

Children on College Property Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional category	Operations
Parent policy	Facilities Operations Policy
Approval date	June 15, 2019
Effective date	July 1, 2019
Procedure owner	Vice President, Administration and Chief Financial Officer
Procedure administrator	Director, Campus Services

Overview

NorQuest College (college) strives to provide an appropriate learning and working environment for students, employees and visitors. The college encourages safe, supervised visitations by children for the purpose of making academic decisions regarding their future, attending classes and educational events, and authorized use of facilities such as child care services.

College facilities are designed to provide an environment conducive to academic and occupational activities by students and employees. For the safety of children, and to ensure the uninterrupted delivery of instruction, operations and services, the college does not encourage children in campus work spaces, classrooms, or other venues on campus.

This procedure is in place to ensure:

- Appropriate supervision of children while on campus

- Children are not left unattended for any length of time on campus
- Instruction and college operations are not disrupted
- The safety and welfare of children while on campus

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No.5](#) which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedure

Anyone who brings children onto college property is responsible for supervising those children and is subject to the following conditions:

Special Events

During some special college events, children may be permitted to attend under the supervision of a parent/guardian. The college will state in the event information when this is permitted.

Instructional Space

Instructional space is to be occupied only by registered students, college employees or visitors as approved by the instructor. Instructors are responsible for all individuals who attend their classes. Students are not to attend instructional classes with their child.

Administrative Space

Children are allowed into administrative space when accompanied by a responsible adult in the following situations:

- For short, occasional visitations with their parent/guardian.
- As part of a program, function or event where the college advises that children may attend (college events, bring-your-child-to-work, etc.).
- For exceptions as may be approved by the college.

Child Care Services

Children registered in childcare on campus must be dropped off and picked up, by their parent/guardian, at locations and times determined by the childcare operator within the normal operating hours of the college. Children enrolled in childcare on campus are not permitted to be outside their designated areas and must be supervised at all times by the childcare operator.

Restricted Areas

For safety reasons, children are not permitted in the following areas:

- Mechanical or electrical rooms
- Worksites or construction areas

- Maintenance shops
- Server/data centers/rooms or wiring closets
- Telecommunications rooms
- Duct/service shafts
- Janitorial rooms
- Storage or service rooms
- Laboratories (e.g. Hospitality Lab)
- Other areas that may be designated as restricted access

Reporting Unattended, Unsupervised or Disruptive Children

Anyone observing unattended, unsupervised or disruptive children on college property is to immediately report this to Security at 780-644-6245 so that appropriate actions can be taken.

Actions Regarding Unattended, Unsupervised or Disruptive Children

- Facilities, Security personnel or others delegated by Facilities, will attempt to locate the parent/guardian of a child deemed to be unattended, unsupervised or disruptive.
 - Parents/guardians will be asked to appropriately supervise or control their child. A parent/guardian who does not correct the situation may be asked to leave college property along with their child.
 - The child may be moved to a room or area until their parent/guardian is found or while waiting for authorities to respond. When this occurs, the child is to be placed under the supervision of no less than two responsible adults.
- If after a reasonable attempt is made to locate the parent/guardian and they cannot be found, Facilities, Security personnel or college counsellors may, at their discretion, based on the circumstances, the apparent age of the child and consideration for their safety and well-being, call the appropriate authorities (Child Welfare, Police, etc.) to take over the care and control of the child.

Definitions

Administrative Space: means offices, office suites, work stations, work spaces or other college locations not typically open to the general public.

Child: means any person who is under the apparent age of 16 years.

College Property: means any building, facility, site, parking lot and/or property, which the college owns, controls, rents or leases.

Control: means the parent/guardian takes appropriate measures to ensure that a child under their supervision displays appropriate behavior and is quiet and non-disruptive to others.

Instructional Space: means any classroom, laboratory, shop, library, technology or learner support center or any other space or area so designated by NorQuest College as instructional space.

Parent/Guardian: means the parent of a child or a responsible adult assuming responsibility for the safety and welfare of the child/children.

Supervision: means a parent/guardian is providing direct care and attention to the child's health, safety and welfare and is maintaining the child's activities so that they do not cause any distraction or disruption to others. Note: a parent/guardian who is present but performing work, teaching, or other activities that distracts his/her attention from the child does not meet this criteria.

Unattended: means a child who is without direct supervision by a responsible adult.

Unsupervised: The parent/guardian is either not present with the child or is performing work or is otherwise distracted so that they are not in control of the child

Related information

NorQuest College

- [Code of Conduct Policy](#)
- [Facilities Operations Policy](#)
- [Occupational Health Safety and Environment Policy](#)
- [Respectful Workplace and Learning Environment Policy](#)
- [Student Judicial Affairs Policy](#)

External

N/A

Next review date

March 2023

Revision history

Date	Version Number	Action
April 2015	V1	New (replaces Standard Practice 5.02: Children on College Property).
September 2015	V2	Update for format standards.
June 2019	V3	Reviewed as per the Policy and Procedure Framework Procedure.
August 2019	V4 (published as V3-C)	Compliance Office template & reorganization update.
February 2024	V5	Information, Risk & Compliance template & reorganization update.