restrictions
- Likely behaviour and awareness of risk
- The suitability of the work environment, including:
- Workplace layout
- Use of and access to work equipment
- Presence of physical, chemical, or biological agents

- Organisation of work processes
- Training requirements specific to the young person
- The nature of tasks to be performed and their associated risks
- Supervision arrangements, including: (assignment of a competent supervisor, clear delineation of supervisory responsibilities, delivery of age-appropriate instructions, procedures and guidance).
- Effective and understandable emergency procedures

Details of the completed risk assessment must be shared with the parent or guardian of the child or young person prior to the placement commencing. This ensures that all parties understand the measures in place to safeguard the wellbeing of the child or young person during the placement.

2.7. Accidents and Safeguarding

Any accident, safeguarding incident, or near-miss involving a child on University premises must be recorded using [the University's Accident and Incident Online Reporting System](#) (accessible via the University of Greenwich portal under Staff Services > Report an Accident or Incident). All safeguarding incidents or concerns will be managed in accordance with the [University's Safeguarding Policy](#).

If an accident involving a child results in them being taken to hospital, it may need to be reported to the Health and Safety Executive (HSE) under [RIDDOR \(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013\)](#). In such cases, the incident must be reported immediately to Health & Safety Services, either in person or by telephone. All serious incidents will be investigated.

3. Responsibilities

3.1. Faculty Operating Officers (FOOs) and Directors of Professional Services

When a Faculty, Directorate, or Unit directly arranges an activity involving children, it is the responsibility of the FOO or Director to ensure compliance with all legal requirements and adherence to best practice.

In the case of work experience placements, FOOs and Directors must ensure that suitable arrangements are in place to support and protect the young person(s) attending.

3.2. Heads of Department and Local Managers

When a request is made for a child to be present on University premises, the Head of Department or Local Manager must assess the situation on a case-by-case basis. A risk assessment should be conducted to determine whether to permit or prohibit the child's visit, taking into account all relevant factors.

3.3. Third-Party Hosts

Where the University hosts an activity such as a language school, sports club, or other third-party event, the primary responsibility for the safety and supervision of children rests with the organisation arranging the activity.

The University is responsible for ensuring that its premises, equipment, and services provided for the activity are safe and fit for purpose. Close liaison with the hosting organisation is required to ensure all arrangements meet applicable standards and requirements.

University insurance provisions for visitors will apply to participating children and their supervisors.

3.4. Parents or Guardians

Adults accompanying children on University premises are responsible for supervising them at all times. Children must not be left unaccompanied under any circumstances.

4. Related Documents

4.1. Legislation:

In addition to the general duties contained in the [Health and Safety at Work Act 1974](#), other, more specific sets of Regulations and guidance may apply.

Links to these and further general guidance on Children on Campus Policy can be found on HSE web pages; [Young People at Work](#)

4.2. University documents:

- [University's Lecture Capture Policy](#)
- [University Code of Practice-Risk Assessments](#)
- [HSS/HS044-University Risk Assessment Guidance](#)
- [University's Safeguarding Policy](#)

4.3. Other related guidance:

- [Statutory Guidance-Working Together-GOV.UK](#)

5. Document History

Review Date	Reviewer	Summary of Review
2019	First issue	First issue
06/12/2022	HSSW Board	Reviewed to reflect full return to campus operations and include the differences in the categorization of risk levels “low- “, “medium- “and “high-risk” areas.
02/10/2024	Vikki Wood	Transferred to new document template.
18/07/2025	Michelle Appiah-Agyekum (H&S Advisor)	Removed outdated link to “Guidance for safer working practice” in Section 4.3. Updated to v25.1

This document would be reviewed at least annually hereafter.

Appendix 1: Campus Libraries

Each campus library operates within a distinct physical environment. Local arrangements are agreed upon by the Health and Safety Manager for Professional Services/ Health and Safety Local Officers (HaSLOs) and Operational Manager to ensure the safety of all users and the delivery of an effective service. The following adaptations apply:

Avery Hill – Library and Health Sciences Building

- Children are not permitted in the Silent Study Room.

Greenwich – Stockwell Street Library

- Children are not permitted in the 3rd Floor Silent Study Room.
- Children are not permitted in the Postgraduate Research Study Room.

Medway – Drill Hall Library

- Children may not use study spaces in the Silent or Quiet Study Zones.
- A Family Study Room is available on the Ground Floor for users with children.

The libraries regularly host workshops and one-to-one academic support meetings. Students must not bring children to these events or meetings without prior approval from the event organiser or meeting host.