

CHILDREN IN THE WORKPLACE POLICY

Document ID	Children in the Workplace Policy
Related Documents	WHS Policy
Date	3 December 2016
Date of Next Review	December 2018
Authorised by	Director of Accreditation, Compliance and Quality Assurance
Approved by	Executive Management Team [10 January 2017]
Version	1.0
Responsible Officer	HR Manager
References and Legislation	

Contents

1. Purpose.....	2
2. Scope	2
3. Definitions	2
4. Direct Supervision.....	2
5. Breaches of This Policy	3
6. Document Change Control	3

1. Purpose

This Policy sets out ('APIC')'s guidelines regarding the bringing of children into the workplace. APIC understands that some employees may have a responsibility to care for children. Employees are encouraged to utilise carer's leave where available to care for children in such circumstances. Where employees access carer's leave, they are required to follow the terms of APIC's Leave Policy.

Children may only be brought to the workplace by employees with prior approval of Supervisor. Circumstances where management could allow children at the workplace include, for example, where APIC is having an open day. Parents are required to ensure that work health and safety laws are followed at all times when bringing children into the workplace.

If approval to bring children into the workplace has been granted, parents are required to be sensitive to the needs of other employees and should not expect others to care for their children. Likewise, the needs of other employees and customers should be respected.

Parents are required to be aware that the ultimate responsibility for the safety of their children rests with them.

2. Scope

This Policy applies to casual, part-time and full-time employees of APIC and does not form part of any employee's contract of employment

3. Definitions

Item	Definition
	NIL

4. Direct Supervision

Any child in the workplace is required to be directly supervised at all times. This is because:

- children do not have the same capacities, skills, training and experience as adults. They are unlikely to have knowledge or judgment about workplace hazards, and lack the maturity to respond appropriately in unexpected or dangerous situations. As such, their ability to assess risks to health and safety is limited. Hazards will therefore pose a higher risk to children, and situations which are not hazardous to competent adults can be hazardous to children (for example, power cords).
- depending on the hazard, children may not know if they are being exposed to health and safety risks; and
- children's behaviour increases the risk of harm. They may, for example, play near equipment, machinery etc. without realising the risks involved.

If you are supervising a child onsite, you are required to ensure that you:

- inform your Supervisor on line-manager prior to bringing the child onsite and once you have brought the child onsite;
- follow any directions from you Supervisor or line-manage in relation to the child being onsite;
- monitor the child at all times;

- the child is kept away from any hazards at all times; and
- do not allow the child access to any restricted areas.

Approval must be gained from APIC for any alternative arrangement to be introduced.

5. Breaches of This Policy

A breach of this Policy may lead to disciplinary action including, but not limited to, termination of an employee's employment.

6. Document Change Control

Version	Change Description	Date	Author
1.0	Place in new policy format	13 December 2016	Corinne Green