

Royal Northern College of Music

Children on College Premises

Policy & Procedure

Department: HR

Document owner: Head of Human
Resources

Approval Committee: HR Committee

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RNCM
ROYAL NORTHERN
COLLEGE of MUSIC

1. Purpose

These guidance notes are intended to provide advice to enable reasonable and proportionate judgements to be made regarding access for children/young people to the workplace. College premises are not specifically designed to accommodate children/young people and the precautions in place to control risks for the normal population are unlikely to be appropriate for children/young people, due to their physical size, inquisitiveness, immaturity or inexperience. Children/young people should not be brought into the workplace for extended (more than an hour) or frequent periods or as an alternative to making proper arrangements for their care - this could include after-school activities, arrangements with other parents / child-minders or flexible working arrangements.

2. Scope

2.1 Child, young person, young worker, work experience placement

This policy applies only to children/young people of staff, students, and contractors of the RNCM as defined below.

- A young person or child is anyone under eighteen years of age (referred to in this policy as young people/child/children).
- A young worker is below eighteen years of age and above the MSLA.
- Work Experience Placement as defined in The Education (Work Experience) Act 1996 - Children in their last year of compulsory schooling take part in work experience schemes approved by the LEA and will be allowed to participate in properly authorised work experience schemes in industrial as well as non-industrial undertakings. This arrangement was extended to provide all pupils with at least two weeks curriculum-based workplace activity before they leave school.

2.2 Workplace

The workplace is defined as College premises located at 124 Oxford Road, Manchester, M13 9RD. This policy applies across all College premises, including car parks and other outdoor areas.

2.3 Exclusions

- This policy excludes children/young people who are attending the RNCM Junior School/Junior Strings/Young Projects as they are under the supervision of College staff or parents/guardians.
- This policy excludes children/young people attending organised visits (such as outreach, advice and consultation lessons) to the RNCM as they are under the supervision of the visiting school, visiting organisation or outreach staff.
- This policy excludes children/young people accompanying parents to performances at the RNCM as they are under the supervision of their parents/guardians /carers/chaperones.
- This Policy excludes Work Experience Placements and Young Workers.

3. Policy Statement

It is the College's policy that staff are not normally allowed to bring children/young people into the workplace or onto College premises.

The College recognises that many staff have childcare responsibilities and acknowledges that there can be rare occasions when care arrangements break down. In the first instance, please refer to the College Dependent Leave Policy which makes provision for such circumstances.

Where there is no other option but to bring children/young people into the workplace for a short period of time, the College may authorise this but only under the strict conditions contained in this Policy. Bringing children/young people into the RNCM because alternative care arrangements are not possible must only be considered as a last resort and as nothing more than a temporary arrangement.

Failure to comply with this Policy may result in disciplinary action being taken as per the College Disciplinary Policy.

4. Notification and authorisation

Staff are required to seek authorisation from their line manager in advance on each occasion that they require to bring children/young people into the workplace. Where a health and safety risk is too great, the line manager can refuse authorisation.

Where authorisation is granted, children/young people will only be allowed in low risk work areas and where their presence does not disrupt the normal operation of the College. Examples may include:

- Brief social visits by parents (at least one of whom will be a College employee) with new born babies or young children.
- Accompanying parent to specific ceremonies or events, whether public or private, but not involving hazardous activities, areas or equipment.
- Accompanying parent (College employee) to work on a brief visit, e.g. when visiting for short periods to pick up work.
- Accompanying parent (College employee) to work for short periods due to childcare difficulties or similar until alternative arrangements can be made, subject to appropriate risk assessment and excluding areas in section 6.

5. Risk assessments

The Health and Safety at Work etc. Act 1974 and supporting Regulations impose a duty on employers to carry out suitable and sufficient assessment of risks to which employees and children/young people who may be affected by their activities are exposed.

With the assistance of the Health and Safety Advisor it is the responsibility of each line manager to complete appropriate risk assessments to cover visits of children/young people into the workplace. Completed assessments must be forwarded to and approved by the Health and Safety Advisor in advance of any visits.

Risks assessments do not have to be completed for each visit of children/young people but must cover each workplace area which a line manager is responsible for.

6. Access

All children/young people are prohibited at all times in the following areas:

- Kitchens;
- Back of bar/cellar areas;
- All backstage areas (including workshop and office);
- Maintenance office and workshop/cleaners' office;
- Library Building basement;
- Storage cupboards/plant rooms;
- Any areas where chemicals, dyes, cleaning fluids and any other substances covered by COSHH Regulations are in use or stored;
- Any areas where tools or machinery are located or used – even when these are not in use.

It is not unusual that employees who have new born/newly adopted infant(s)/children will want to bring them into the workplace and show their work colleagues, such visits should take place in general access areas such as foyers, restaurant/cafe, etc., providing safe access and egress routes. No access is allowed in the areas identified above.

7. Supervision of children/young people

Where a parent/guardian/carer is authorised to bring children/young people into the workplace, they are responsible for the close supervision of the children/young people at all times. This responsibility cannot be delegated to another person. The parent/guardian/carer is fully responsible for the behaviour and actions of their children/young people whilst in the workplace.

The Parent/guardian/carer:

- Must continually assess the risks to which their children/young people are/could be subjected to and attempt to minimise these.
- Must take into account that children/young people will be unfamiliar with the working environment.
- Must accompany their children/young people at all times and must **not** leave children/young people alone in vehicles parked on the workplace premises.
- **Must not** permit their children/young people to use any College equipment including computer equipment.
- Parents/guardians/carers will be asked to remove from the workplace children/young people who are disruptive in any way to the work of other staff, students, visitors or contractors on site.

8. Related policies

- Work Experience Policy
- Dependent Leave Policy
- Disciplinary Policy