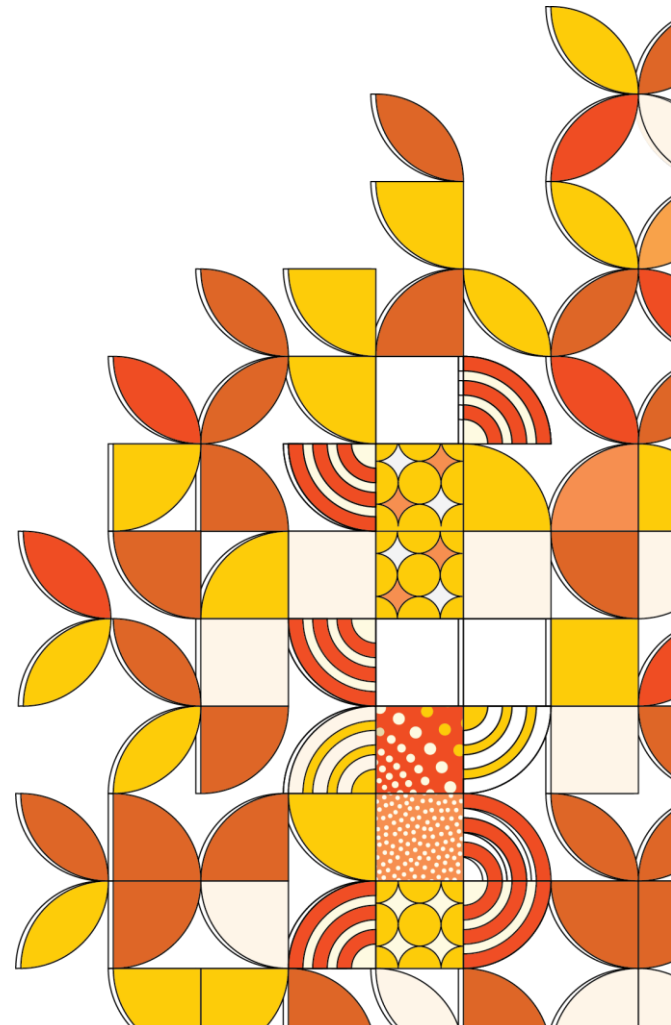


# Children on Campus Policy



## SECTION 1

### Purpose

1. This policy seeks to ensure that staff and students are not disadvantaged in their careers or studies by family responsibilities. IHM recognises that provision for staff and students with family responsibilities is a fundamental prerequisite for achieving equality of opportunity.

### Scope

2. This policy applies to all staff and students of IHM.

## SECTION 2

### Principles

3. IHM is compliant with relevant anti-discrimination legislation and IHM policy by adopting a proactive approach to ensure that discrimination on the basis of gender, marital status, parental or carer status does not occur.
4. IHM complies with occupational health and safety requirements in order to protect all persons (including children) from exposure to risk when on IHM campuses or associated sites.
5. Guidance is provided to staff and students and their supervisors/managers/teaching staff in relation to children on campus.
6. Staff and students are informed of their rights, responsibilities, and obligations regarding bringing children onto IHM campuses or associated sites.

### Policies

7. IHM recognises that staff and students may need to combine their family, work and educational responsibilities and that staff and students who are parents or carers may need to bring their child/ren on campus on some occasions (e.g., due to unexpected difficulties in normal childcare arrangements, breastfeeding or during school holiday time). IHM is committed to ensuring that there is no direct or indirect discrimination on the basis of gender, parenthood or status as a carer and that the competing demands of various roles such as parent, carer, student and employee can be balanced in such a way that all staff and students have the opportunity to fulfil and exercise their potential.
8. Staff and students may bring children onto an IHM campus or associated site where difficulties arise with normal childcare arrangements or for the purposes of breast/bottle feeding, provided that they comply with this policy. IHM does not expect that children will be routinely brought onto campus in place of other childcare arrangements. IHM expects that children on campus arrangements will not unreasonably

interfere with operational requirements and, wherever possible and where it is safe to do so, will allow children on campus so that the parent/carer can attend classes or the workplace.

9. A child who is unable to attend school or normal childcare facilities due to illness should also not be brought to an IHM location to ensure the safety of other staff/students/visitors. In cases where a child is ill, staff members are able to access appropriate leave provisions for the purpose of caring for the child. Students should contact the appropriate teaching staff member to organise alternative study arrangements.
10. The ultimate responsibility for the safety of any person at IHM or associated site resides with the Institute. IHM therefore reserves the right to decide whether a child should be permitted, or should be allowed to remain, in any particular location.

### 11. Health, Safety and Welfare

- a) Where the presence of a child is deemed to be creating a hazard or creating an unreasonable interference with workplace or student operations IHM is obliged to take action. This may include requesting the parent/carer remove the child(ren) from campus or the location assessed to be a risk.

### 12. Supervision

- a) IHM requires that:
  - a. children brought onto an IHM campus or associated site are fully supervised at all times by a parent or carer;
  - b. the parent/carer must not ask or expect other staff or students to take care of their child(ren); and
  - c. responsibility for the safety and wellbeing of the child(ren) resides with the parent/carer.

### 13. Requests

- a) **Making a request** - Staff and students wishing to bring a child(ren) onto an IHM campus or associated site should make a request to their supervisor/manager or teaching staff. Requests should be reasonable in the circumstances and give due consideration to IHM's operational requirements and to health and safety. Requests should be made as soon as possible, preferably at least 24 hours in advance, to allow due consideration and time for any changes to be implemented.
- b) **Responding to a Request** - Where a request to bring a child(ren) on campus is received from a staff member or student, the supervisor/manager/teaching staff will consider it on its merits and not unreasonably refuse the request. Consideration should be given to relevant IHM policies. Where appropriate, advice should be sought from People and Culture.
- c) Requests must comply with the conditions outlined in this policy and considerations will include:
  - a. the nature of the request, including the nature of the workplace or the study forum attended by the parent/carer;

- b. the needs of the parent/carer and the provision of adequate supervision;
- c. whether the presence of the child on campus will present any health or safety risk to the child(ren) or any other person;
- d) **Refusing a Request** - A request to bring a child(ren) on campus, or for work/study arrangements to allow a staff member/student to do so, may be refused if it imposes an unreasonable hardship or an unreasonable health and safety risk. Where a request is refused the staff member/student must be provided with a response in writing outlining in detail the reasons for the refusal and any suggested alternatives. The response must be signed and dated by the supervisor/manager/teaching staff member.
- e) **Appeals** - Where a staff member or student feels that a request has been unreasonably refused they may proceed in accordance with the relevant complaints and appeals process.
- f) Staff and students retain the right to use alternative and/or external avenues of appeal or complaint.

## SECTION 3

### Associated Information

<b>Related Internal Documents</b>	<ul style="list-style-type: none"> <li>• Health and Safety Policy</li> <li>• Complaints and Appeals Policy and Procedure</li> </ul>
<b>Related Legislation, Standards, and Codes</b>	<ul style="list-style-type: none"> <li>• <a href="#">HESF (2021). Higher Education Standard Framework</a> - Domain 2: Learning Environment</li> <li>• <a href="#">Work Health and Safety Act 2011</a></li> <li>• <a href="#">Occupational Health and Safety Act 2004 (VIC)</a></li> <li>• <a href="#">Work Health and Safety Act 2011 (NSW)</a></li> <li>• <a href="#">Work Health and Safety Act 2020 (WA)</a></li> <li>• <a href="#">Anti-Discrimination and Human Rights Legislation Amendment (Respect at Work) Act 2022</a></li> </ul>
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Change History

<b>Version Control</b>		Version 1
<b>Change Summary</b>	<b>Date</b>	<b>Amendment Details (short description)</b>
	02/10/2023 Version 1	Original
	30/11/2023 Version 1.1	The definitions have been relocated to the IHM glossary and the template has been updated. Inserted the Date Approved, Date of Effect and Date of Next Review
	05/12/2024	Updated the new template with Powered by Arizona State University