



Health and Safety Code of Practice

SCP36 Children on University Premises

Responsibility for Policy:	Registrar and Chief Operating Officer
Relevant to:	University staff, students, users of and visitors to the University
Approved by:	ELT, May 2023
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RELEVANT DOCUMENTS

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Children's Act 2004
- Equality Act 2010
- Equality Challenge Unit publication – Student Pregnancy and Maternity Implications for Higher Education Institutions

RELATED POLICIES & DOCUMENTS

- [Liverpool John Moores University Health and Safety Policy Statement](#)
- [MCP1 Organisation for the Implementation of the Health and Safety Policy](#)
- [MCP2 Arrangements for the Implementation of the Health and Safety Policy](#)
- [SCP18 Risk Assessment](#)
- [SCP33 New and Expectant Mothers](#)
- [University Safeguarding Policy](#)
- [Student Maternity, Paternity and Adoption Policy](#)
- [University Research Ethics website](#)
- Staff Handbook

**THIS CODE OF PRACTICE OF FORMS PART OF THE UNIVERSITY'S HEALTH AND SAFETY
POLICY AND REPLACES ALL PREVIOUS ISSUES**

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1. INTRODUCTION

This Code of Practice sets out University Policy and arrangements and provides guidance on ensuring the safety of children on university property as part of the university's commitment to safeguarding this group.

University property includes all university ~~buildings~~ and grounds, and all property that is occupied by university staff for purposes connected with the activity of the institution. The Code of Practice does not deal with 'home working', nor does it concern itself with pedagogic issues around children in lectures, for example.

This Code of Practice also advises on off-site activities led by University Schools or Departments. The Code of Practice is not applicable to buildings that are leased out by the university to individuals or organisations that have no association to the institution.

This Code of Practice seeks to assist Directors and other staff with relevant responsibilities in this area in meeting their responsibilities and provides guidance for all university members of staff on what should be borne in mind when they consider bringing children onto university property and whilst on School /Department-led activities.

1.1 Definitions

For the purposes of this Code of Practice, the term '**children**' includes infants and children under the age of 18-years. Schools and Departments encompass all professional service areas and academic departments. [SCP18 Risk Assessment](#) details the Health and Safety requirements in respect of employment of young persons (i.e., those who have not attained the age of 18) and children.

1.2 Safeguarding Policy and Disclosure and Barring Service

This Code of Practice should be read in conjunction with the University's Safeguarding Policy, which encompasses individuals under the age of 18.

Reference should be made to the University's Safeguarding Officer (Director, Student Advice and Wellbeing) for further information on protecting children while on university premises.

In certain circumstances, staff working with children may require a Disclosure and Barring Service check. Advice may be sought from the University's Safeguarding Officer.

Compliance regarding Safeguarding and Disclosure and Barring Service checks is absolutely mandatory.

2. BACKGROUND

The university has a duty of care toward its staff, students and visitors. To fulfil this duty, the university must make clear its requirements with regard to individuals who are at greater risk, and/or whose presence may create additional risks (for example to fire-fighters who may have to search for and rescue a child that may have been left unaccompanied).

Children may require general supervision whenever they are on university premises and additional supervision and controls are required whilst they are in areas that may be considered potentially hazardous.

The university is committed to widening participation/access for its students, and as such aims to be sensitive to the needs of staff and mature students, in particular, with dependents. The university encourages flexible approaches to working. This Code of Practice is designed to be proportionate in its safeguarding of these objectives, whilst maintaining a safe environment for all.

As this Code of Practice deals with the control of authorised visitors on university property it does not deal in any detail with the control of unauthorised visitors. However, reference is made to general requirements of the university.

3. RESPONSIBILITY

The university, as the employer and the organisation in control of premises, has a responsibility to ensure the health, safety and welfare of all staff, students and visitors that may be affected by its undertaking. In accordance with the University Health and Safety Policy, day-to-day responsibility for implementing and enforcing this Code of Practice lies with the Director/Head of Department/Faculty Head of Operations for all areas under their control. Issues of non-compliance with this Code of Practice should be raised with the appropriate Director in the first instance.

4. GENERAL ISSUES

Within some Schools and Departments, it may be commonplace to work with children, or have children visiting their areas of responsibility, for all manner of activities. These could include:

- Research involving children
- Teacher training practice/practical
- School/College visits
- Work and student experience
- Career and learning guidance
- Sporting events and activities
- Children attending functions and events run at the university
- Open days, tasters and general visits as part of student recruitment, outreach and as part of the University's Place and Partnership Plan.

School visits (for student recruitment and widening access purposes) should be coordinated in collaboration with the outreach team in Student Recruitment and Admissions.

In general, parents/guardian(s) should not bring children onto university property whilst at the same time undertaking formal activities as a student or employee of the university. This is covered in more detail in items 6.7 and 6.8.

Under no circumstances, should children be permitted onto university premises without suitable and sufficient adult supervision and/or local controls.

5. RISK ASSESSMENTS

This Code of Practice, in line with the requirements of the Management of Health and Safety at Work Regulations 1999, introduces a general requirement upon all Directors/Heads of Department/Faculty Heads of Operations to ensure that a risk assessment has been undertaken to identify the hazards associated with activities involving children within their School or Department and to ensure that adequate controls are in place to secure the safety of children and staff working with them.

The risks associated with children on university property relate to the perception of risk and the inherent dangers associated with many of the institution's activities and its buildings whilst at the university. Risk assessments should consider the hazards associated with the activities of the School or Department, its environment and the potential for children to be harmed or put at risk. The Safeguarding Policy must be followed.

5.1 Purpose of risk assessments

Before embarking on any university activity that may involve staff or students working with children (whether in a paid or unpaid capacity), it is advisable for a risk assessment to be conducted, part of which should cover safeguarding issues.

A risk assessment is a careful examination of what, in your area of work, could cause harm to people, so that you can assess whether you have taken enough precautions or should do more to prevent harm. Where appropriate, this process should include consideration of any risks that may occur involving children. This can be in the university, and in external settings such as placements, field trips, summer schools, or open days where children are involved.

Local rules provide written guidance on what should be done to ensure the safety of children, having considered what harm could befall them.

Local rules should be no more than a list of common-sense statements that clearly and effectively state the '*dos and don'ts*' for the area, activity or building. They should not be complex or unclear and should be written in such a way that they are easily understood and can be followed by all.

5.2 Issues that must be considered

Local risk assessments must consider the following issues:

- The circumstances where children may be permitted within building(s) which the School/Department occupies and on School/Department-led off-site activities
- The level of adult supervision, including their experience and capabilities
- Adult/child ratios which should reflect the level of assistance necessary to safely evacuate and control children in the event of an emergency as well as for the visit/activity and for safeguarding purposes, for example in research environments
- The organisation of processes and activities where children may be affected
- The fitting-out and layout of the area or workplace
- The extent of the health and safety information provided, or to be provided, to the children concerned and/or their supervisors
- Prohibited areas (these may include science laboratories, hazardous storage areas, workshops and plant rooms and will always include radiation laboratories and biological laboratories above containment level 1). An exception would be made in the case of the laboratories in the School of Sport and Exercise Science where, subject to risk assessment and Research Ethics approval, children may be tested
- Physical characteristics, such as potential falls from height and potential of items in communal areas to cause harm. Staircases in particular should be considered as potentially hazardous *
- Maximum numbers of children to be permitted
- First aid arrangements
- Emergency arrangements and evacuation procedures in the event of fire and other emergencies
- The purpose and necessity for permitting children onto university property
- The practicalities and implications of imposing a comprehensive prohibition of children within buildings or areas (blanket prohibitions are not encouraged as they are unlikely to be entirely enforceable)
- Any construction/demolition/refurbishment are taking place.

* It is imperative that the suitability of a building for accommodating children is assessed thoroughly during the risk assessment process.

5.3 Undertaking a risk assessment

The risk assessment must also consider the inexperience, lack of awareness of potential risks and the immaturity of children and must consider all reasonably foreseeable risks.

Guidance on how to undertake a risk assessment can be found in [SCP18 Risk Assessment](#). A risk assessment template for children on university premises is included as the Appendix to this Code of Practice.

Refer to the Safeguarding Officer (Director, Student Advice and Wellbeing Services) if in doubt about the safety of any child. Disclosure and Barring checks may be required.

6. SPECIFIC GUIDANCE

6.1 Scientific laboratories and workshops

Many specialist areas, including laboratories and workshops are inherently dangerous working environments and in being so must be considered as a potentially hazardous environment for all children. When permitting children into these areas, the risk assessment must, in addition to those generic issues that are listed above, consider the following:

- The nature, degree and duration of any potential exposure to physical, biological and chemical agents including psychological and emotional harm
- The form, range and use of work equipment and the way in which it is handled
- How control can be ensured and how children can be kept away from potentially dangerous areas, equipment or substances and
- The activities within the workshop or laboratory that may cause possible harm.

The level of supervision and the potential hazards in nearby areas must be considered in detail. For example, where children are to receive a Science “Taster” Demonstration, consideration should be given to clearing benches of all potentially hazardous chemicals and biological samples etc. that are not to be used during the demonstration or practical. Consideration should also be given to isolating services on benches etc. where there is a risk of unauthorised interference by children. In addition, consideration should be given as to whether children are capable of safely sitting on the high stools that are normally found in science laboratories.

6.2 Work Experience, Apprenticeships and Employment

Please refer to Section 8 of the [University Safeguarding Policy](#)

6.3 Voluntary groups

Volunteer groups working with children shall ensure that suitable and sufficient risk assessments and local rules are in place to safeguard their health and safety whilst in their control and whilst on university property.

All risk assessments must consider Local Authority standards and requirements, levels and competence of supervisors, access and egress arrangements to, from and within building(s), emergency evacuation arrangements and the general environmental conditions.

6.4 Concerts, events, shows and performances

The School/Department arranging a concert or event, which may include children in attendance, must ensure that suitable and sufficient arrangements and controls are in place, including evacuation arrangements, to ensure their safety whilst on university

property.

In all circumstances, children attending events on university property must do so in the company of a parent or suitable adult - this should be borne in mind when considering controls. Unaccompanied children are not permitted to attend concerts and events.

Where events are specifically organised for children the controls and levels of supervision and evacuation arrangements must reflect the envisaged adult/child ratio and the hazards associated with the event.

Events undertaken and arranged by external individuals or organisations on university premises shall normally be co-ordinated through the Corporate Communications and Stakeholder Engagement team. They will ensure that adequate controls are to be implemented and that a suitable and sufficient risk assessment has been undertaken for the event.

Where events are arranged by other academic or support Departments or individuals the Department or individual arranging the event shall be responsible for ensuring that an adequate risk assessment has been undertaken and that adequate controls are in place to ensure the health, safety and welfare of children and others involved in the event.

6.5 Sporting events and activities

The Sport and Physical Activity Operations Manager and Sport and Physical Activity Participation Manager shall ensure that suitable local rules are in place and that a risk assessment has been undertaken to ensure, so far as is reasonably practicable, the safety of children whilst undertaking sporting activities and whilst within/on university property - where this is arranged through Sport and Physical Activity. Local rules shall include levels of supervision necessary and should list any prohibited activities.

Where Schools/Departments have arranged sporting activities for, or to include children, the Director/Head/Faculty Head of Operations is responsible for ensuring that a suitable and sufficient risk assessment has been undertaken and where necessary local rules put in place, to ensure the safety of children. Local rules and risk assessments must consider levels of supervision and the hazards of the activities.

6.6 University grounds

Children regularly play on university grounds and, to some extent, it is not possible to prevent such use. However, it is accepted that the university is responsible for ensuring, so far as is reasonably practicable, the safety of all persons on its property.

Where public access is permitted and customary the university, through the Estate Development Campus Services or Sport and Physical Activity team, as appropriate, shall do all that is reasonable to ensure that the areas are suitable for purpose and do not pose a significant risk to health and safety.

6.7 Children of students and visitors

In accordance with item 4 above, in general students or visitors must **not** bring children into university buildings, unless this child is part of an organised group. However, there may be circumstances that arise where, for a short duration, **and under the close supervision of the parent/guardian**, this may be permitted. If the child is left unsupervised, this dispensation will be withdrawn.

An example would be a student (or a member of staff) using facilities within the libraries, accompanied by a child. The adult may be conducting a transaction or consulting staff at the Hub/Transaction or Finance areas or using the self-service facilities including borrowing or

returning materials, printing/photocopying, or other actions of a short duration. Longer periods of attendance, for example to attend lectures and seminars, would not be deemed acceptable. Children may accompany their parents/guardians to a meeting with university support staff in the Libraries or Student Life Building by prior arrangement.

As part of the [Liverpool Libraries Together, /SCONUL Access](#) or other current collaborative or partnership agreements children may accompany an adult who has gained access as part of this collaborative agreement. Again, visits of short duration described above may be deemed acceptable.

If a student brings a child into a lecture or a tutorial group, this would not be deemed appropriate. Similarly, if the student attends for a one-to-one tutorial, or at the tutor's office unannounced, some measure of discretion would be called for. The meeting should be limited to a very short period, and an opportunity given to rearrange to a more suitable time.

The Equality Act 2010 explicitly protects students from less favourable treatment because of breastfeeding. Students should not be declined access to university facilities because they are breastfeeding or have a baby under 26 weeks old with them. As long as babies are supervised at all times and any health and safety risks identified can be resolved, babies should be allowed on university premises and providing their presence does not disrupt other students' learning, into seminars and lectures.

This dispensation may not be given in more hazardous areas of the university, or where there are ongoing works for example, which would make an otherwise low risk area totally unsuitable for children.

In the event of unforeseen emergencies at home, the student should, with their personal tutor, investigate the options that are available. Similarly, with inset days for example, as these are programmed in advance, it should be possible to make arrangements. Bringing children in, other than for a short duration, is not permitted.

Reference to these limitations will be included in the Student Handbook.

6.8 Children of members of staff

In accordance with Item 4 above, in general children must **not** be brought into the university buildings by staff, unless this child is part of an organised group. However, there may be circumstances that arise where, for a short duration, and under the close supervision of the parent/guardian, this may be permitted.

It is customary for new parents to bring their new-born babies in to show to colleagues. It would be unfortunate to prevent this from happening, and so for a short duration, is acceptable. Similarly, if a staff member needs to drop off or collect some work and has a child with them, this may be acceptable because of the short duration.

In the event of unforeseen emergencies or circumstances at home, the staff member should, with their line manager, investigate the variety of options that the University's Request for Flexible Working policy presents. Similarly, with inset days for example, as these are programmed in advance, it should be possible to plan to utilise the university's flexible working arrangements. Bringing children in, other than for a short duration, is not permitted.

Reference to these limitations will be included in the Staff Handbook.

There is no statutory right to time off work for breastfeeding staff. There is also no legislation that requires the provision of facilities for breastfeeding itself. However, [the HSE guidance](#) recommends that other facilities (such as a private, clean environment, other than the toilets, for expressing milk and a fridge for storing it) are provided. Further information may be found in [SCP33 New and Expectant Mothers](#).

There are welfare rooms in various locations across the estate; however, as they have toilets these are unsuitable locations for expressing milk. Therefore, the procedure is that the new mother will, either directly or through their line manager, approach their Human Resources Business Partner and request that a private room and a fridge are made available. This may mean, for example, the incumbent of an office giving it up for an agreed hour each day. Provision of the fridge is a Departmental responsibility. Moving forward, the university is committed to providing dedicated facilities for the purposes of breastfeeding and expressing milk and has been awarded the Liverpool Bambis Breastfeeding Friendly Mayoral Award <https://www.liverpoolbambis.co.uk/>. Dedicated areas will be denoted with the Bambis logo and locations listed on Estate Development and Campus Services web pages.

6.9 Contractors' children

Contractors working on university property are not permitted to be accompanied by a child unless previously agreed with the appropriate Director in writing and only if the child is on arranged work experience and an 'employee' of the contractor under close supervision of the parent/guardian. The contractor, and University Department in control of them, is responsible for ensuring that their risk assessment considers university controls and restrictions.

6.10 Parental permission to participate in a university-led activity

Where there is a requirement, Departments shall ensure that parental/guardian permission is obtained which would authorise a child to participate in a university-led activity. Care should be taken to ensure that such 'parental permission' is suitable for purpose and for the specific activity to be undertaken. Advice on content and requirement should be obtained from the Insurance Officer and from the Safeguarding Officer.

In some circumstances, for example, research activities involving children, [informed consent](#) must be obtained from parents/guardians for activities involving children, and information must be provided to the parents/guardians. All such research should be approved by the appropriate Research Ethics Committee <https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/school-faculty-committees-recs>. Further guidance is available from the University's website: <https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics>

Assessment number



Safety, Health and Environment Department

Risk assessment This risk assessment is to highlight the main actions and controls required for activities that involve working with either students or members of the public who are under the age of 18 **and thus classed as children.**

Building (if applicable) and location in building, and date(s) of the activity:	School/Service Department overseeing the activity	A brief description of activity, to include the purpose and necessity for permitting children onto university premises. To include contact details of the organisation bringing children on site.	Date of risk assessment:	People consulted during the assessment: <i>It is important to consult in good time</i>	Assessment carried out by:	Signed:
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Who will put the control(s) into action? <i>Remember to complete this column for the actions you are already taking, and for additional actions required.</i>	When will the action(s) be closed?	Date(s) that the action(s) have been closed.
<p><i>Examples of hazards that could affect children may include:</i></p> <ul style="list-style-type: none"> - Physical characteristics of the building, such as potential falls from height and potential of items in communal areas to cause harm. 	<p>Children, who may be injured or suffer ill health, or emotional effects.</p>	<p><i>Examples of control measures may include (please note these do not match against the hazards in the first column):</i></p> <ul style="list-style-type: none"> - The circumstances where children may be 				

<p>Staircases should be considered as potentially hazardous</p> <ul style="list-style-type: none"> - Prohibited areas (these may include science laboratories, hazardous storage areas, workshops and plant rooms and will always include radiation laboratories and biological laboratories above containment level 1). An exception would be made in the case of laboratories in the School of Sport and Exercise Science where, subject to risk assessment and Research Ethics approval, children may be tested - Construction/demolition/refurbishment taking place - Child protection issues relating to wellbeing of children unaccompanied on campus - Unacceptable behaviour - Supervision shortfalls - Moving around university - Injury whilst in university, e.g. slips, trips and falls - Loss of valuables - Fire hazards and fire evacuation - Allergies/health requirements - Children getting lost, e.g. while visiting toilets, potential abduction 		<p>permitted within building(s)</p> <ul style="list-style-type: none"> - The level of adult supervision, to include their experience and capabilities - Numbers of children to be permitted - Adult/child ratios, to reflect the level of assistance necessary to safely evacuate and control children in the event of an emergency as well as for the visit/activity and for safeguarding purposes, for example in research environments - The organisation of processes and activities where children may be affected - The fitting-out and layout of the area or workplace to include consideration of children - The extent of the health and safety information provided, or to be provided, to the children concerned and/or their supervisors - First aid arrangements, to include names and locations of first Aiders and nearest defibrillators 				
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<ul style="list-style-type: none"> - Accident in free time - Behaviour in vehicles - Injury due to vehicle failure - Injury due to driver error - Injury whilst getting on/off coach - Misuse of equipment. - Trigger of medical condition e.g. Asthma attacks, diabetes, epilepsy, allergic reaction to stings/food/plants, etc. - Conflict between children - Collisions between children running 		<ul style="list-style-type: none"> - Emergency arrangements and evacuation procedures in the event of fire and other emergencies - All staff/students taking part are instructed not to share personal details (personal mobile phone number, social media accounts) with young people they interact with - All staff/students taking part are made aware of child protection matters and asked to familiarise themselves with the University's Safeguarding Policy and Safeguarding reporting procedures - Any issues experienced will be initially discussed with the University Safeguarding Officer - All staff/students will be reminded about appropriate language and always acting as a professional role - All LJMU staff/students will ensure that they are never alone with a young person (less than 18 years of age). They will ensure there is always another member of staff or adult present 				
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		<ul style="list-style-type: none"> - Staff involved in outreach will make themselves familiar with the location where the outreach is taking place - Children will be made aware of expected behaviour from the outset. School staff are responsible for the overall discipline of their pupils (if present) - A list of pupils will be held by school staff and attendance is monitored at the start of the event, at breaks, and lunchtime - All staff working with children must be DBS checked - Supervision will be provided while walking to and from workshops and activities, and when using lifts - Pedestrian crossings will be used when crossing roads - University reception staff must be made aware of the visit - All activities and workshops will be fully supervised and risks minimised. - Children will be advised that they are responsible for their own possessions, and not to bring valuables e.g. mobile phones, iPods - No fire drill planned for event day. 				
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		<p>Evacuation route and fire action will be explained to children. Fire exits are clearly marked, and children will be led to the nearest exit by a member of staff</p> <ul style="list-style-type: none"> - Schools required to indicate which children have food allergies or health requirements that organisers should be aware of. The Catering Manager will be made aware of food/refreshment requirements. - Supervision when moving to and from sessions. Base Camp arranged, pupils made aware of where it is. University/reception staff aware of children on site - School Staff to supervise children while on journey (if present) - Seatbelts to be worn by children - Reputable coach/taxi firm used - Staff supervision to get on and off coach to count pupils on and off (if present) 				
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Review: this risk assessment requires a review every twelve months - less than this if there is a significant change or if there is an accident. Make a copy available of each reviewed (and updated, if required) version of this risk assessment.