



Policy for children and young persons on SOAS premises

This policy sets out SOAS's responsibilities and procedures for ensuring the safety of children and young persons on SOAS premises.

Approved by Health and Safety Committee: October

2018

Next review due: October 2020

CONSULTATION:
Safety Committee

Section 1- Children/young people onsite who are the responsibility of SOAS staff/students

Section 2- Work experience

Children/young people onsite who are the responsibility of SOAS staff/students

A “young person” is defined as anyone under 18 years of age and a “child” refers to anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils reach the MSLA in the school year in which they turn 16.

It does not include children and young people who are enrolled as (or who are applying to be) students of SOAS or who are otherwise attending courses or summer schools provided by, or on behalf, of SOAS on SOAS’s premises. It does not include employees of SOAS.

- SOAS recognises the need for a family-friendly environment and acknowledges that the bringing of children onto SOAS premises by staff or students is sometimes unavoidable. This policy seeks to strike a balance between the safety of children on SOAS’s premises, limiting their exposure to risks, while maintaining a work and study environment that is sensitive to those who have responsibility for caring for children.
- However, it must be remembered that SOAS buildings are not designed to be used by children and therefore staff and students should ensure that they have made adequate childcare arrangements.
- Subject to SOAS’s statutory duties under health and safety and occupier’s liability legislation, the responsibility for the child remains with their responsible adult. Children must be accompanied by a responsible adult (e.g. parent or nominated guardian) at all times whilst on SOAS premises and the responsible adult should not expect staff or students to look after the child
- SOAS reserves the right to refuse entry to children at any time where it is in the interests of safety or in the interests of staff or students or where SOAS concludes, on the basis of the frequency with which the child comes onto campus, that the parent or responsible adult is using SOAS’s premises as a form of child-care arrangement.
- As children and young persons can be a distraction for the other students, as well as for their carer, the responsible adult must obtain permission from the lecturer before bringing the child or young person into a classroom or lecture theatre. The Welfare Advisors in Student Services can advise on financial assistance with childcare cost if required.

- If the child's behaviour causes a nuisance and/or is disruptive and/or otherwise interferes with work or study or poses a risk to the child or any other person, the responsible adult will be asked to remove the child from the premises.
- Permission to bring the child onto SOAS's premises will be revoked subject to a review by senior management.
- The conditions laid down in this policy emphasise the role of the responsible adult.

Procedure for Staff, Students or Visitors bringing their own children or young persons onto SOAS premises

- A permission form (an example is shown in appendix one) must be completed in at the Reception desk in the Main College Buildings
- All sections of this form must be completed at the Reception desk for this form to be valid. The reception staff will check that all sections are completed before permitting access to the School's buildings.
- This permission form must be produced, upon request from any member of the School's staff or its security team.
- The responsible adult must ensure strict compliance with the School rules (available on the intranet, www.soas.ac.uk/healthandsafety)
- The child or young person must enter and leave the building by the main entrance.
- The child or young person must always remain under the direct control and supervision of the responsible adult.
- At no time should the child or young person be allowed access to kitchens, store rooms or workshops as access is limited to authorised personnel only.
- Children or young persons are not permitted access to anywhere in SOAS where licensed activities are taking place. The responsible adult, or any other adult, should not buy alcohol on behalf of the child or young person or otherwise allow the child or young person to consume alcohol on the School's premises.
- The responsible adult accompanying the child or young person should, where possible (and without putting themselves or any other person at risk) assist the child's or young person's safe evacuation in the event of the emergency evacuation alarms sounding, including ensuring that the child or young person follow instructions issued by relevant SOAS staff in accordance with evacuation procedures

- The responsible adult and child will be asked to leave the Library or Computer Rooms if other users are being disturbed by the behaviour or presence of the child.

PERMISSION FORM

I, the undersigned, have read the attached SOAS policy in relation to children and young persons on the School's premises.

I will take full responsibility for the conduct of:

Name of Child/Young Person Age.....

I undertake to keep him/her under my direct supervision at all times while on the School's premises.

I will indemnify the School for any damage or loss suffered by the School arising directly or indirectly from the conduct of the child or young person in my care, unless such loss or damage is caused by the School's negligence.

Nothing in this policy is intended to exclude the School's non-excludable liability for death or personal injury.

I understand that SOAS reserves the right to refuse entry at any time.

I understand that if the child or young person's behaviour is deemed inappropriate or unreasonable, I, as the responsible adult, will be asked to remove the child or young person from the premises.

Name.....

..... If Staff Member –

Facility.....

If Student – Name and year of Course.....

Address.....

.....

SIGNED DATE

Work experience

Under health and safety law, work experience students are your employees. As a result SOAS must treat them no differently to other young people we may employ.

- This policy also pertains to those attending SOAS as part of a work experience program.
- When organising work experience placements it is important to discuss key factors with those responsible for young person, be that teaching staff, parents or carers. It is important that the relevant parties at SOAS are made aware of the students' physical and psychological capabilities as well as any particular support needs that may be required due to health conditions or learning difficulties.
- When work experience students are inducted it is the responsibility of their SOAS contact to explain the risks and how they are controlled and to ensure that they understand what they have been told.
- Work experience placements must also be aware of how to raise any health and safety concerns,

Work experience placements - training and supervision

Many children/young people are likely to be new to the workplace and in some cases will be facing unfamiliar risks, from the job they will be doing and from their surroundings. It will be the remit of SOAS staff to provide them with clear and sufficient instruction, training and supervision to enable them to work without putting themselves and other people at risk. Children/young people are likely to need more supervision than adults. Good supervision will enable SOAS staff to gain a greater understanding of the young person's capabilities and progress in the job as well as allowing them to monitor the effectiveness of their training. SOAS staff will need to consider how much training is necessary. A proportionate approach is needed, for example a low-risk business, such as SOAS, would not be expected to have a need for lengthy technical training. Similarly, where a student is on a short term work experience placement, induction and training needs should be tailored to the tasks they are going to be doing. It is important that SOAS staff check that children/young people have understood the instruction and training which will include, for example:

- The hazards and risks in the workplace
- The health and safety precautions that are in place

Where required the Health and Safety manager will be available to:

- Introduce a young person to the workplace
- Help with any ongoing training that may be required
- Provide feedback to department heads/managers about safety concerns

SOAS responsibilities to work experience placements

As a placement provider SOAS has a responsibility to ensure that children/young people are not exposed to risks due to:

- A lack of experience
- Being unaware of existing of potential risks
- Lack of maturity

SOAS must consider:

- The layout of the workplace
- The physical, biological and chemical agents they will be exposed to, if any.
- How they will handle work equipment
- How the work and processes are organised
- The extent of any health and safety training needed
- Risks from particular agents, processes or work

SOAS must decide whether the work the child/young person will do:

- Is beyond their physical or psychological capacity (this doesn't have to be complicated, simply checking that they can safely lift a certain weight or remembering and following instructions)
- Involves exposure to harmful substances
- Involves risk of accidents that **cannot reasonably be recognised or avoided** by young people due to their insufficient attention to safety or lack of experience/training (Young people can be unfamiliar with obvious risks, closer supervision or tailored training may be required)
- Has a risk to health from extreme cold, heat, noise or vibration (in most cases, young people will not be at greater risk than adults. Where and if, such conditions exist, please refer to existing control measures)

A child on a work experience placement must never carry out work involving the risks mentioned above.

A young person, who is not defined as a child, can carry out work involving these risks if:

- The work is necessary for their training
- The work is properly supervised by a competent person
- The associated risks as reduced to the lowest level, **so far as is reasonably practicable**

The parents/guardians of any child must be made aware of any risks and the measures in place to control them, if communicating directly with the child's teacher, SOAS must ensure that they are relaying this information to parents/guardians prior to the commencement of the placement.

****please note, working hours are not governed by health and safety law****

Risk assessment template

Child/Young person's name:			
Job role:			
Location of role:			
Signature (person carrying out risk assessment)			
Signature (person subject to risk assessment)			
HAZARD	DESCRIPTION	COMMENTS AND CONTROLS	FURTHER MONITORING
Psychological capacity	Are there critical tasks, which rely on skill, experience and an understanding of the task requirements?		
Physical capacity	Injuries can occur in jobs that require repetitive or forceful movements, particularly when combined with awkward posture or insufficient recovery time.		

<p>Moving & Handling</p>	<p>Manual handling includes not only lifting but pulling, pushing and twisting. Consider both the handling of inanimate objects and people. Can the handling task be avoided?</p>		
<p>Display Screen Equipment</p>	<p>Correct posture is very important to prevent undue strain being placed on the neck, shoulders, back, arms and wrists.</p>		
<p>Noise</p>	<p>Exposure to prolonged loud noise may lead to increased blood pressure and tiredness. If you are 2 metres from a person and need to shout to be heard the noise is too loud.</p>		
<p>Hazardous substances</p>	<p>All chemicals used in the workplace should have a COSHH assessment. These should give an indication of any potential hazards and precautions that should be taken.</p>		

Existing medical conditions or learning difficulties	All pre-existing medical conditions and/or learning difficulties must be discussed prior to the commencement of the placement		
Any other concerns			