

# Policy A.17

## Children in the Workplace



### PURPOSE

To ensure the Council fulfils its duty of care under the *Occupational Safety & Health Act 1984*, with respect to children in the workplace by the provision of consistent guidelines that consider an individual's circumstances, and that of other employees in the workplace.

### OBJECTIVE

To promote a culture that supports the needs of carers with family responsibilities and acknowledge that as an employer they need to remain flexible in their approach by the provision of fair guidelines that consider each individual situation on presentation of the facts, in line with the written procedure.

### SCOPE

This policy applies to:

- Councillors, workers, contractors and visitors who are performing work for or with the Shire in any capacity.

### STATEMENT

The Boyup Brook Shire is committed to promoting a culture which is supportive of the needs and aspirations of Councillors, employees, and contractors with family responsibilities. This includes the concept of flexible work practices, various types of leave, and the provision of rostered days off to assist employees balance work and family life.

Regardless of the reason children are in the workplace, Safety & Health legislation provides for their protection, therefore various factors need to be considered when a request to bring children into the workplace is made.

Generally, the circumstances fall into three categories:

- Brief visits (eg employee bringing grandchild, or the other minor into the workplace to be introduced to co-workers)
- Specific events (eg combined Christmas party) where family are invited
- In the event of an emergency.
- Children with an infectious disease must not be brought into the workplace and as an alternative, provision for leave is made within the terms of employment which include personal days, rostered days off, annual leave or unpaid leave.

### RESPONSIBILITIES / IMPLEMENTATION

The Chief Executive Officer will ensure that:

- A process is available to allow requests to be made to the employees' line Manager who will assess the request based on the circumstances and factors listed in this policy. No reasonable request will be refused.

- Management has the right to revoke previously granted permission where it has become apparent that the level of supervision is not appropriate, or the behavior of the child is disruptive to others in the workplace.

Employees are responsible to supervise any child they have permission to bring into the workplace at all times and ensure compliance with workplace safety policy and procedures.

### Review

This policy will be reviewed annually to ensure compliance and currency with legislation, and to consider amendments or inclusions raised by the Safety and Health Committee, the Chief Executive Officer or Council.

<b>POLICY NO.</b>	A.17
<b>POLICY SUBJECT</b>	<b>Children in the workplace</b>
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<b>AMENDED</b>	19 March 2020
<b>LAST REVIEW DATE</b>	18 June 2020