



**ROBERT GORDON
UNIVERSITY ABERDEEN**

Children and Young Persons on Premises Policy



Approved by	The Executive		
Date Approved	TBC	Status	Awaiting Final Approval
Policy Owner	Head of Occupational Health and Safety	Impact assessed	Yes
Version	4	Date of next review	TBC

Version Number	Purpose/Change	Date
1	Creation of Policy	2012
2	Open Access areas defined	February 2014
3	Breastfeeding etc. (Scotland) Act 2005 included	September 2015
4	TBC	September 2022

CHILDREN AND YOUNG PERSONS ON PREMISES

1. Policy Statement

- 1.1 RGU is part of a wider northeast Scotland community and, indeed, global community and, its campus is a family-friendly area with public spaces being accessible to anyone. The University is committed to providing a welcoming and inclusive environment, on and off campus for all.
- 1.2 The University believes that having parenting or caring responsibilities should not be a barrier for success at RGU, support for students can be found in the Student Pregnancy and Parenting/Caring Responsibilities Policy and support for staff can be found in a range of [HR policies](#).
- 1.3 This policy will ensure there are consistent, fair and effective procedures to safeguard the health, safety and wellbeing of our University community.
- 1.4 The University reserves the right to direct that a child or young person be removed from its premises where the presence of the child or young person is causing an unacceptable health, safety, data protection risk or level of disruption to others.

2. Scope

- 2.1 The policy is intended to assist staff, students and visitors to University premises understand the health and safety considerations of having children/young persons on campus.
- 2.2 This policy only applies to the short duration, ad hoc presence of children/young persons on University premises.

2.3 This policy does not apply to:

2.3.1 The Student Union;

2.3.2 RGU Sport;

2.3.3 Matriculated students under 18 years of age;

2.3.4 Organised events involving children/young persons, held on University premises such as open days, placements, exhibitions, Kings Camp, etc.

2.3.5 Planned events are already required to undergo a separate and clearly defined planning and approval process including the [University's Risk Assessment Policy and Procedures](#) which is required to address the needs of children/young persons.

3. Definitions

3.1 Children and Young Persons

3.1.1 Child – a child under minimum school leaving age.

3.1.2 Young person – a person between minimum school leaving age and 18 years of age and for the purposes of this policy excludes matriculated students.

3.2 Areas of Campus

3.2.1 Green areas are freely accessible to the public and where children/dependents are welcome. More information on these areas can be found in Appendix 1.

3.2.2 Amber areas where public access is restricted, not designed for admitting children and require prior permission such as offices and teaching areas.

3.2.3 Red areas where risks are heightened and access by children, under the scope of this Policy, is prohibited such as laboratories, workshops etc.

4. Key Principles

- 4.1 The University supports our community in achieving a healthy work/life balance, recognising that many will have child caring/dependent responsibilities that may overlap with their work/study commitments.
- 4.2 Children/young persons are welcome in the green areas of campus.
- 4.3 The University is a work and study place, and children/young persons should not be present in amber areas of campus without prior authorisation except for short duration visits, and under the direct supervision of the parent/guardian.
- 4.4 Children/young persons should not be present in red areas of campus with no exceptions.
- 4.5 Staff and students can challenge the presence of children/young persons on the premises in amber areas and if not satisfied that it has been formally authorised, that the duration of their stay will be for a long time or there is an unsatisfactory level of disruption they can raise their concern with reception staff. The guardian and child may be asked to move to a green area of the premises.
- 4.6 Staff should always challenge the presence of children/young persons in red areas and immediately contact reception staff. The guardian and child will be asked to move to a green area of the premises.
- 4.7 Children/young persons should never be left unsupervised, have access to University IT equipment or be in a position to inadvertently access confidential information while on University premises.
- 4.8 Children/young persons should never be left in the care of another student/staff member/colleague – they must remain with their parent and guardian at all times and in all areas while on University property.

4.9 Student process for bringing children/young persons on premises

- 4.9.1 The University believes that being or becoming responsible for a child or young person should not be a barrier to success at RGU.
- 4.9.2 Students who wish to bring their child on campus to amber areas, should advise their Personal Tutor or refer to their Student Pregnancy Support/Parenting/Caring Support and Adjustment Plan (the Plan), under the Student Pregnancy and Parenting/Caring Responsibilities Policy as soon as practically possible.
- 4.9.3 If a Plan, under the Student Pregnancy and Parenting/Caring Responsibilities Policy, has been completed by the student, Section 33 should be discussed in advance whenever possible so that if a request is made in reasonable time and can be accommodated, flexible arrangements can be agreed in terms of infants and children in attendance in lectures/tutorials.
- 4.9.4 The tutor or contact will inform the relevant contacts, ensure the University's [Risk Assessment Policy](#) is followed and adequate control measures put in place.
- 4.9.5 Students experiencing long term issues with childcare arrangements should contact their Personal Tutor. Personal Tutors can help to support with extenuating circumstances or temporary suspension of studies if required.

4.10 Staff

- 4.10.1 The University is a flexible workplace with both a [Flexible Working Scheme](#) and [Hybrid Working Policy](#) available to staff.
- 4.10.2 Staff whose normal childcare arrangements have unexpectedly broken down or have to deal with an unexpected incident involving a child, where they have taken ill or have been injured should refer to the [Dependents Leave Policy](#).

4.10.3 Where there is a business critical need for a staff member to be on premises while they are responsible for the care of a child/young person, the decision to grant permission will rest with the individual's line manager. The line manager will be responsible for ensuring that the associated risks are assessed through the University's [Risk Assessment Policy](#) and adequate control measures put in place to allow the child/young person to be present on University premises, without undue risk or disruption to normal activities.

4.10.4 Alternatively, in the case of a child, the line manager may make arrangements for the child to be supervised off site through the commercial provision of temporary childcare arrangements. The line manager should also ensure that the local receptionist is informed of any agreements that required approved access to University premises.

4.11 Visitors

4.11.1 Within the scope of this policy there is no justification for visitors to bring children/young persons on to the University's premises in amber or red areas.

4.12 Contractors

4.12.1 In the context of this policy a contractor and any associated subcontractors are considered to be visitors to the premises.

4.12.2 There is no justification for this group to bring children on to the University's premises in amber or red areas.

4.12.3 Any young person must be a bone fide apprentice or on an agreed placement with the contractor's organisation. Their presence must be identified and addressed within the contractor's risk assessments and notified to the University prior to their arrival on site.

4.12.4 The University reserves the right to refuse any such person access to our premises.

4.12.5 In each case it must be clearly understood by all parties that any arrangement or agreement is exceptional and time limited. The presence of a child or young person on the premises cannot be allowed to extend beyond the management of that specific event.

5. Infant Feeding and Baby Changing Facilities

5.1 RGU is a member of the Breastfeeding Friendly Scotland scheme. Under the Breastfeeding etc. (Scotland) Act 2005, RGU upholds the right of those in charge of children under 2 to breastfeed on campus. If parents prefer private facilities for infant feeding, there is an Infant Feeding room available on the entry level to the Sir Ian Wood Building (N316). The first aid rooms located around the University provide suitable facilities where expectant or feeding mothers are able to lie down and rest, provided the rooms are not in use for first aid purposes. See Appendix 1.

5.2 Baby changing facilities are available across campus. See Appendix 1.

6. Compliance

6.1 Compliance of the Children/Young Persons on Premises Policy is necessary for the University's health and safety regulatory requirements and any failure to comply with this policy may be subject to the staff Grievance Policy and/or student Misconduct Regulations.

7. Review

7.1 This policy will be reviewed every three years or as required.

Appendix 1 – Where can you take your child/dependents on campus?

You are welcome to take your child/dependent into the following open spaces (classified as Green areas) on campus:

- RGU: Union
- RGU Sport
- The following areas of the Sir Ian Wood Building: level 2 front atrium, bar and refectory areas and the back amphitheatre; level 3 reception and 'main street'.
- The library tower and associated stair and lift access between level 3 and level 5.
- The main foyer and stairwell of the Ishbel Gordon Building incorporating the art exhibits and the cafeteria space (levels 1 – 4).
- The main atrium space of the Aberdeen Business School Building incorporating the cafeteria spaces (level 3).
- The Garthdee grounds.
- Intermittently - specified areas of the Gray's School of Art and Garthdee House when art and heritage collection exhibitions are held (this is subject to the conditions surrounding specific events).
- Graduation activity areas on and off the campus (which may change from time to time) where special assessments and mitigation measures are adopted year by year taking account of the likely attendance of children/young persons.

Areas on campus are classified as the below:

Green: Areas freely accessible to the general public and/or providing access routes to common amenities such as food outlets, toilets/baby changing and first aid/breastfeeding facilities. These spaces commonly include the main concourses/atriums of buildings where present.

Amber: Areas where public access is restricted by physical, timetabling or supervisory measures. Amber spaces are not designed or fitted-out with the intention of admitting children and activities occurring within these areas may be disrupted by the presence of children. However, they may be safely accessed by children on a temporary basis when under adequate supervision. These spaces commonly include office and desktop teaching areas.

Red: The design, fit-out and activities associated with these areas present heightened risks to children and access is therefore prohibited. These spaces commonly include laboratory, workshop and back-of-house areas.

None of the above precludes organised activities and events from occurring in any area (such as Open Days) where children may be invited, however these must be notified and subject to the risk assessment and approval process outlined in University procedures.

Infant Feeding Facilities

RGU is a member of the Breastfeeding Friendly Scotland scheme. Under the Breastfeeding etc. (Scotland) Act 2005, RGU upholds the right of those in charge of children under 2 to breastfeed on campus. If parents prefer private facilities for infant feeding, there is an Infant Feeding room available on the entry level to the Sir Ian Wood Building (N316). The first aid rooms located around the University provide suitable facilities where expectant or feeding mothers are able to lie down and rest, provided the rooms are not in use for first aid purposes.

The following rooms have been designated as First Aid Rooms:

- Aberdeen Business School - 306
- Gray's School of Art - GA21
- Ishbel Gordon Building - H418
- Garthdee Annexe - SB10
- Sir Ian Wood Building - N302

Fob Access and Fridge storage can be provided upon request. Please contact studentlife@rgu.ac.uk for further information.

Baby Changing Facilities

Baby changing facilities are available at the following locations

RGU Sport (male and female toilets) - Level 2

Ishbel Gordon Building - H416

Sir Ian Wood Building - N316

Aberdeen Business School – 336b

Garthdee House Annexe – SB38

Gray's School of Art – GA20a

Nursery Facilities

Based at the Garthdee Campus, Treehouse Early Care Centre is a purpose-built facility that provides high quality care and education for children aged 3 months to 5 years.

Open Monday to Friday, 7.30am - 6pm, the centre is staffed by high quality professionals to support your child's learning, physical development, and emotional wellbeing. Our day-to-day curriculum programme supports your child's skills and self-esteem interests to encourage learning.

[Bright Horizons website](#)

If you would like further information about the Treehouse nursery, please phone 01224 861840

or email treehouse@brighthorizons.com



Robert Gordon University,
Garthdee Rd,
Aberdeen AB10 7AQ