Children on University Premises Policy

Section 1 - Preamble

(1) Charles Darwin University ('the University', 'CDU') is committed to providing equitable access to education and employment, and recognises that responsibilities associated with the care of children may at times overlap with an individual's educational and work commitments.

Section 2 - Purpose

(2) This policy outlines the circumstances under which children are permitted to access University premises, including the obligations and responsibilities of their parents or guardians.

Section 3 - Scope

(3) This policy applies to employees and students, concerning their children under 18 years of age who are not University students.

a. This policy should be read in conjunction with the Child Safety Policy.

Section 4 - Policy

(4) The University is committed to ensuring the safety and wellbeing of children on University premises, and recognises that there will be occasions where it may be necessary for children to accompany their parent/carer on campus or activity sites.

(5) The University recognises that, in exceptional circumstances, employees and students may need to bring a child onto University premises or activity sites for a brief period where no viable alternative arrangements are available, and they are the parent or guardian of that child.

(6) Such arrangements must not interfere with the employee's or others work or the learning environment, and are limited to short visits only (for example, to collect materials or attend a brief appointment).

a. Bringing a child for an extended period, including while undertaking normal work duties, is not permitted.
b. Employees must obtain prior approval from their manager before bringing a child onto University premises or activity sites.
c. This arrangement is not intended to substitute regular, organised childcare arrangements.

(7) The University undertakes all reasonably practicable steps to control hazards to children on university premises, recognising that parents/guardians have the responsibility to supervise their child while the child is on campus.

(8) Children are not permitted to be on University premises or activity sites if they have a contagious illness.

This policy document may be varied, withdrawn or replaced at any time. Printed copies, or parts thereof, are regarded as uncontrolled and should not be relied upon as the current version. It is the responsibility of staff printing this document to always refer to the Governance Document Library for the latest version.

Permission to bring children to the University

(9) Employees and students must have permission from their supervisor or lecturer to bring their children to University premises or activity sites.

a. Permission to bring children to regional campuses must be sought from the relevant Associate Vice-Chancellor.

(10) The relevant supervisor or lecturer may grant or deny requests, taking into consideration:

a. the appropriateness of the child's attendance;
b. the likely impact on employees, students, and others;
c. the risks to the health and safety of the child and of others;
d. the particular circumstances that have led to the request, and the timeliness of the request given those circumstances; and
e. whether there have been repeated or multiple requests indicating this arrangement is unreasonably replacing regular, organised childcare arrangements.

Supervision of children

(11) Parents/guardians are responsible for the safety and behaviour of their children and are required at all times to maintain supervision of their children while on University premises or activity sites.

(12) Parents/guardians may take children into computer laboratories, libraries or other non-teaching areas subject to any safety, security, or other regulations or practices, specific to the area.

(13) Children are not permitted to use University equipment, including computers, at any time.

(14) The Authorised Officer reserves the right to direct that a child be removed from a University premise where the presence of a child is causing an unacceptable health and safety risk to themselves or others, or an unreasonable level of disruption or disturbance to learning and teaching activities, research or others.

(15) In the event that a child is deemed to be unsupervised and the parent/guardian is not present, the University will:

a. engage with the child to ensure the child remains in a safe environment;
b. take all reasonable steps to find the parent/guardian; and
c. if the parent/guardian is not found within a reasonable time, notify campus Security.

Restricted areas

(16) Children must not enter spaces where a University examination is being conducted.

(17) In accordance with the Work Health and Safety Policy the University is responsible for protecting children from exposure to health and safety risks on University premises and activity sites, and are not permitted to enter:

a. potentially hazardous areas including; laboratories, practicum rooms, laboratory preparation rooms, equipment rooms, gyms, machinery areas, production plants, workshops, storage facilities, animal houses, art studios, building sites, or any other areas specified by the Senior Manager Work Health and Safety; or
b. university premises or activity sites where the University has concerns regarding risks to the health and safety of either the child or others.

(18) Children must not be carried in a University vehicle or boat unless in a case of emergency.

Section 5 - Non-Compliance

(19) Non-compliance with Governance Documents is considered a breach of the Code of Conduct – Staff or the Code of Conduct – Students, as applicable, and is treated seriously by the University. Reports of concerns about non-compliance will be managed in accordance with the applicable disciplinary procedures outlined in the Charles Darwin University and Union Enterprise Agreement 2025 and the Code of Conduct – Students.

(20) Complaints may be raised in accordance with the Complaints and Grievance Policy and Procedure - Employees and Complaints Policy - Students.

(21) All staff members have an individual responsibility to raise any suspicion, allegation or report of fraud or corruption in accordance with the Fraud and Corruption Control Policy and Whistleblower Reporting (Improper Conduct) Procedure.

Status and Details

Status	Current
Effective Date	4th December 2025
Review Date	4th December 2028
Approval Authority	Vice-Chancellor
Approval Date	3rd December 2025
Expiry Date	Not Applicable
Responsible Executive	Fiona Coulson Vice-Chancellor
Implementation Officer	Peta Preo Director People and Culture
Enquiries Contact	Peta Preo Director People and Culture People and Culture