



This Information Sheet provides guidance regarding the arrangements that Colleges / Professional Services must put in place to ensure no child is placed at risk when on University premises or property, or when participating in University led activities. This is in support of Sections 14.1, 14.3 and 14.4 (Children and Young Persons) of the University's Health and Safety Policy which all Colleges and Professional Services must adhere to.

DEFINITIONS

The following definitions are pertinent to health and safety legislation only.

Child(ren): *A child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA in the school year in which they turn 16.*

Young Person: *A Young Person is anyone above the MSLA who is not yet 18.*

When referring to 'safeguarding' a different definition is used and a child is anyone under the age of 18. Further information can be found under safeguarding [here](#).

UNIVERSITY HEALTH AND SAFETY POLICY

In relation to children, the University Health and Safety Policy (Section 14) states:

14.1 The University recognises its extended duty for ensuring the well-being and safety of children and young people when on University premises or property, or when participating in University-led activities. This extended duty must be taken into account by every person who is involved to any extent with the supervision or control of children and young persons and when planning activities and conducting Risk Assessments.

14.3 Each College or Professional Service allowing or inviting children onto its premises or to participate in activities, is required to ensure a suitable and sufficient Risk Assessment has been produced and adequate controls put in place.

14.4 The Property & Campus Services Department is required to consider risks to children in all proposals, designs, developments and maintenance of buildings and external areas; producing Risk Assessments as appropriate to the risks.

There is little doubt that children require supervision whenever they are on University premises and that some controls may be required whilst they are in areas that may potentially be hazardous to them.

This Information Sheet seeks to provide guidance on what should be considered if planning to bring children onto University property and whilst children are participating in College / School / Professional Service led activities.

GENERAL DUTIES OF COLLEGES AND PROFESSIONAL SERVICES (SERVICE)

Colleges and Services must put in place suitable arrangements to ensure the health and safety of any child visiting their areas of responsibility. This includes children attending a formal, planned event and visits arising from an informal situation e.g. staff or students with childcare issues.

To ensure suitability it is essential consideration is given to the fact that children will not have the level of maturity to understand the potential risks of a University setting.

General arrangements can include:

- a) Suitable controls to manage any risks.
- b) A suitable and sufficient Risk Assessment and/or Local Rules¹ that:
 - i. Outlines the purpose for permitting children.
 - ii. Identifies the hazards associated with the areas visited by children (e.g. building characteristics, circulation areas) and the activities children are to participate.
 - iii. Considers a child's immaturity, inexperience and lack of awareness of risks.
 - iv. Stipulates the numbers of children permitted.
 - v. States prohibited areas / activities / materials / equipment.
 - vi. Details the controls required to manage risk.
 - vii. Identifies the health and safety information to be given to children and Supervisors.
 - viii. Identifies emergency and contingency arrangements.
- c) Appropriate and sufficient adult supervision² at all times, which:
 - i. Complies with, where applicable, Local Authority Standards and requirements.
 - ii. Reflects the supervision needed to safely evacuate and control children in an emergency as well as for the visit / activity.
- d) 'Permissions' (in accordance with GDPR) authorising a child to participate in a University led activity (includes filming / photographing of children) where required³.
- e) Information for staff, students and others (as appropriate) regarding their responsibilities, in relation to children visiting University premises.
- f) Follow the specific requirements of [Human Resources](#) if offering Work Experience.

¹ Local Rules should be no more than a list of common sense statements that clearly communicates the 'dos and don'ts' of an area, building or activity

² May include Disclosure and Barring Service (DBS) Checks. Contact Human Resources for further information

³ Permission must be suitable for purpose and the activity to be undertaken. Further advice should be sought from the Insurance Officer and in some cases the relevant Ethics Committee

CHILDREN ON UNIVERSITY GROUNDS (includes unauthorised)

Most University grounds, car parks and roads are open to the public so

