


Category:	Workplace	INCA Community Services Human Resource Policy 
Sub Category:	Health and Safety	
Effective Date:	1/2006	
Revised Date:	8/2012	
Forms:		
Responsible: Employee, Supervisor		

Children at Work Policy

Purpose

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations or on rare occasions. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the company's professional work environment.

Policy

INCA recognizes that many staff have childcare responsibilities and acknowledges that there can be rare occasions when care arrangements break down. At those times, where it is unavoidable, staff may have no alternative to bringing children into the workplace.

Guidelines

Notification:

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working.

Factors the supervisors will consider are:

- The age of the child,
- How long the child needs to be present,
- The work environment in the employee's area,
- Health and safety risk,
- and any possible disruption to the employee's and co-workers' work.

Consideration will not be given to allowing a child with an illness to come to work with the employee.

Supervision of Child/ren:

At all times children under the age of 16 years remain the sole responsibility of their parent/caregiver. Staff are fully responsible for the behavior and actions of their children while on the premises. Such responsibility includes supervision which is close enough to prevent accidents.

Parents/caregiver must:

- Continually assess the risks to which their children are/could be subjected and attempt to minimize these.
- Take into account that children will be unfamiliar with the working environment.
- Accompany their children at all times.

Parents/caregiver will be asked to remove from the premises children who are disruptive in any way to the work of other staff, students, visitors or contractors on site.

Access:

All children under the age of 16 years are prohibited at all times in the following areas:

- Kitchens,
- Storage areas,
- Any areas where chemicals, dyes, cleaning fluids are used or stored.
- Any areas where tools or machinery are located or used – even when these are not in use.

Car Parks and Other Outdoor Areas:

This policy applies across all agency premises, including car parks and other outdoor areas. Children must not be left alone in parked vehicles.

Facilities and Equipment:

Children are not permitted to use any of agency equipment including computer equipment. Under special circumstance permission may be given for use of computer, this must be approved by supervisor/manager.

Exception to Policy:

This policy does not apply to the children of staff attending organized events where they are the responsibility of their school or other institution, unless the member of staff removes their child from the event.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.