

CHILDREN ON CAMPUS POLICY

Introduction

1. As a higher education establishment, Richmond American University London is predominately an adult environment, and the main users of our premises are over the age of 18. For this policy a child is anyone under 18.
2. While wishing to provide a welcoming and inclusive campus environment and support and promote legitimate educational activities, the University is a place of learning and work, and its buildings are generally not designed for children, nor does it consider the specific needs of children.
3. The University recognises that there will be occasions where a member of staff or student may have to bring their child onto campus for a short informal visit and this policy is designed to ensure that on these occasions the risk to children is minimised. Close supervision by the parent or guardian is always required.

Legislation

4. The Health and Safety at Work etc. Act 1974 imposes a duty on employers and those responsible for premises, to ensure that their premises are, so far as is reasonably practicable, safe and without risk to others. The University's responsibilities cannot be delegated in their entirety to those adults who bring or allow children onto campus and who are responsible for supervising them e.g., parents. The Management of Health and Safety at Work Regulations 1999, defines a young person as anyone under the age of 18 and a child as anyone below the minimum school leaving age (currently 16). There is a specific requirement in the regulations to consider young person's/ children in an employer's risk assessment, where necessary. Where children or young people attend as part of organised events, the University will ensure adherence to safeguarding requirements, including appropriate adult supervision, DBS checks where required, and compliance with the University's Safeguarding Policy.

General Principles

5. The following principles apply to all children on campus who are not registered on a University undergraduate, further education programme or other organised visit/activity:

Children of Staff, Students, and Visitors

- 5.1 The University recognises that there are occasions where a parent/guardian may have to bring their child onto campus and the general principles should be always followed.

Staff

- 5.2 Bringing a child onto campus is not permissible on a routine basis, the decision to grant one-off permission to bring the child into their department will rest with the line manager, who will also be responsible for ensuring that an assessment of risk is undertaken as appropriate. Examples of short informal visits include introducing a child to colleagues or to show them where the parent/guardian works. Where urgent childcare issues arise, staff should contact their line manager, who may temporarily authorise a short campus visit by the child while ensuring the area is suitable and low risk.
- 5.3 A dynamic risk assessment should be completed if the stay exceeds 60 minutes or involves movement beyond office settings.
- 5.4 The parents/guardian (or other responsible adult) of any child are responsible for the behaviour and safety of the child or children in their care at all times and provide close supervision.

Students

- 5.5 The University recognises that combining studies with parenting or caring responsibilities can be challenging and that occasionally there might be a need to bring a child onto campus for example to collect/drop off work or assignments, however, the University campus is not designed with the needs or health and safety of children in mind and is not a suitable location for children to spend extended periods of time. We do not expect students to routinely bring their children to the University with them.
- 5.6 Students are not permitted to bring their child/children into lectures, seminars, or other classes. Children cannot be left unsupervised while students attend classes. The parents/guardian (or other responsible adult) of any child are responsible for the behaviour and safety of the child or children in their care at all times and provide close supervision.
- 5.7 The University encourages students with caregiving responsibilities to speak with Student Affairs, who can advise on support and mitigation strategies

Visitors

- 5.8 All children brought onto campus — whether by staff, students, or visitors — must be always accompanied and should be signed in at reception. The responsible adult must complete a child presence waiver and may be issued a temporary visitor pass depending on the length or location of the visit.
- 5.9 Children are not permitted in high-risk areas, including laboratories, kitchens, or plant rooms, unless part of an authorised, supervised visit with appropriate

risk control measures in place, including adult-to-child ratios, first aid arrangements, and safeguarding oversight.

- 5.10 Construction works may be undertaken within the University that could make the environment hazardous. Procedures are in place to restrict access to these areas and to ensure that works can be carried out in a safe manner.
- 5.11 All health and safety accidents/incidents/near misses involving children that occur due to involvement in any University activity should be reported through the normal accident reporting process.
- 5.12 Where it is intended that children or young persons should visit the University, such as for organised educational or social events, a risk assessment must be prepared by the School/ Function. The risk assessment must include consideration of the activity; the location; the safety of the built environment for children, and in particular for children under the age of five, if appropriate; any specific safety or health risks that would make a child or young person more vulnerable; the level and nature of supervision; the immaturity and vulnerability of children and young persons in unfamiliar surroundings; and the possibility of disruption that may disturb work, study or other activities at the University.

Compliance

- 6. Staff should bring non-compliance of this Policy to the parent/guardian's attention in the first instance where they feel comfortable to do so. Alternatively, they could bring it to the attention of the manager of the area or department. Where persistent non-compliance is known, it should be reported to the relevant Head of Department for staff or Vice President for Student Affairs for students who will take suitable action to resolve the situation.
- 7. Additionally, where a child is found in circumstances that are assessed to present an imminent or unacceptable risk in relation to health, safety, security, or level of disruption to others, Campus Security should be contacted.

VERSION MANAGEMENT

Responsible Department: Estates and Facilities			
Approving Body: University Board (on recommendation of Operations Committee)			
Version no.	Key Changes	Date of Approval	Date of Effect
1.0	Initial Version	October 2023	October 2023
2.0	Added reference to safeguarding requirements, New supportive language: The University encourages students with caregiving responsibilities to speak with Student Affairs, who can advise on support and mitigation strategies, Standardised Check-In Process for All (Visitors Section) Broadened from just visitors to include all categories: All children brought onto campus — whether by staff, students, or visitors — must be always accompanied and should be signed in at reception. Formatted and reapproved for 2025-26 AY	24 July 2025	September 2025
	No changes to the policy; reviewed and approved by University Board for AY 2026–27.	2 June 2026	September 2026
		Restricted Access? <i>Tick as appropriate: Yes X No ☐</i>	