

Children in the Workplace

Purpose

The purpose of this policy is to establish criteria that welcome non-student children to the Valley School District campus, minimize the risk of injury to children, and promote an environment conducive to accomplishment of the District's mission. This policy is intended to foster respect for the needs of all parties impacted by the presence of non-student children in the workplace.

Scope

This policy applies to employees, students and visitors who may wish to bring a non-student child to the workplace. This policy does not apply to cases of incidental or intermittent presence of non-student children, as defined below. This policy does not apply to minors who are enrolled as students in the District, employed by the District, participants in approved camps or youth enrichment programs, or participants in preschool or child care programs offered by the District. Nor does the policy apply to events and celebrations where families are encouraged to participate.

Policy

1. The Valley School District provides many opportunities for children to be on campus, either through campus events, scheduled programming or as guests of students and employees. The District recognizes its obligation for the safety and well-being of children that comes with their presence at District facilities. District facilities and grounds can present a variety of potential hazards to individuals unfamiliar with them. Risks associated with these potential hazards are greater for children who often lack the hazard recognition abilities of an adult.
2. The Superintendent or designee has the authority to approve or deny the presence of non-student children in the workplace under appropriate circumstances. In approving or denying continued presence of non-student children, the Superintendent or designee shall consider the factors indicated below.
3. Non-student children will not be permitted in workplace areas that involve high-risk safety issues or where confidentiality factors exist unless it is for short-term visits, guided tours, or similar situations as outlined in this policy.
4. Definitions
 - (a) *Incidental or intermittent*: Non-regular and brief (under the circumstances) presence on campus. It includes visits to introduce children to co-workers, short-term visits between events, or emergencies. Incidental or intermittent presence is acceptable only under circumstances where there is not a safety hazard beyond that usually encountered in a typical home or office environment, and as long as the child remains under the direct supervision of the parent. Incidental or intermittent presence does not include situations where children need to be supervised more than momentarily by District employees other than the parent.
 - (b) *Non-student child*: A child under the age of 18 who is not enrolled in a District program.

- (c) *Parent*: Any employee, student, or visitor who has responsibility for a non-student child while in the workplace regardless of the relationship.
- (d) *Workplace*: Room, office, District vehicle, or other areas in the immediate vicinity of where persons are conducting work on behalf of the District. A common space in a building or outdoor area generally open to the public is not a workplace. An area off campus where District work is being conducted is a workplace, but workplace does not include an employee's home.

5. Consideration Factors

Careful consideration should be given to the following factors when determining the situations in which a non-student child may be present in the work place.

- (a) *Safety and health*: The primary consideration when approving the presence of children is the safety and health of the child and others present in the workplace. Consideration should be given to the kinds of hazards and whether such hazards can be controlled under the circumstances in which the non-student child will be present. The parent is responsible for care of the child in all circumstances.
- (b) *Disruption*: Non-student children should not create an undue disruption to the accomplishment of the District's work.
- (c) *Age and behavioral characteristics*: Acceptability of children in the workplace depends on the age and behavioral characteristics of the non-student child and relates to issues of safety and disruption.
- (d) *Nature of the workplace*: Some workplaces are more adaptable to the presence of non-student children than others. Considerations of confidentiality and professionalism are appropriate depending on the circumstances.
- (e) *Welcoming environment*: Allowing non-student children to be present in the workplace on a reasonable basis may be advantageous to the whole workplace environment, and contribute to enhanced satisfaction with work and study.

6. High Risk Areas

6.1. In general, children are not permitted in high risk safety areas. Examples of high-risk safety areas generally include, but are not limited to:

- (a) Shops, mechanical rooms, confined spaces, food preparation areas;
- (b) Areas containing power tools or machinery with exposed moving parts or rotating equipment (e.g. mechanical rooms or construction areas);
- (c) District vehicles, low-speed vehicles, heavy duty or other motorized equipment;
- (d) Science rooms or specialized work areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, hazardous wastes or other environmental hazards;
- (e) Any other high-risk areas (rooftops, construction zones, etc.).

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- 6.2. In workplace areas where high-risk safety and/or confidentiality factors exist, short-term visits for non-student children may be authorized for guided tours or other reasons based on the following criteria:
- (a) Permission from the appropriate responsible authority is obtained, (e.g., the maintenance supervisor for access to shops or mechanical rooms or the area supervisor for access to campus rooms or office spaces). Recurring visits, such as tours, require only initial approval. Subsequent visits should meet the safety criteria established for the initial activity.
 - (b) Appropriate precautionary measures are taken and hazards have been considered or removed during the visit.
 - (c) Direct adult supervision of non-student children is provided at all times in high-risk safety areas.
 - (d) Additional safety measures, as deemed necessary, are taken in high-risk safety areas, such as written parental consent authorizing the site visit, written waivers of liability, pre-entry safety briefings and/or a shutdown of operations during the visit.
 - (e) Responsible authorities should consult with the Chief Operations Officer or designee before granting permission for non-student children to be present in high-risk safety areas.

Related Procedures

N/A

Policy Cross References

N/A

Policy Legal References

N/A

Management Resources

N/A

Policy History

Action:	Date:
Approved by the Board	September 15, 2010
Revised	
Revised	
Revised	