

ual:

Children on site – Information for Reception

Students, staff and visitors may bring children on site with them, for example, when visiting an exhibition, visiting a college canteen, dropping off work or books, paying fees or to get information about courses.

The adult must sign-in on behalf of the child and take responsibility for them at all times. Students, staff and visitors do not need to obtain prior written agreement in order to bring a child on site with them, unless the child is participating in a project or event.

Responsibility for the child

Children under 16 must be accompanied by an adult at all times when on the University's property. As the accompanying adult you are being asked to sign in on behalf of the child, and in doing so, you are required to agree to the following conditions:

- To accept responsibility for the child at all times.
- To maintain supervision of the child.
- To abide by all health and safety systems, including not entering areas that are prohibited to visitors and / or to children. All areas will be clearly signed as having restricted access.

Restricted areas

The following areas are not suitable for children or young people and therefore access is not permissible: *workshops and laboratories, photographic studios and dark rooms, plant rooms, roof spaces, catering kitchens, confined spaces, lecture theatres / teaching spaces during teaching activities.*

PLEASE NOTE: If you fail to take appropriate responsibility for your child, a staff member may request that you leave the site.

Events, Exhibitions and Projects

It is the responsibility of the staff member / team organising events and exhibitions to undertake the appropriate risk assessments. Event organisers will display notices relating to the suitability of content. It is the responsibility of the supervising adult to pay attention to these notices.

Your details

Name: _____

Signed: _____ Date: _____