Children in the Workplace Policy

1. Commencement of Policy

1.1 This Policy will commence from Wednesday, 1 January 2014. It replaces all other policies of ECA, if any, relating to ECA bringing children in the workplace (whether written or not).

2. Scope

2.1 This Policy applies to casual, part-time and full-time employees of ECA.

2.2 This Policy does not form part of any employee’s contract of employment.

3. Purpose

3.1 This Policy sets out (‘ECA’)’s guidelines with regard to the bringing of children into the workplace. ECA understands that some employees may have a responsibility to care for children. Employees are encouraged to utilise carer’s leave where available to care for children in such circumstances. Where employees access carer’s leave, they must follow the terms of ECA’s Leave Policy.

3.2 Children may only be brought to the workplace by employees with prior approval of Supervisor. Circumstances where management could allow children at the workplace include, for example, where ECA is having an open day. Parents must ensure that work health and safety laws are followed at all times when bringing children into the workplace.

3.3 If approval to bring children into the workplace has been granted, parents must be sensitive to the needs of other employees and should not expect others to care for their children. Likewise, the needs of other employees and customers should be respected.

3.4 Parents must be aware that the ultimate responsibility for the safety of their children rests with them.

4. Direct supervision

4.1 Any child in the workplace must be directly supervised at all times. This is because:

a) 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).

b) depending on the hazard, children may not know if they are being exposed to health and safety risks; and

c) children’s behaviour increases the risk of harm. They may, for example, play near equipment, machinery etc. without realising the risks involved.

4.2 If you are supervising a child onsite, ensure that you:

a) inform Supervisor prior to bringing the child onsite and once you have brought the child onsite;

b) follow any directions from Supervisor in relation to the child being onsite;

c) monitor the child at all times;
d) ensure the child is kept away from any hazards at all times; and

e) do not allow the child access to any restricted areas.

4.3 Approval must be gained from ECA for any alternative arrangement to be introduced.

5. Breaches of this policy

5.1 A breach of this Policy may lead to disciplinary action including, but not limited to, termination of employment.

Variations

ECA reserves the right to vary, replace or terminate this policy from time to time.

Policy version and revision information

Policy Authorised by: David Tulloh
Title: Operations Director

Policy Maintained by: David Tulloh
Title: Operations Director

Original issue: 1/01/2014
Current version: 1

Review date: 1/01/2015

Employee acknowledgement

I acknowledge:

- receiving the Policy;
- that I will comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Employee name: ________________________________

Signed: ________________________________

Date: ________________________________

Employee signature: ________________________________