

Children on University Premises: Policy and Procedures

Responsibility of: University Secretary

Approval date: Initial approval date July 2017

Review date: July 2022

Approved by: VCE

Children on University Premises: Policy and Procedures

1. Purpose and Scope

This policy is designed to protect children on campus and should be read in conjunction with the University of West London Safeguarding Children Policy. The University is predominantly an adult environment and this policy is designed to ensure that risks to children are minimised and that, where appropriate, they can take advantage of the study or recreational opportunities offered within this environment.

The policy applies to all University activities for children but also to children on campus undertaking activities organised by other groups and ad hoc visitors.

For the policy on students under 18 who register for Further Education or Undergraduate courses please see the Admissions Policy.

2. General principles

The following principles apply to all children on campus who are not registered on a University undergraduate or FE programme:

- The parents/guardian (or group leader where it is an organised activity) of any child under 18 are responsible for behaviour and safety of the children in their care at all times.
- Parents/guardians must either sign an appropriate consent form for their children. This can be through a registration form for a study/recreational programme or the children on campus form for ad hoc visits. Where children are being brought onto campus by a school or through a private hire, the consent will be acquired and held by the organisation bringing them onto campus.
- The University will not permit any child of 11 years of age or under to be released from its care or premises unaccompanied. Children aged 11 to 15 can be permitted to leave university premises, subject to submission of a signed consent to release form signed by the parent or guardian. Where children are being brought onto campus by a school or through a private hire, the consent will be acquired and held by the organisation bringing them onto campus. Children aged 16 and over do not require this permission.
- No child or young person under 18 years of age is permitted to remain on university premises outside of these times unless they are taking part in an organised activity:
 1. Monday to Friday 08:30 to 20:00hrs
 2. Saturday to Sunday 08:30 to 18:00hrs

(The university reserves the rights to amend these access times without notice for significant operational or child protection reasons).
- Children may only access rooms which hold specialist equipment, including laboratories, print rooms, kitchens and music practice rooms as part of an organised activity led by an appropriately qualified individual.
- The University reserves the right to ask for any children on site to be removed if they are considered to be excessively noisy or disruptive or accessing areas which are forbidden.

3. Children on a University organised course or scheduled activity

This applies to all junior college programmes organised by the University or activities that involve regular attendance for children and young persons under the age of 18 years.

3.1 Consent form and emergency details

All parents/guardian must agree to the conditions of children on campus through the registration form.

As part of the registration form parents must provide emergency contact details and details of another person whom they authorise in their absence to collect their child from the university. This can be a family member or friend over 18 years of age.

Course leaders must ensure that a list of all attendees is provided to Security/Reception at least one day in advance.

The attendance list will include date, name of child, age of child, name of parent/ guardian, name of tutor, expected pick up time, parent/guardian's telephone number, alternative telephone number, access card number and time IN, time OUT, Travel alone (Y/N), signature. Where the child is 11 years of age or older, it should also include whether the child may leave the University unaccompanied.

3.2 Use of data

The contact details of children and their parents/guardians and emergency contacts will be provided to Reception and Security staff who play a vital role in the security, health and safety and safeguarding of children whilst on university premises.

The attendance lists will be used for UWL administration only and should not be on public view.

3.3 ID Cards

Every participant attending a University organised course shall normally obtain a UWL photo ID card. ID cards issued to children and young persons under 16 years of age will have restricted exit access rights from the access controlled gates. These exit restrictions will be lifted for pupils of ages 11 to 15 years whose parents/guardians have signed parental release consent form.

In the case of 7 to 11 year olds the ID card will be issued to and remain the responsibility of parent, guardian or nominated responsible adult

The University will issue one ID card free of charge; should this be lost the cost for a replacement will be charged at £10

3.4 Accompanying children

Any child under 7 years of age attending a University organised course must be accompanied to the class and handed over to the tutor by their parent/guardian or nominated adult. The parent/guardian or nominated adult is expected to remain with them or in close proximity to the classroom.

Children 7 to 11 years should be accompanied to the University and the parent/guardian or nominated adult should remain on the premises.

Children who are aged 5 or younger a parent/guardian or nominated adult must remain in the classroom at all times.

3.5 Emergency procedures

In the event of an emergency, the tutor leading the organised activity will be responsible for ensuring that all children are evacuated from the building. Children under the age of 11 or those between 11 and 15 who do not have consent to leave on their own should be kept in a safe location until such time as they can be collected.

4. Children on Outreach activities

This applies to all Outreach activities such as taster days and other visits by schools organised by the Outreach Team which involve pre-arranged attendance for children and young persons under the age of 18 years.

4.1 Consent form and emergency details

Where the outreach activity is organised through a school, the school will be responsible for collecting and holding consent and details in the case of an emergency and consent to leave the University unaccompanied where the child is aged between 11 and 15. Where the activity is organised and led by the Outreach Team, the consent and emergency details must be collected and held by the Outreach Team.

The Outreach Team will be responsible for signing in all children participating in the activity.

4.2 Use of data

The contact details of children and their parents/guardians and emergency contacts will be provided to Reception and Security staff who play a vital role in the security, health and safety and safeguarding of children whilst on university premises.

The attendance lists will be used for UWL administration only and should not be on public view.

4.3 Responsibility for the children

Where the children are being brought onto campus by a school, the teacher bringing the children will be responsible for them.

Where the activity is being led by members of the Outreach Team, the Outreach Team is responsible for the children.

4.4 Emergency procedures

In the event of an emergency, the teacher/member of the Outreach Team leading the organised activity will be responsible for ensuring that all children are evacuated from the building. Children under the age of 11 or those between 11 and 15 who do not have consent to leave on their own should be kept in a safe location until such time as they can be collected.

5. Premises – General Visitors

This applies to children visiting the University who are not part of any course or organised activity.

5.1 Children on Premises form and access to the University

On arrival at the University premises, UWL staff, students, visiting parents or guardians with children must sign the University Children on University Premises Form for each child under 18 years of age and also the Visitor's Book (this is regardless of the length of time they are to be on site). Parents/guardians will retain the original copy and a duplicate copy for the children on University premises form is retained by security/receptionist.

If the parent/guardian is not a member of staff or student, a visitor's pass will be issued and worn while on university premises. The visitors pass must be returned to reception before the child leaves the premises.

Access will be denied if parents/guardians/responsible adult refuse to fully complete the Children on University Premises form.

5.2 Parental responsibility

Parents/guardians must stay with and are responsible for their child at all times while they are on University premises.

6. Children on University Premises – External Lettings

6.1 Safeguarding responsibility

Organisations which wish to hire the facilities at the University of West London for activities involving children are responsible for the safeguarding of these children. The organisation is required to have an up-to-date safeguarding policy which includes the following provisions:

- All staff, volunteers, parents or carers who are supervising children should be DBS checked as required;
- Appropriate training has been provided for all staff who are supervising children.
- Have signed the universities External hire Safeguarding declaration.

A copy of the policy must be supplied with the booking.

5.2 Conditions for an external hire involving children

Organisations must ensure that children are not left unsupervised on University premises.

Additionally the University requires that:

- There should always be at least two leaders in any group of children and young people, no matter how small the group.
- No person under the age of 18 years should be left in charge of any children of any age.

- No child or group of children or young people (under 16) should be left unattended at any time.
- If any activity involves children changing, they must be supervised by an adult of the appropriate gender unless this is by their parent or guardian.
- A UWL member of staff should be informed if any safeguarding concerns or allegations arose in the course of your activities at the University.
- In the event of an emergency evacuation, group leaders are required to follow instruction of UWL Security and Fire Marshalls. Where appropriate, they should aid children out of the building. Once outside the building, group leaders are responsible for checking the whereabouts of the children in their care and ensuring that they get home safely.
- External letting clients should be made aware that:
 - a) some personal information they provide will be shared with the university front-of-hours reception and security staff who play a vital role in the safeguarding of their wards whilst on university premises; and
 - b) the University is an adult environment.

5.3 Signing in arrangements

The arrangements for signing in for an external hire event, including regular bookings, are as follows:

- All group leaders attending an external hire event with children on University premises must complete an attendance register specific to their event. This will be lodged with Security/Reception prior to the event and to be held at the agreed and designated entry location. The Hirer is responsible for informing parents of the designated entry point.
- The attendance register will include details of the event, date, names and contact telephone numbers of parent/guardian/group leaders, name and age of child, alternative telephone number of deputy group leader, time IN, time OUT.
- Each external letting visitor (including group leaders) must sign in and will be issued with a badge which must be worn at all times for security and safety reasons.
- Details of their next of kin & parent's names & addresses and emergency contacts should be held by the institution/hirer.
- Where a consent form has been signed and issued to UWL for a child over the age of 11 years old to be released, this must be kept by the group leader and this information included on the attendance list.

7. Restrictions

Parents, guardians or other responsible adults are asked to be aware that:

- the University is an adult environment and that only those in direct contact with children, including Security Staff and tutors, will be DBS checked
- no one will not be admitted to any of the University premises if they are in charge of children and are themselves under the age of 18.
- workshops, laboratories, library, kitchens, plant/equipment rooms or areas where particular hazards have been identified, may present a risk to children. Access to these areas is strictly forbidden unless part of an organised activity led by an appropriately qualified person.
- the University may have contractors working on site operating machinery and processes that could make the environment hazardous to children. Access to these areas is strictly forbidden.
- Contractors/workmen carrying out works at the university are strictly forbidden to bring children onto university premises.

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Declaration

I confirm that I have read the children on university document and I agree to abide by the conditions outlined above.

1. Signed Date

Please sign 2 copies of the declaration, one to be retained by University Of West London.