

This statement is intended to offer general guidance about children and young persons under the age of 18 years visiting department-managed premises. There is a separate [Filming with child actors policy](#), which sets out the department’s arrangements for student training, legal compliance, local authority licensing, approved chaperones, etc., for productions involving young performers.

Work activity general risk assessment	Risk rating
<ul style="list-style-type: none"> • Visiting the premises, including guided tours • Participating in practical activities • Viewing, listing and interacting with media content 	<p>Please refer to the relevant General Risk Assessment for the particular activity or environment. Otherwise, the general risk level is considered to be LOW providing the young visitors are supervised by adults.</p>

Example work tasks:

- A staff member bringing their child into the workplace
- Visitors on open days, AVDs and schools liaison events

Physical environment:

- College premises are designed primarily for adult attendance and there is no special provision in department-managed space that facilitates child attendance. Children must not be admitted to areas that are unsuitable for their level of physical capability or experience, or which pose significant welfare or safety risks to themselves or others.

Sequence of tasks:

The following standards apply whenever children and young persons under the age of 18 years are due to visit the work place:

1. In accordance with the [College policy](#), the following arrangements will apply, without exception:
 - a) Children authorised to be on College premises shall be supervised by an adult at all times.
 - b) No children shall be brought onto College premises by the staff of any contractor.
 - c) The College reserves the right to exclude children, at any time, from any part of its premises.
2. The Department does not provide work placements for young persons.
3. A staff member intending to bring their child to work must seek the prior approval of their line manager.

4. The use of College premises, including departments, for purposes of child care, including crèche facilities, is strictly prohibited. College premises are not designed, neither are they insured, for such purposes. Children who are unable to attend school due to illness must be cared for at home and not on College premises.
5. Any schools liaison or similar events involving children and young persons taking place in the department must be approved by the Head of Department, who will designate an appropriate member of staff to supervise the activity, in liaison with the relevant College departments.
6. Audio-visual content, including unclassified material such as student work, must be previewed by the staff member presenting the content to ensure it is suitable for the visiting audience. For certain public events, such as the Department's Grad Show which incidentally admits young visitors attending their relative's graduation, visitors should be forewarned by displaying and publishing the following generic statement:

'Please note this show contains material which includes flickering images, adult themes, strong language and that some may find challenging or offensive'
7. Any accidents or incidents involving the presence of children and young persons, whether on campus or on location, must be reported using the [College accident or incident reporting procedure](#).
8. If it is suspected that an unsupervised child or young person on Media Arts premises is neither officially invited, nor has a proper reason for being in attendance, Campus Security staff should be called immediately to supervise their removal from the premises.

Supervision:

- Children authorised to be on College premises shall be supervised by an adult at all times

Written Instructions:

- [Children and young persons on College premises – policy and procedure](#)

Correct Equipment:

- Children and young persons authorised to operate equipment for an organised practical activity must only be provided with equipment that is suitable for their level of physical and experiential capability.

Revised

5 January 2018

Written by:

Keith Buckman
Health & Safety Coordinator