

December 2011

4.511 Children on Campus

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Recommended Citation

"4.511 Children on Campus" (2011). *4.500 Health and Safety (Human Resources)*. 3.
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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Children on Campus Policy 4.511	
Human Resource Policies		Effective date: December 13, 2011	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	December 13, 2011
Revised			
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of University Human Resources	University Director of Human Resources	937-769-1375	All Employees

I. Introduction and Purpose

Antioch University (“AU” or the “university”) is a family-friendly institution and recognizes that adults face unique challenges in completing multiple demands of family life, work and sometimes school. Employees who are parents of children under the age of 18 must cope with the need for child care in addition to performing their jobs. Whereas visitors are generally welcomed on campus, certain precautions and limitations are necessary and appropriate to maintain a productive work and learning environment and to safeguard health and physical safety. This policy serves to establish appropriate rules and conditions regarding the duration, locations, and situations under which supervised children are permitted on campus.

II. Definitions

- A. **Children:** Minors under the age of 18, other than a matriculating AU student

- B. **Supervised:** An adult designated as responsible for the child is providing direction, site care, and attention to the child's health, safety, and welfare. An adult responsible for the child who is present but performing work, teaching, or other activities that distracts his / her attention from the child does not meet this criterion.

III. Policy

For reasons that include safety of children, liability issues, and assuring professional efficient performance of academic pursuits, operations, and services, the university cannot routinely accommodate children in campus workplaces, classrooms, or any other venue or circumstance on campus. Therefore, appropriate restrictions must be placed on bringing minor children to AU's campus, sites, and facilities.

In general, AU and its campuses cannot be viewed as a substitute for proper childcare arrangements. Many non-routine, but common, problems can interfere with normal child care arrangements, such as the illness of the child, illness of the child care provider, school closures, doctor appointments and so on. Parents need to establish a backup plan in advance for these contingencies. Bringing the child to work is not an appropriate backup plan. Therefore, as a general rule, minor children should not be brought into work locations during an employee's work time.

IV. Exceptions

Rare exceptions for short visits may be approved by the employee's immediate supervisor provided that the following guidelines are followed:

- A. In those cases in which an employee needs to bring children to work for short periods, prior approval should be obtained from the employee's supervisor. These visits should be rare and limited in duration, typically as part of non-routine emergencies such as a doctor's visit.
- B. Minor children must not be left alone in parked vehicles.
- C. Minor children should never be left unsupervised while on university premises.
- D. Minor children may not be left unattended in public areas such as the library or be left to wait or play outside a classroom or in the parking lot.
- E. Minor children may not attend class, or class activities such as field trips, along with employees or enrolled students.
- F. Minor children should not disrupt the working or learning environment of others. If the minor child becomes disruptive or the presence of the minor child interferes with the operations of the campus, the employee may be asked to take leave and return home with the child.
- G. Employees should never ask other employees or students to watch their children.
- H. Certainly children who are accompanied by a responsible adult may attend certain social activities which, by their very nature, might be attended by children. Examples of such activities would be holiday or retirement receptions, performing arts performances, and other activities organized for minor children such as Bring Your Child to Work Day.

Policy Cross Reference

Corrective Action and Discipline Policy	Policy # 4.617
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