

Children In The Workplace Policy

Policy number	5.9	Version	1
Created by	HR & Operations Manager	Created on	28 August 2024
Responsible person	HR & Operations Manager	Scheduled review date	27 August 2025

Purpose & Scope

NECOM is committed to providing a safe and healthy environment for children who are present on campus at the New England Conservatorium whilst their parents, who are NECOM staff members, are teaching/accompanying or whilst NECOM students are waiting for their lesson/rehearsal to commence. The purpose of this policy is to outline the guidelines and associated procedures.

This policy applies to all staff members children and students who are on campus.

Guidelines

Children under the age of 18 are not allowed on campus unless they are waiting to commence a rehearsal/lesson in a NECOM program, or are waiting for their parent, who is a NECOM staff member, to conclude meetings/teaching/rehearsing/accompanying.

NECOM Staff Members are responsible for ensuring their children are periodically supervised. This includes during their hours of work, breaks and while using the facilities.

NECOM commits to ensure that a safe environment is provided for staff member's children and students. This includes ensuring that all equipment, tools, and hazardous materials are stored safely and securely. Where possible, and requested, a designated room for NECOM staff members children and students awaiting lessons/rehearsals will be provided.

Students and children of NECOM staff members are not permitted to access or use the staff kitchen facilities.

NECOM Staff members must protect confidential information when children/students are present.

Staff members are expected to ensure that their child/children do not interfere with meetings, rehearsals or lessons, and disruptions to such are minimised.

It is the responsibility of the parent to ensure that a child is collected promptly after their lesson/rehearsal and are not left unattended, for a substantial period of time.

If a staff member is concerned about a child being left unattended they should notify the NECOM office, and follow the guidance provided.

Failure to comply with the conditions of this policy may result in disciplinary action, if related to a staff member's children, or alterations to the ability for a student awaiting lesson/rehearsal to be present on campus prior to tuition commencing.

Policy version and revision information

Policy Authorised by: GMoin

Title: Chairman of the Board