



NAMBUCCA VALLEY COUNCIL CHILDREN IN THE WORKPLACE POLICY POLICY NO G 31

Our Vision

Nambucca Valley ~ Living at its best

Our Mission Statement

'The Nambucca Valley will value and protect its natural environment, maintain its assets and infrastructure and develop opportunities for its people.'

1 Policy objective

As an equal opportunity employer, Council has an interest in supporting its staff to balance their work responsibilities and family responsibilities.

However, when children are introduced to environments that are not designed to cater for them, issues of safety, supervision, productivity and liability arise.

The aim of this policy is to establish guidelines for the presence of children in the workplace and for staff and participants to be aware of Council's requirements and their own responsibilities

2 Related legislation

Not applicable

3 Definitions

Not applicable

4 Application of the Policy

This Policy applies to employees of the Council. It does not form part of any employee's contract of employment.

5 Policy statement

A Council workplace should not be used to provide regular and ongoing care for children. However, Council recognises that many employees have family commitments. Therefore exceptions will be made in unforeseeable circumstances, such as emergency after-school care.

5.1 Requesting approval

Requests to bring children into the workplace in emergency situations should be directed to the relevant manager.

Requests will be given careful consideration and treated with flexibility and sensitivity. Factors to be taken into account include: the age of the child(ren); the nature and location of the workplace; the degree of possible interference and disruption to other staff and work health and safety issues.

Where approval is granted, it is appropriate that the child(ren) remain in the staff lunch room.

Parents of children who are brought into the workplace must ensure that they are signed in and out of the visitors' book.

5.2 Supervision

Children brought into the workplace must be under direct supervision of an accompanying parent at all times. This is because:

- Children do not have the same capacities, skills, training and experience as adults. They 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).
- Depending on the hazard, children may not know if they are being exposed to health and safety risks.
- Children's behaviour increases the risk of harm. They may, for example, play near equipment, machinery etc without realising the risks involved.

Employees supervising a child onsite, must ensure that they:

- received prior approval from their Manager;
- follow any directions from their Manager in relation to the child being onsite;
- monitor the child at all times;
- ensure the child is kept away from any hazards at all times;
- do not allow the child access to any restricted areas; and
- follow work health and safety laws and Council's policies.

5.3 Sick children

Provisions for sick children should be made utilising the various forms of leave available to staff.

5.4 Non-compliance

Parents or guardians may be requested by their supervisor to remove their children if any of the above guidelines are contravened.

5 Variation

Council reserves the right to vary or revoke this policy.

6 History

Department:	Governance	Reviewed	Resolution No.
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Policy Owner	Manager Human Resources		
Contact Officer	Manager Human Resources		
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