

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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CHILDREN ON CAMPUS

9.5

REV 04/05

Facility Services

425-352-5466

OVERVIEW

The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. The parent bringing the child on campus must be responsible for direct supervision of the child at all times and has ultimate and sole responsibility for the safety and care of the child. This responsibility cannot be delegated to another person. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process.

Children must not enter any areas where potentially dangerous equipment or hazardous substances are held. For example, children are not permitted in laboratories, workshops, clinical areas, chemical storage areas, construction sites, areas where minor works or maintenance are being carried out, or in any other area with significant levels of risk to a child. Parents who have problems with childcare should visit the advisement/counseling center to receive referrals to childcare services in the area.

POLICY

The University of Washington, Bothell is a diverse environment of classrooms, offices, laboratories, recreation and other common areas. Visitors to campus are welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. The University of Washington, Bothell values its employees and strives to support them through employment policies and benefit programs. We strive to provide an environment open to work and family issues. Safety is a primary concern when considering the presence of children on campus. The majority of our facilities are not designed for occupancy by children. Serious injuries can and have occurred to children on university campuses. Therefore, we have instituted the following guidelines to ensure the

safety of our young visitors.

EMPLOYEE GUIDELINES

The following guidelines apply to bringing children to the workplace:

- Employees must always obtain supervisor approval to bring children into the workplace;
- Children are not to be brought to work on a regular basis in lieu of childcare;
- Children may be brought to work, only occasionally, for the convenience of the employee or due to a family emergency;
- Parent or guardian must provide supervision at all times;
- Children should not be left unattended or with other employees;
- Children should not interfere with workplace activities.
- Children are not allowed in high-risk areas such as:

Laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas; any areas, indoors or out, containing power tools or machinery with exposed moving parts; UWB vehicles, snow machines, grounds or other motorized equipment; any other high-risk areas (no playing in stairwells, elevators or doorways, no access to rooftops, construction zones, etc.).

STUDENT GUIDELINES

- A child should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
- Line of sight supervision by the parent or guardian is required at all times.
- Children are not allowed in the high-risk areas defined above in the Employee section of this guide.
- Children are not allowed in classrooms while classrooms are in session unless permission is granted by the faculty member. Should a child become disruptive, the student and child may be asked to leave.

VISITOR GUIDELINES

- Line of sight supervision by the parent or guardian is required at all times.
- Parent or guardian must assure that children are not disruptive
- Parent or guardian must not leave children unattended at athletic or other University activities.
- Children are not allowed in the high risk areas defined above in the Employee section of this guide.

UNIVERSITY SPONSORED EVENTS

UWB recognizes that children of employees will have an interest in seeing where their parents work, and in learning more about the University of Washington, Bothell. To recognize and accommodate this interest, UWB sponsors an annual UWB Take Your Child To Work Day (TYCTWD). The intent of this activity is five-fold:

1. Designate specified areas that are not part of the program; some work areas are simply not appropriate for children
2. Conduct a work area cleanup prior to the actual TYCTWD event:
 - a. Make sure that obvious workplace dangers have been minimized or eliminated
 - b. Consider an initial early day gathering (in each building) to describe safety features, such as exits, fire alarms, bathrooms, first aid, off-limits areas, etc.
 - c. Establish a positive image for UWB as an employer - proud of what UWB has to offer.
 - d. Offer a benefit for UWB employees - proud to be associated with UWB as an employer.
 - e. Create an opportunity for the child - get to see where parents spend their time as well as begins to make positive association with UWB.
 - f. Emphasize the connection between work and school - very important to success of the UWB Scholars Program.
 - g. Stress importance of both teamwork and safety in the workplace - UWB role models should always be seen as positive.
3. The employed parent must always accompany children.
4. Participation is limited to direct children (no cousins, nephews, friends, neighbors).
5. Consider employee-guided tours within a building where work area restrictions are applied (not all work areas are child-proof, even though considered safe for adults).
6. Limit the number of participating children with an employed parent to 2 at any given time.
7. Child participants must be 5 years old or older (Kindergarten through High School).
 - i. Register each child's participation prior to the actual event (accountability in the event of a problem).

EXCEPTIONS

These guidelines do not apply to sports camps and other University of Washington Bothell sponsored programs for children.