



Children & Infants on UCO Premises Policy

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1. SCOPE

- 1.1 This document details the University College of Osteopathy (UCO) policy and procedures regarding bringing children and babies into the UCO's teaching building and clinic.

2. INTRODUCTION

- 2.1 The UCO is committed to providing equal opportunities to all who work and study at the UCO and works to ensure it does not discriminate unfairly, including on the grounds of family responsibility or gender. The UCO seeks to support staff and students with childcare responsibilities to succeed in their work and study without impacting negatively on the work or study environment of others.
- 2.2 The policy also covers organised school visits
- 2.3 A child is considered as anyone under the age of 14 and a infant any baby under the age of 18 months

3. COMMON CIRCUMSTANCES UNDER WHICH CHILDREN OR INFANTS MAY BE PRESENT ON UCO PREMISES

- 3.1 Infant feeding including breastfeeding.
- 3.2 Children and babies being brought to the UCO Clinic for treatment.
- 3.3 Brief visits where an employee or a student, or the partner or relative of an employee or student, brings their child, grandchild or other infant relatives in to meet colleagues and peers, provided that they are supervised at all times.
- 3.4 As part of an organised school visit
- 3.5 This list is not exhaustive.

4. CHILDREN AND INFANTS IN ACTIVE TEACHING SPACES

- 4.1 Children and babies can create distractions that interfere with education related activities and should not be brought onto UCO premises on a regular basis in lieu of childcare.
- 4.2 Students must notify individual tutors before bringing a child or a baby to the class.
- 4.3 A tutor may ask the parent and child to leave the room if they judge that the child is proving a distraction to other learners and students should respect this request.
- 4.4 Clinic team points are considered teaching spaces when patients are on premises.
- 4.5 Those caring for children and infants on UCO premises must take responsibility for their health and safety, in an extension of section 3.7 of the UCO Health and Safety Policy that states all individuals have responsibility over their own welfare when on site.

5. CIRCUMSTANCES UNDER WHICH CHILDREN SHOULD NOT BE BROUGHT ONTO UCO PREMISES

- 5.1 As a general rule children with contagious illnesses should not be brought onto UCO premises.
- 5.2 Children and babies will not be allowed into active exam and assessment spaces.
- 5.3 Children and babies will not be allowed into active clinic treatment rooms unless the infant or the parent or guardian is the patient being treated.
- 5.4 Children and babies will not normally be allowed into patient facing environments such as the clinic reception desk.
- 5.5 Children will not be allowed in workplace spaces where their presence presents a potential breach of confidentiality in regards to staff, student or patient information.

6. CHILDREN AND INFANTS USING UCO EQUIPMENT

- 6.1 Staff and students will be held responsible for any damage caused to UCO fixtures and equipment by their own children and babies brought onto the premises.
- 6.2 It is not advised that children be permitted to use UCO IT equipment but when they do parents and guardians are responsible for them abiding by the UCO's ICT Acceptable Use Policy.

7. BREASTFEEDING BABIES BY NURSING MOTHERS

- 7.1 The UCO supports students who wish to breastfeed babies on the premises and is committed to creating an environment where this is easily possible.
- 7.2 The UCO will make reasonable efforts to provide suitable facilities for breastfeeding on premises for nursing mothers who wish to use them.
- 7.3 When a space is not available where staff and students feel comfortable breastfeeding they should contact Student Support in order to arrange a suitable space on a case by case basis.
- 7.4 Students and staff may wish to bring with them a support person, such as a partner or other family member, to care for the infant while they are not breastfeeding. The staffroom and student common rooms can be available for these support people to use.
- 7.5 Students and staff in need of this provision should meet with the Student Support Department or HR to ensure they are accessing other support available.

8. ORGANISED SCHOOL VISITS

- 8.1 Visiting schools are responsible for their own risk assessments and accompanying staff visits to UCO premises are advised prior to any events.
- 8.2 Children visiting the UCO must be supervised by the responsible teacher or a UCO staff member while on UCO premises.

- 8.3 Consideration should be given to limited concentration and learning limits in young people and it is the responsibility of the UCO and visiting staff running events to ensure that children are adequately engaged.
- 8.4 Consideration must be given in relation to noise levels and other factors that may distract from normal UCO activities during visits.
- 8.5 UCO staff will not be asked to be in sole supervision and any single visiting child.

Core Documentation Record Page					
Children & Infants on UCO Premises Policy					
Version number	Dates produced and approved (include committee)	Reason for production/ revision	Author	Location(s)	Proposed next review date and approval required
V1.0	Dec 2017 Academic Council	To formalise procedures for students and employees of the UCO who may wish to bring children and babies on UCO premises	M.Ost Course Leader	All master versions will be held in: J:\0 Quality Team - Core Documentation Intranet	Dec 2019
V1.0	Oct 2019 N/A	Biennial Review No Changes Required	M.Ost Course Leader	All master versions will be held in: J:\0 Quality Team - Core Documentation Website	Oct 2022
V2.0	Mar 2023 Academic Council	Scheduled Review Changes recognise requirements of children on premises for educational visits.	Director or Teaching, Learning and Assessment	All master versions will be held in: SharePoint – Quality Team Website	Mar 2026
Equality Impact					
Positive equality impact (i.e. the policy/procedure/guideline significantly reduces inequalities)					X
Neutral equality impact (i.e. no significant effect)					
Negative equality impact (i.e. increasing inequalities)					
<p>If you have any feedback or suggestions for enhancing this policy, please email your comments to: quality@uco.ac.uk</p>					