Children and Infants on Campus Policy and Procedure

Purpose of This Policy

This policy establishes clear guidelines about children and infants on campus to ensure the safety and wellbeing of everyone including children who may occasionally be present, maintain an optimal learning environment for all students, clarify insurance and liability considerations, and provide support options for students with parental responsibilities. As an adult education provider, the Institute's facilities, equipment, and learning activities are designed for adult learners aged 18 and over. The policy balances operational safety requirements with compassionate support for students and staff with parenting responsibilities.

What This Policy Covers

This policy covers when and where children and infants are permitted on campus, areas where they are strictly prohibited for safety reasons, the process for requesting temporary exceptions in exceptional circumstances, support services and referrals available for students with parental responsibilities, insurance and liability arrangements, emergency procedures, and responsibilities of students and staff. The policy applies to all campus locations and facilities operated by Menzies Institute of Technology.

Key Policy Requirements

1. General Principle: Menzies Institute of Technology is an adult learning environment. Children and infants are generally not permitted on campus, particularly in instructional areas, due to health and safety considerations, insurance requirements, and the need to maintain an effective learning environment for all students.
2. Strictly Prohibited Areas: Children and infants are strictly prohibited from all instructional areas including classrooms, laboratories, and workshops; the nursing simulation lab and practical training areas; areas containing hazardous equipment or materials; student assessment venues; and library study areas during scheduled study periods. These restrictions exist because these environments contain safety hazards, specialized equipment, or require concentration that could be compromised.
3. Student Support Services: The Institute recognizes that students with parental responsibilities may face unique challenges. Student Services provides referrals to local childcare services and community support organizations, information about government assistance programs for parents in education, guidance on flexible learning options where available, access to student welfare and financial hardship assistance, and consideration of reasonable adjustments where appropriate.
4. Requesting Temporary Exceptions: In exceptional circumstances such as unexpected childcare failures, you may request temporary permission for a child to accompany you to campus. Submit the

Child on Campus Request Form (MFS28) to Student Services before bringing the child. The request requires completion of a risk assessment and can only be approved for designated non-instructional areas (such as student lounges or outdoor spaces). Approval is time-limited and requires you to maintain full supervision of the child at all times. Children cannot enter classrooms, labs, or any instructional areas even with approval.

5. Insurance and Liability: The Institute's insurance does not cover injuries to unauthorized children on campus. If you bring a child to campus with approved temporary exception, you assume full responsibility and liability for the child's safety and behaviour. You must acknowledge these liability arrangements as part of the approval process. This is why the policy generally prohibits children on campus - to avoid situations where adequate insurance coverage and supervision cannot be assured.

6. Emergency Situations: If an emergency requires you to bring a child to campus without prior approval, immediately report to Student Services or Reception. Staff will assess the situation, arrange suitable temporary accommodation in non-instructional areas, and help you make alternative arrangements as quickly as possible. Emergency circumstances include sudden childcare failures when you have scheduled classes or assessments you cannot miss.

7. Your Responsibilities: If you have temporary approval to bring a child to campus, you must supervise the child continuously and directly, keep the child only in approved areas (never instructional spaces), ensure the child does not disrupt other students' learning, comply with all safety requirements, and report any safety concerns or incidents immediately. The child remains your responsibility at all times.

8. Support Resources: Rather than bringing children to campus, Student Services can help you access childcare support including information about local childcare centres, community childcare support programs, government childcare subsidies and assistance, emergency childcare options, and financial support for childcare costs. Contact Student Services early if you are experiencing childcare challenges affecting your studies.

Key Points to Remember

Children and infants are generally not permitted on campus for safety and insurance reasons. All instructional areas, laboratories, simulation lab, and assessment venues are strictly prohibited for children. Temporary exceptions may be granted for exceptional circumstances in designated non-instructional areas only. You must obtain prior approval using the Child on Campus Request Form before bringing a child to campus. The Institute's insurance does not cover unauthorized children on campus and you assume full liability. Student Services provides support through childcare referrals, government assistance information, and welfare support. In emergencies, immediately

report to Student Services or Reception for assistance. Children must be supervised directly by their parent/guardian at all times if on campus. The policy exists to protect children, maintain learning quality, and ensure appropriate insurance coverage.

Additional Information

This policy aligns with the Institute's health and safety obligations, risk management requirements, and duty of care responsibilities. The policy supports compliance with RTO Standards regarding student safety and risk management. Staff may occasionally bring children to office administrative areas only with supervisor approval, but not to teaching or student areas. The policy is reviewed every three years or following any incidents.

Need Help?

If you need childcare support, want to request a temporary exception, or have questions about this policy:

Student Services Officer: 1300 244 002, academics@menzies.vic.edu.au

Form Required: MFS28 Child on Campus Request Form (available from Student Services)

Related Policies

MITP04 – Student Code of Conduct

MITP20 – Health and Safety

MITP28 – Student Support Services and Welfare

MITP74 – Risk Management and Financial Viability

MITP83 – Reasonable Adjustment

MITP88 – Staff Code of Conduct

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