



**HEALTH & SAFETY**  
**IECHYD A DIOGELWCH**

**Children on University Premises**  
**Policy Arrangements**  
**HSA-10202-01**

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## Document Control

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## Amendment Record

Revision	Date	Amendment(s)
<b>0</b>	October 2022	Submitted to HS&R Committee for comment and approval
<b>FINAL DRAFT</b>	January 2023	Final draft to SLT following consultation
<b>1</b>	16/01/23 19/01/23	Document control for issue Minor changes provided by PSLT

## 1. Introduction and Scope

This aim of this policy arrangement is to ensure the health, safety and welfare of children who visit the university or attend activities organised by the university, other than as enrolled students or those on approved work experience.

Specific health and safety arrangements exist for children attending the university or university organised activity, either as enrolled students, or on work experience.

This policy arrangements document applies to all Faculties, PSUs, university collaborations, staff, students, tenants, and contractors whilst on campus or working on behalf of the university at other locations, including fieldwork visits.

These arrangements provide a framework for the health and safety management of children on university premises. Additional specific related arrangements in place at the university can be found at [Staff H&S pages](#) and [Postgraduate and Undergraduate H&S pages](#).

Including:

- Risk Assessment
- The children and young person checklist
- Pregnant and Breastfeeding Parents
- Fieldwork
- [Work experience placements](#)
- Safeguarding Policy and Associated arrangements [Safeguarding Vulnerable Groups - Swansea University](#)

For the purpose of this document, a child can be defined as:

- A person who has not achieved their 18th birthday (United Nations Convention on the Rights of the Child, The Children Act 1989 and Social Services and Wellbeing (Wales) Act 2014).
- Anyone who is below the minimum school leaving age (currently 16) and young person is anyone over 16 years of age, but younger than 18 years of age (Management of Health and Safety at Work Regulations 1999 (MHSWR)). Reference to Child/ren in this document, includes young people as per the definition.

Further information on the university family friendly arrangements and parental support and childcare options can be found:

- Staff - HR [Family Friendly - Swansea University](#)
- Students - [Swansea University Students' Union - Swansea University](#)

## 2. Policy

Swansea University has a “duty of care” for the health, safety and welfare of all visitors to its premises and those taking part in university organised activity.

There is a legal requirement to complete specific health and safety risk assessment for children (and young people). Appropriate consideration must be given to health, safety and safeguarding risks, as well as the impact of disruption to the normal operation of the university. The university Safeguarding Policy and associated arrangements must be complied with at all times.

As a Higher Education establishment, most users of our premises are over the age of 18. While supporting and promoting educational activity, the university is a place of work and its buildings, activities and risk control measures are not generally designed for children.

Occasions when children may attend the university or university organised activity fall into two main categories:

- Planned events and activities
- Unplanned/ ad hoc/ exceptional circumstances.

### 2.1. Planned events and activities

There are many reasons why children may visit university premises or partake in university organised activity, and this policy arrangements document is not intended to restrict the attendance of children at planned events or activities at the university.

Examples of planned events and activity include but are not limited to:

- Using university facilities, such as, attending nursery, health services, sporting facilities, national pool, libraries, museum visits, theatres, exhibitions, and off campus facilities such as Oriel Science and Tŷ'r Gwrhyd.
- Visits and activity organised by the university, local authority, external schools, or other recognised bodies, including, teaching and learning activity, summer schools, outreach activity such as young carers events, etc.
- Approved research activity.
- University organised activity other than at university premises i.e. fieldwork.
- University events where children may attend as visitors i.e. graduation, open days.
- Residential events in university accommodation.
- Events organised by external organisers involving the hire/ use of university facilities and residences.

Robust health, safety and safeguarding arrangements must be in place for all organised events and activities, and this includes specific risk assessment and the implementation of robust risk control measures for children.

Completion of risk assessments and the implementation of appropriate controls, including supervision, is the responsibility of the event/ activity organiser.

Additional robust arrangements must be in place for organised events requiring access to higher risk environments such as laboratories or undertaking higher risk activity.

A number of locations and activities at the university are prohibited for children. Contact the Health, Safety & Resilience (HS&R) team for advice on prohibitions and high-risk activity (see [Staff H&S pages](#)).

## 2.2 Unplanned/ Ad hoc/ Exceptional Circumstances

The presence of children on university premises should only occur in low-risk, accessible areas, for short duration and where their presence does not disrupt the normal operation of the university.

A child on Swansea University premises must be accompanied by an adult at all times. The adult should be in a position to supervise, instruct and if necessary, control the actions of the child. Supervision means present in the same room and engaged in no other task, such that an immediate response may be made to a child, if needed.

However, the university recognises that public library spaces may be accessed by unaccompanied older teenage children/ young people (GCSE and A level) for study purposes.

Examples include:

- Social visits by parents with new-born babies or young children.
- Accompanying parent (SU employee or student) to university on a brief visit, e.g. when visiting for short periods to pick up work.
- Accompanying parent/ responsible adult on a visit to a public access area, such as library, reception desk, café, etc.
- Breastfeeding parents. As required, access to appropriate breastfeeding spaces will be granted by the Faculty/ PSU on request.

In such circumstances children must not be admitted to laboratories, workshops, studios, food outlet kitchens, or other hazardous areas or partake or be exposed to hazardous activity/ equipment.

Children should not be brought into the workplace or learning and teaching (L&T) spaces (unless for an organised event). This includes attendance of children at university fieldwork activity, off campus.

In exceptional circumstances, permission to bring children into low-risk areas of the workplace or L&T spaces for short/ infrequent visits, must be obtained from the head of school/ department, line manager or another nominated deputy.

In these instances, children must remain under the direct supervision of the accompanying adult at all times. The accompanying adult is personally responsible for the care and supervision of the child at all times.

The accompanying adult must ensure that the child does not, in any way, disrupt the normal work of the university. Therefore, although the risk may be low, children are not permitted to be at lectures, seminars, or other teaching activities. Likewise in other

areas, for example libraries, the accompanying adult may be asked to remove a disruptive child from the premises.

Any contravention of the above in respect of teaching and learning settings must be addressed through referral to the appropriate Director of Faculty Operations. In respect of Professional Services settings such as University Libraries, referral should be made to the appropriate Professional Services Director. In instances of persistent contraventions, this may in exceptional cases lead to referral under the University's Student Disciplinary procedures.

### **2.3 Unaccompanied Children**

Due to the open nature of our premises, unaccompanied children can gain access to our campuses, for example due to a public right of way.

In these circumstances it is the university's duty to ensure that access can only be gained to low-risk and publicly accessible areas.

The following must be reported immediately to campus security services:

- Children are unaccompanied/ unsupervised.
- Children observed entering a higher risk or non-publicly accessible area. For example, laboratories, workshops, studios, kitchens, or other hazardous areas.
- Children accessing hazardous equipment/ materials or engaging in hazardous activity.
- Children are seen to be behaving in a way that is likely to cause harm, disruption or risk to themselves or others.

Where necessary, university campus security services will contact South Wales Police or other agencies.