

# CHILDREN IN THE WORKPLACE PROCEDURE

## SCOPE

This procedure applies to staff and associates of the University herein collectively referred to as 'you'.

For the purpose of this procedure, references to 'the University' includes activity at Monash University Australia, Monash University Malaysia and Monash University Indonesia, unless indicated otherwise ('us', 'our' or 'we').

This procedure does not apply to students or where children are accompanying staff to University events, school holiday programs, family-friendly art/music performances and/or utilising campus sporting facilities. Refer to [Children on campus](#) or equivalent local information.

## PROCEDURE STATEMENT

The University ('us', 'our' or 'we') is committed to achieving an inclusive work environment that allows staff to balance their family responsibilities and work duties. This procedure outlines the considerations and conditions for bringing children into the workplace and should be read in conjunction with the [Children on Campus](#) webpage or equivalent local information.

### 1. Bringing children into the workplace

- 1.1 Before bringing children into the workplace, you should consider if your work environment is appropriate for a child, how long and how often they will be in the workplace and the impact they may have on you, your work environment and your colleagues.
- 1.2 You may bring children into the workplace, subject to Section 2 of this procedure, where:
  - an incidental and/or brief visit is required (e.g. to collect something, to meet before an appointment);
  - you encounter an unexpected disruption to school attendance or unexpected difficulty in making arrangements for the care of your child;
  - you are visiting your work area while on parental leave;
  - you are breastfeeding or expressing breastmilk (refer to the [Breastfeeding procedure](#) or equivalent local information); or
  - you are bringing your child/children to a work social event where the invitation was explicitly extended to children/family members.
- 1.3 Bringing children into the workplace is not intended to substitute for regular childcare. For workplace flexibility options, refer to the [Flexible Work procedure](#) or equivalent local information.
- 1.4 You must not bring children into the workplace if they have a confirmed or suspected or contagious disease/illness. Please refer to the [Types of Leave - All Leave procedure](#) or equivalent local information for leave options that may be available to you.
- 1.5 Before bringing children into the workplace, you should inform your supervisor or relevant authority of your intention in advance (preferably in writing). Where reasonable, such requests will be treated sympathetically and with flexibility and sensitivity by supervisors. In determining the outcome of your request your supervisor may consider:
  - age of the child;
  - the workplace environment, including location, size and potential hazards;
  - the degree of potential interference with other staff in the workplace; and
  - the feasibility of home-based work as an alternative.
- 1.6 Requests will not be approved where children;
  - could be placed in danger and/or their health and safety could be at risk;
  - could cause undue stress or interference to other staff; or
  - could cause damage to the work environment.

## 2. Conditions while children are in the workplace

- 2.1 You should be considerate of the impact children may have on colleagues in your work area and inform them of the arrangement as appropriate.
- 2.2 Where appropriate, we recommend you familiarise yourself with the location of [parenting rooms](#) or equivalent local facilities across Monash. These rooms provide a dedicated space for feeding, breastfeeding, expressing milk, baby changing and soothing.
- 2.3 You must directly supervise children brought into the workplace at all times and are responsible for all aspects of their behaviour and safety.
- 2.4 If your child engages with any University information technology resources, you are responsible for ensuring their information technology usage is in accordance with the University's [Information Technology Acceptable Use procedure](#).
- 2.5 Children brought into the workplace must not perform work under any circumstances.
- 2.6 Children are not permitted in areas (even if accompanied by an adult) where there are safety hazards, including (but not limited to):
  - laboratories or clinical areas;
  - dark rooms;
  - workshops;
  - plant rooms;
  - commercial food preparation areas;
  - construction areas;
  - printing or maintenance workshops;
  - areas where chemicals are stored;
  - areas where machinery is used; or
  - any other areas designated to be hazardous by the local Occupational Health and Safety Committee.
- 2.7 Children may accompany you to Monash facilities outside your immediate work area, subject to particular regulations relating to the hazardous areas mentioned above. You must ensure that children do not unreasonably inconvenience other users of these facilities. Refer to [Children on campus](#) or equivalent local information for assistance.
- 2.8 We may direct you to remove a child from the workplace where:
  - we believe their health and safety or the health and safety of others is at risk or;
  - their behaviour is disruptive or;
  - their presence is deemed inappropriate.
- 2.9 Where a child is unsupervised and/or in distress and you cannot be reasonably located, your local Safety Officer or University Security may be contacted for assistance.

## 3. Dispute resolution

- 3.1 We encourage you to attempt to resolve any issues or concerns related to bringing children into the workplace with your supervisor. Your HR Business Partner or local HR Officer may be contacted to assist where required.

## 4. Breach of procedure

- 4.1 The University treats any breach of policies or procedures seriously. The University encourages reporting of concerns about non-compliance and manages compliance in accordance with the applicable [Enterprise Agreement](#), relevant instrument of appointment and/or applicable contract terms. A failure to comply with policies, procedures and schedules may result in action by the University. Such action may include disciplinary and other action up to and including potential termination of employment for employees and cessation of other engagements for other persons.

## DEFINITIONS

Associates	Associates include contractors, adjuncts, honoraries, visitors and other individuals performing services/work for and on behalf of Monash or who are engaged in professional activities reasonably connected with Monash
Child or children	A person who is under the age of 18 years.
HR Business Partner	A key member of the Monash HR Business Partnering community who provides strategic advice, guidance and solutions that underpin key client goals, HR strategy and organisational vision to a particular client group.
Staff	Staff include all fixed-term, continuing, casual and sessional and trades and services employees.
Supervisor	The person who is responsible for the supervision of staff member(s) and in most cases this will be the immediate line manager.
Workplace	Campus or off-campus locations (university owned or operated) where a staff primarily conducts their work duties. This may include (but is not limited to) staff offices, lecture theatres, classrooms.

## GOVERNANCE

Parent policy	<a href="#">Equal Opportunity</a>
Supporting Schedules	N/A
Associated procedures	<ul style="list-style-type: none"> <li>• <a href="#">Children on campus</a></li> <li>• <a href="#">Health &amp; Safety Issue Resolution</a></li> <li>• <a href="#">Breastfeeding</a></li> <li>• <a href="#">Pre-natal and Parental Leave</a></li> <li>• <a href="#">Flexible Work</a></li> <li>• <a href="#">Types of Leave - All Leave</a></li> </ul> <p>If the Associated procedures are not applicable to your University location, refer to the equivalent local information.</p>
Legislation mandating compliance	N/A
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