

Scope

This policy applies to anyone intending to bring children onto any part of the College's estate.

This policy does not apply to situations in which children can be considered to be users of a facility in a normal way, such as:

- students who are under the age of 18 at the commencement of their studies;
- groups of children visiting Royal Holloway as part of an organised event through their school;
- attending sports clubs or campus organised by a third party;
- attending events officially hosted by the College i.e. an Open Day;
- attending nursery.

This policy is not for the purposes of discharging our Safeguarding responsibilities.

For the purposes of this policy, a child is anyone under 18 years of age.

Statements

Royal Holloway does not expect members of staff or students to routinely bring their children to their offices, lectures or seminars for extended periods of time nor to other activities closely related to their work or study i.e. field trips or organised visits.

Bringing children to the office or to an academic activity is not a suitable alternative to formal childcare on a regular basis and can pose risk to both the child and others. Members of staff can contact their line manager or HR Business Partner for advice relating to childcare arrangements and flexible working. Students can contact Student Advisory & Wellbeing for support in this area.

The College understands that there may be occasional unforeseen circumstances in which it will be necessary for a child to be brought to the office or academic space. In these circumstances, permission must be granted by the Head of Department, Head of Professional Service or relevant line manager.

When a child is brought on campus, the child is the sole responsibility of the member of staff and should not be placed in the care of others.

Although the College undertakes to provide as low risk an environment as possible, the estate is not designed with the needs of children in mind and as such, risks which would be considered low for a more mature visitor may be more significant for a child.

Staff and students may bring their children onto campus for brief informal visits such as delivering or collecting items i.e. library books or essays, or to show a new baby to colleagues. In these circumstances, children should be under the close and continuous supervision of their parent or guardian.

Attendance at events

Members of staff and students should not be accompanied by their child to formal or official College events in instances where participation is required by the staff or student and where another adult is not available to supervise the child. Children may not participate in formal or official College events unless the organiser gives permission.

Members of staff and students may bring their children under their sole supervision to events run by the College which are open to the public and which may be attended in a personal capacity.

Policy Owner	Director of Governance and Legal Services
Approving Body	Executive Board
Version number	1
Related policies, procedures and guidelines	Absence Management Policy Admissions Policy (Under 18s) Flexible Working Policy
Reviewed by	Student Advisory & Wellbeing
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