

CHILDREN ON CAMPUS POLICY

1 Name of policy

This is the Children on Campus Policy.

2 Commencement

This policy commences the day after the day on which it is registered.

3 Policy is binding

Except to the extent that a contrary intention is expressed, this policy binds Navitas Australia Pty Limited (formerly named Study Group Australia) (CRICOS Provider Code: 01682E) trading as Taylors College Sydney (the College), staff, students and affiliates.

4 Overview

This policy applies to the safety of children visiting the College. The College is committed to the principle of equitable access for employees and students and promotes a work and study environment that is safe for all and respects family responsibilities.

5 Application

This policy applies to the children of staff, students or visitors who are not students at the College.

6 Definitions

Affiliates	means consultants and contractors to the College, members of the College Committees; and any other persons appointed or engaged by the College.
Carer	a person whose responsibility for the care of a child(ren) at the time relevant to the application of the policy.
Child/Children	a person under the age of 15
College	means Taylors College Sydney, including its staff, affiliates and contractors.
College Director	means the most senior staff member for the College (or their delegate).
CRICOS	means Commonwealth Register of Institutions and Courses for Overseas Students.

Course	means a sequence of academic subjects to achieve stated learning outcomes. An ELICOS course must have a minimum of 20 hours face-to-face scheduled course contact per week.
Delegate	means a person authorised to perform a specific responsibility.
Parent/s (or Legal Guardian/s)	means a child/children's parent/s or permanent legal guardian
Student	means a person who is currently an enrolled student in a Taylor's College course.
Working with Children Check (WWCC)	The Working with Children Check (WWCC) is a comprehensive criminal record check for people in child-related work in Australia. The WWCC aims to increase the safety of children in our community by helping to prevent people who have a criminal history that indicates they may harm children from working with children.

7 Records management

- (1) Records in association with this policy will be kept in accordance with the Records Management Policy and Procedures. Confidential documents related to the implementation of the policy will be maintained according to relevant privacy requirements.

8 Policy principles

- (1) The College recognises the rights of an individual to access the benefits of education and employment irrespective of their responsibilities towards dependent children and will ensure that a risk-based judgment is made to reduce the consequences of any potential hazards that may be faced by students, employees, visitors or their children.
- (2) Requests to bring children onto campus are expected to be viewed sympathetically and within the context of the relevant legislation

9 Recognition of need

- (1) The College recognises that there may be a need to bring a child onto campus in the following instances:
 - (i) as a last option in unforeseen circumstances (e.g. when childcare arrangements fail at the last minute);
 - (ii) in order to breastfeed
 - (iii) when a child is in one's care and a brief visit to the College is required

11 When and where children are not permitted

- (1) There are some areas and situations in which children will not be permitted access.
 - (i) areas of the campus where the College Director or delegate has completed a risk assessment and determined that there are potential safety and health risks (e.g. laboratories, areas where chemicals are stored, workshops, clinics, storage areas)

- (ii) in an examination under any circumstances. If a student cannot accommodate a child unexpectedly during a scheduled examination they should contact the College Director or Delegate for alternative arrangements (e.g. a deferral) that may apply under compassionate or compelling circumstances.
- (iii) children with any infectious illness. In this case employees should access their carer's leave entitlements under personal leave. Students should notify the relevant teaching staff of their situation and estimated absence and seek advice from the faculty regarding deadlines, assessment deferrals or other special arrangements as are necessary.

14 Permission and obligations

- (1) Permission to bring children to the College is at the discretion of the College Director or delegate. Wherever possible such permission should be sought prior to arrival at the campus.
- (2) If the College Director or delegate believes the presence of the child is causing an unacceptable health or safety risk or undue disruption to others, they may request the child/ren be taken from the area by the parents/carer.
- (3) At all times parents/carers must ensure the safety and wellbeing of the children in their care and children must be under the direct supervision of the accompanying parents/carer at all times.

15 Roles and responsibilities

(1) Parent, legal guardian or carer

- (i) Identify the need to bring a child/ren on campus and estimate the expected duration areas of the campus where a responsible supervisor has completed a risk assessment and determined that there are potential safety and health risks (e.g. laboratories, areas where chemicals are stored, workshops, clinics, storage areas).
- (ii) Consider and examine alternative childcare arrangements
- (iii) Seek approval from the College Director or delegate
- (iv) Supervise child/ren at all times in accordance with this policy.

(2) College Director or delegate

- (i) Requests by a parent, legal guardian or carer should be treated sympathetically and no reasonable request refused if evidence has been provided demonstrates all alternative arrangements have been examined and no alternative options are available.
- (ii) A risk assessment should be undertaken associated with each individual request
- (iii) Factors to be considered when granting permission to bring children on campus may include the age of the child/ren, the environment and the degree of possible interference with other students and staff
- (iv) The length of time and frequency of the visit(s) should be agreed and arranged in advance

(3) All staff

- (i) In the instance that a child is found unsupervised contact the College Director or delegate or local security staff.
- (ii) A risk assessment should be undertaken associated with each individual request

16 Rescissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

- (1) Not applicable

NOTES

Children on Campus Policy 2023

Date adopted: 20 November 2023

Date registered: 20 November 2023

Date commenced: 27 November 2023

Administrator: Position title of the most senior person responsible for the day to day operation of the policy.

Review date: At least once every 5 years from the date of commencement.

Rescinded documents: Not applicable

Related documents:

- (1) Anti-Discrimination Act 1977 (NSW)
- (2) Child Protection (Working with Children) Act 2012 (NSW)
- (3) Child Protection (Working with Children) Regulation 2013 (NSW)
- (4) Children and Young Persons (Care and Protection) Act 1998
- (5) Children's Guardian Act 2019 (NSW)
- (6) Work Health and Safety Act 2011
- (7) Navitas Anti-Discrimination and the Prevention of Harassment, Vilification and Bullying Policy
- (8) Navitas Code of Conduct
- (9) Navitas Police Checks and Working with Children Checks (Australia)
- (10) Records Management Policy and Procedures