




DOCUMENT TYPE	D	 LA TROBE UNIVERSITY
ADMINISTRATIVE	5	
GOVERNANCE	1	
EQUALITY AND DIVERSITY	5	
NUMBER	008	
		Policy Database Document Reference Number 515008D

CHILDREN ON CAMPUS PROCEDURES

Parent Policy Title	Children on Campus Policy																					
Associated Documents	La Trobe University Procedures for Dealing with Complaints of Sexual Harassment, Harassment, Discrimination, Racial and/or Religious Vilification. Work and Family Procedures.																					
Preamble	In line with the Equal Opportunity Act 1995 (Vic) it is unlawful to discriminate on the grounds of breastfeeding, family responsibilities, or status as a carer.																					
General	<p>La Trobe University recognises that for women and men, the competing demands of roles of parent, worker and/or student can be difficult. Flexibility to allow children on campus in the case of expected or unplanned events can assist meeting the needs of children and parents consistent with State and Commonwealth legislation.</p> <p>Should children attend the University with their parent(s) or carer(s), there must be due consideration of the work and learning environment and the needs of other staff and students.</p>																					
Table of Contents	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Section</th> </tr> </thead> <tbody> <tr> <td>Campus accessibility</td> <td>1</td> </tr> <tr> <td>Breastfeeding breaks</td> <td>2</td> </tr> <tr> <td>Breastfeeding facilities</td> <td>3</td> </tr> <tr> <td>Car parking for nursing mothers</td> <td>4</td> </tr> <tr> <td>Children in classes</td> <td>5</td> </tr> <tr> <td>Children in the workplace</td> <td>6</td> </tr> <tr> <td>Other options for staff</td> <td>7</td> </tr> <tr> <td>Children in laboratories</td> <td>8</td> </tr> <tr> <td>Managerial responsibilities</td> <td>9</td> </tr> </tbody> </table>		Item	Section	Campus accessibility	1	Breastfeeding breaks	2	Breastfeeding facilities	3	Car parking for nursing mothers	4	Children in classes	5	Children in the workplace	6	Other options for staff	7	Children in laboratories	8	Managerial responsibilities	9
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1. Campus accessibility	<p>The University is committed to accessible campus layout, including provision for pram entrances into buildings and ramps.</p> <p>Parents and carers must be aware, however, that there are some areas such as workshops and lake systems that which are intrinsically hazardous and that the ultimate responsibility for the safety of children in their care rest with them.</p>																					

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2. Breastfeeding breaks	Refer to Work and Family Policy, Work and Family Procedures.
3. Breastfeeding facilities	Refer to Work and Family Policy, Work and Family Procedures
4. Car parking for nursing mothers	Refer to Work and Family Policy, Work and Family Procedures
5. Children in classes	<p>The University recognises the need for children to occasionally attend classes. Students should seek permission from the lecturer or tutor concerned. Such requests should be treated sympathetically and the student must ensure that the class is not disrupted. Permission for children to accompany students to classes may be withdrawn should any disruption occur.</p> <p>If a child is ill, it is generally not appropriate to bring the child to class.</p>
6. Children in the workplace	<p>The University recognises the need for staff to occasionally bring their children to work, for example due to unexpected child care difficulties. Staff should seek permission from their supervisor or manager. Due consideration must be given to the work environment and the needs of colleagues.</p> <p>If a child is ill, it is not generally appropriate to bring the child to the workplace.</p>
7. Other options for staff	<p>When an emergency child care situation occurs the following options should also be considered:</p> <ul style="list-style-type: none"> • utilising time off in lieu • taking time off on the understanding the time will be made up at a later time • utilising sick leave or recreation leave • if possible, enabling the staff member to work from home
8. Children in laboratories or other hazardous areas	<p>Neither accompanied nor unaccompanied children are not normally allowed to enter scientific laboratories, workshops and commercial kitchens due to Occupational Health and Safety issues and the nature of scientific laboratories.</p> <p>The area supervisor or laboratory manager may authorise entry on an individual basis.</p>
9. Managerial responsibilities	<p>Managers are required to consider each request for children in the workplace individually, taking into account the flexible work options outlined above. Similarly, consideration of children in the classroom needs to take into account any disruption to the class that may be detrimental to other students. Normally such requests would be on occasions where child care arrangements have unexpectedly changed or care is unavailable for a</p>

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	<p>curriculum day.</p> <p>Permission for children to enter a laboratory, commercial kitchen, workshop or other potentially hazardous area should only be granted when the area has been specifically prepared for visitors on occasions such as open day demonstrations.</p>
Status	Revised Format. Prior approval Children on Campus Policy Council 1990. The implementation of the latest version of these procedures supersedes all previous versions of these procedures.
Approval Body	Equality, Diversity and Personal Welfare Committee
Initiating Body	Manager, Equality and Diversity Centre
Definitions	Not applicable
Date Effective	1990
Next Review Date	March 2011
Keywords	Children, children on campus, child care, breastfeeding
Owner/Sponsor	Pro Vice-Chancellor (Equity and Student Services)
Author	Manager, Equality and Diversity Centre
Contact person or unit	<p>Equality and Diversity Centre equality@latrobe.edu.au</p> <ul style="list-style-type: none"> • Bundoora and City Telephone (03) 9479 2900 • Albury-Wodonga Campus Telephone (02) 6024 9628 • Bendigo Campus Telephone (03) 5444 7410 • Shepparton Campus Telephone (03) 5444 7410 • Mildura Campus Telephone (03) 5444 7410