



F.A.Q. **Children in the Workplace Procedure**

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In October of 2007, CCS officially adopted Administrative Procedure 2.30.05-N, prohibiting children in the workplace. In communicating the procedure, several frequently asked questions (FAQs) were noted and the following was developed in response to those questions. We will amend the document periodically as additional FAQs emerge.

Q: Why was this procedure needed or necessary?

A: After repeated incidents of children being left unsupervised in CCS facilities or attending class with parent students, and repeated questions from faculty/staff about what to do about it, administration determined it necessary to provide some guidance and direction to our faculty and staff in how to deal with those situations. Children in the classroom can be a disruptive barrier to education and student service – impeding us in our ability to accomplish our core mission. Further, unsupervised children pose a variety of obvious risk management concerns. For example, children too sick to attend school but left unsupervised in our facilities pose contagious health concerns to other students and staff. Unsupervised children who wander into labs, machinery equipped classrooms or other unsafe areas may be injured. Finally, it is inappropriate to expect CCS faculty and staff to provide supervision by default. We have responsibilities that cannot be carried out in such situations.

For these and other reasons it was determined appropriate to adopt and communicate this procedure, making it easier for faculty and staff to say “no” in such situations and providing guidance in how to respond to violations.

Q: How does this procedure impact programs like Youth College?

A: It does not apply to any program sanctioned by CCS. Per section 3.1, CCS offers certain programs and activities targeted towards children and/or specialized programs designed for children. CCS provides supervision for children enrolled in these officially sanctioned programs/activities and this procedure does not apply to those programs.

Q: Can children accompany a student/parent when that parent is seeking services or attending class?

A: Yes, so long as the child is and remains supervised by that student/parent, is not a disruption to others, and poses no health or safety risk to him/herself or others. Faculty have the right to allow children in a classroom except where such presence is a disruption to other students or poses a health or safety risk to the child or others. The faculty member is within his/her rights under this procedure to say “no” to such requests and failure of the parent to adhere to that direction should be reported immediately to campus security.

Q: If a child is supervised can that child be anywhere on campus?

A: No. As mentioned above, it is always inappropriate for a child to be present when he/she is a disruption to other students/faculty or staff, where ill, or where there are safety related concerns. Supervision does not modify the prohibitions.

Q: Does this procedure apply to my own children?

A: Yes, this procedure equally applies to the unsupervised children of faculty and staff. Again, where the child’s presence would be a disruption to students or other faculty/staff, where the child is ill, or where there are safety related concerns the child is prohibited in the workplace. We encourage that the faculty/staff member find child care alternatives or utilize his/her leave balances to attend to the child at home.



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Q: What is meant by “prohibited from the workplace?”

A: Children shall not be present at an employee’s workplace (e.g. classroom, office, shop, approved worksite, etc.) in lieu of other childcare arrangements, during the employee’s work hours.

Exceptions to his prohibition may be granted by the employee’s appropriate administrator under the following conditions:

- The employee who brought the child to the workplace is responsible for keeping the child within his or her sight and sound at all times.
- The employee may not ask any other employee or student to supervise or otherwise care for the child.
- The employee who brought the child to the workplace is responsible for all aspects of the child’s behavior. The employee is responsible for the child’s safety and is financially responsible for any damage(s) caused by the child.
- The presence of the child cannot disrupt the work or learning environment or negatively impact the productivity of the employee who brought the child, other employees, or students. Keep in mind that young children/infants, in particular, are likely to be disruptive with or without supervision.

When these conditions are not met, the appropriate administrator may direct the employee to subsequently remove the child from the workplace at any time.

In some situations even the above conditions do not apply and the child is prohibited from the workplace without exception. These situations include:

- where the child would be present in areas where dangerous equipment is operated and/or where chemicals, cleaning products, solvents, or any hazardous products are stored or used.
- where a child is ill and not accepted by a regular child care provider or school, particularly a child with infectious disease or illness.

Q: What if, for example, I pick up my child early from school and return to my office to complete paperwork while my child quietly does her homework – would that violate this procedure?

A: Likely not. Again, if the child’s presence is unsupervised, a disruption to others, due to illness or poses a safety concern then that child cannot be present under this procedure. In the absence of those issues, however, in this example the child is appropriately supervised. You must consult first with your appropriate administrator, however, to ensure your analysis of supervision/disruption/safety issues is shared. Ultimately, it is the administrator’s responsibility to enforce this procedure and you must comply with his/her direction.

Q: What if, for example, my child is not in school because he’s ill. Can he be with me in my office so long as he is supervised?

A: No, it is never acceptable for an ill child to be in the workplace. Per section 3.5, a child who is ill and not accepted by a regular child care provider or school, particularly a child with infectious disease, may not be brought to the workplace under any circumstances. There are no exceptions to this prohibition. The parent should utilize his/her leave balances to care for the child at home.

Q: What if, for example, a snow day is declared at my child’s school?

A: It would be acceptable to bring the child to your workplace in emergency situations, so long as your appropriate administrator has given advance or reasonably immediate approval. Again, the child must be supervised by you at all times (not others) and cannot pose a disruption, be ill or be in restricted/unsafe areas.



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- Q: What if, for example, I experience the unanticipated closure of my child care provider?**
- A: The workplace is not an alternative to or for regular childcare. When childcare arrangements fail, the employee should seek alternatives prior to requesting to bring the child to the workplace. Alternatives include using accrued leave or leave without pay, consistent with the applicable collective bargaining agreement or procedure, to care for the child at home.
- Q: What should I do if I notice a child has been left unsupervised in my work area or, in my opinion, a supervised child is disruptive, poses a safety risk or is ill?**
- A: Under this procedure you are asked to first try to identify that child's parent/guardian and then direct, or ask your appropriate administrator to direct that person to remove the child from CCS property. If a parent/guardian cannot be found, and/or if this parent/guardian is a repeat offender of this procedure then you are asked to contact campus security. Security will then assess the situation and may either use emergency contact information to locate the parent/guardian or may refer the child to Child Protective Services.