

CHILDREN AND OTHER VISITORS TO CQUNIVERSITY FACILITIES POLICY



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1 PURPOSE

- 1.1 CQUniversity aims to provide campuses and other facilities which are safe and appropriately accessible to all. The University recognises the need for children and others to visit/attend its campuses on occasion and has adopted the following principles to ensure the health and safety of all students, staff and visitors.
- 1.2 This policy is established to:
- avoid disruptions in job duties of employees, co-workers, and student learning
 - reduce property liability, and
 - help maintain a professional work and learning environment.

2 SCOPE

- 2.1 This policy applies to students, employees and visitors attending CQUniversity campuses or facilities.

3 POLICY STATEMENT

- 3.1 Individuals using a University facility have an obligation to exercise reasonable care and attention when using the University space. Individuals bringing children and other visitors onto a campus should take particular care to ensure their safety, and minimal disruption to other University work and learning activities, including to students, employees and visitors. Individuals who bring a child onto a campus have primary responsibility for the safety of that child and must accompany the child at all times.
- 3.2 Individuals using University facilities, particularly a child's carer, must ensure that appropriate safety and other regulations are understood and complied with.
- 3.3 Individuals bringing a visitor/s to a CQUniversity facility should request permission from the relevant lecturer/teacher/tutor, in the case of a class, or the relevant supervisor in the case of other areas. Such requests should be treated sympathetically, taking into account safety hazards in the area.
- 3.4 Individuals using University facilities should avoid bringing infectious diseases into the University and should ensure they do not engage in activities that may pose a threat to the health and wellbeing of others.
- 3.5 Visitors, particularly children, will not be allowed in laboratories, workshops, kitchens, and other high risk or hazardous areas unless prior written permission has been given by the relevant employee supervising the area, or University management for events such as industry tours, school tours etc.

- 3.6 These are minimal guidelines and additional requirements such as formal risk assessments should be prepared for special areas and facilities where appropriate.

4 RESPONSIBILITIES

Compliance, monitoring and review

- 4.1 The National Occupational Health and Safety Manager is responsible for monitoring, reviewing and ensuring compliance with this policy.

Reporting

- 4.2 No additional reporting is required.

Records management

- 4.3 Employees must maintain all records relevant to administering this policy in a recognised University recordkeeping system.

5 DEFINITIONS

- 5.1 Terms not defined in this document may be in the University [glossary](#).

6 RELATED LEGISLATION AND DOCUMENTS

[Occupational Health and Safety Policy](#)

[Work Health and Safety Act 2011](#) (Qld)

[Work Health and Safety Regulation 2011](#) (Qld)

7 FEEDBACK

- 7.1 University employees and students may provide feedback about this document by emailing policy@cqu.edu.au.

8 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Director, People and Culture
Next Review Date	4/07/2021

Approval and Amendment History	Details
Original Approval Authority and Date	Council 18/04/2000
Amendment Authority and Date	Acting Vice-Chancellor & President 19/09/2002; Vice-Chancellor and President 4/07/2011; Vice-Chancellor and President 25/06/2015; Vice-Chancellor and President 4/07/2018.
Notes	This policy replaced the 'Children on campus' section of the Student Rules Policy (TAFE) (27/06/2014).