

## **HR27 Children in the Workplace Policy**

### **Application of the Policy**

This Policy applies to all full-time, part-time and casual employees.

### **Purpose**

This Policy sets out the Organisation's guidelines with regard to the bringing of children into the workplace. The Organisation 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 must follow the terms of HR20 Leave Policy.

Children may be brought to the workplace by employees on a casual basis (not on a regular basis), this must be approved by the Employee's supervisor and the HR Manager. Circumstances where management could allow children at the workplace include, for example, where the Organisation is having an open day. Parents must 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 must be sensitive to the needs of other employees and should not expect others to care for their children. The needs of other employees and customers should be respected.

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

### **Direct Supervision**

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

- a) Children 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).
- b) depending on the hazard, children may not know if they are being exposed to health and safety risks; and

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

- a) inform the HR Manager/EO prior to bringing the child onsite and once you have brought the child onsite;
- b) follow any directions from the HR Manager/EO in relation to the child being onsite;
- c) monitor the child at all times;
- d) ensure the child is kept away from any hazards at all times; and
- e) do not allow the child access to any restricted areas.

### **Alternatives**

As an alternative to bringing children to the workplace, the Organisation may, in appropriate circumstances, consider alternative arrangements such as:

- a) working from home

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

### **Breaches of This Policy**

A breach of this Policy may lead to disciplinary action.

### **Relevant Legislation**

- Work Health and Safety Act 2012
- Work Health and Safety Legislation 2012