SOAS, UNIVERSITY OF LONDON
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: 27th February 2008

Next review due: February 2010

CONSULATION

Estates & Facilities Department
The Library
Equality and Diversity Department
Health and Safety Committee

H&SOffice Jan 2008
Introduction

Throughout this document the words ‘children’, ‘child’ or ‘young person’ may be interpreted as any person under the age of 18 years. 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.

H&SOFFiceJan2008
Procedure for Staff, Students or Visitors bringing 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 or at the Reception desk at Vernon Square.

- 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, www.soas.ac.uk/registry/handbooks).

- The child or young person must enter and leave the building by the main entrance.

- The child or young person must at all times 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 him/herself 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.

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SOAS, UNIVERSITY OF LONDON
POLICY FOR CHILDREN AND YOUNG PERSONS
ON SOAS PREMISES

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