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CHILDREN IN THE WORKPLACE PROCEDURE

LETTERKENNY INSTITUTE OF TECHNOLOGY

Table of Contents

	Page
Document History	3
1. Introduction	4
2. Procedure	4

Document History

Document Location

To be completed.

Revision History

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Revision Number	Revision Date	Summary of Changes	Changes marked
001	13-12-12	Implementation of Policy	
002	1-5-14	Change from Policy to Procedure as requested by H&S Committee	

Approvals

This document requires following approvals –

Title	Date
Executive Board	1/10/12
Audit Committee	15/11/12
Governing Body	13/12/12

Children in the Workplace Procedure

1. Introduction

This procedure is intended to provide advice to enable reasonable and proportionate judgements to be made regarding access for children and young persons to the workplace i.e. Letterkenny Institute of Technology. Legally we have a responsibility for children and young people on our premises.

2. Procedure

Valid Reasons for Children or Young Persons to be on Institute Premises:

1. When attending Institute operated sporting facilities and summer camps supervised and organised by competent Sports centre staff – for further detail please refer to relevant sections of An Dánlann Ancillary Safety Statement.
2. When on visits organised by the Institute, schools, departments or other recognised bodies, where significant risks associated with planned activities and foreseeable incidents must be assessed.
3. When on school organised "work experience" periods with specific departments, where significant risks associated with planned activities and foreseeable incidents have been assessed and safe working procedures produced if appropriate. In each of these situations satisfactory arrangements must be in place to ensure adequate induction and supervision of the children and activities undertaken by the relevant Institute (department or section), OR event organiser. For example transition year students on work experience.
4. Any other visits by school groups must be accompanied by teachers at all times.

In all other situations, the presence of children on Institute premises is discouraged and should only occur exceptionally, and then only in low risk work areas and where their presence does not disrupt the normal operation of the Institute. Examples would include the following: -

1. Brief social visits by parents with newborn babies or young children.
2. Accompanying parent to specific ceremonies or events, whether public or private, not involving hazardous activities, areas or equipment.
3. Accompanying parent (Institute employee) to work on a brief visit, e.g. when visiting for short periods to pick up work or carry out a short term low risk activity.
4. Accompanying parent (Institute employee) to work for short periods due to childcare difficulties or similar until alternative arrangements can be made, but only at the discretion and direction of the Head of School/Department or Functional area.

Please note that certain facilities and activities undertaken on the Institute premises are not planned specifically to accommodate young children and the precautions in place to control risks for

the normal population i.e. adults may be unlikely to be appropriate for children, due to their physical size, inquisitiveness, immaturity or inexperience. Children should not be brought into the workplace for extended or frequent periods or as an alternative to making arrangements for childcare.

In the event that children are brought onto work premises, then:-

1. The parent must consult with their Head of School/Department or Functional area about the acceptability of children being present, even for short periods beforehand.
2. The parent will be responsible **at all times** for the supervision of their child(ren) during the period the child(ren) are on the work premises and will be responsible for exercising sufficient supervision to prevent any hazardous situation from arising. If the parent is required to leave the child (ren) at any time, alternative supervision must be arranged for that period however short.

Children must not be allowed to disrupt the normal operation of the work area or the work of other employees or students.

1. Children must only be allowed into low-risk areas e.g. restaurant/dining areas, office areas, classrooms and the like and must never be allowed to enter any area where hazardous activities are being undertaken, hazardous equipment or hazardous substances are being used or if their presence could cause harm to the child/children.
2. The Head of School/Department, Functional area or nominated representative can instruct the parent to remove the child/children immediately from the work area.

Paul Hannigan
PRESIDENT

LETTERKENNY INSTITUTE OF TECHNOLOGY