

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:	Facility Operations Policy
Approval Date:	May 19, 2015
Effective Date:	May 19, 2015
Procedure Owner:	Vice President, College Services and Chief Financial Officer
Procedure Administrator:	Senior Manager, Facilities Management

Overview:

NorQuest College (college) strives to provide an appropriate learning and working environment for students, employees and guests. The college encourages safe, supervised visitations by children for the purpose of making academic decisions regarding their future, attending classes, 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 uninterrupted delivery of instruction, operations and services, the college does not encourage children in campus work spaces, classrooms/laboratories 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.

Procedures:

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 cannot attend instructional classes with their child.

Administrative Space

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

- 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.

Daycare Services

Should the college provide daycare services, children enrolled in daycare, must be dropped off and picked up by their parent/guardian or designated adult at locations and timings as determined by the daycare service provider. Children enrolled in daycare are not permitted to be outside their designated areas and must be supervised at all times by the daycare provider.

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
- 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 Facilities Management at 780-644-6215 or to security personnel so that appropriate actions can be taken to resolve the situation.

Actions Regarding Unattended, Unsupervised or Disruptive Children

- The Facilities Management, Security personnel or others delegated by Facilities Management, 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 a responsible adult.
- If after a reasonable attempt is made to locate the parent/guardian and they cannot be found, Facilities Management, 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 deal with the situation.

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:

- [Code of Conduct Policy](#)
- [Facilities Operations Policy](#)
- [Health and Safety Policy](#)
- [Respectful Workplace and Learning Environment Policy](#)
- Safe Work Procedure (to be completed)
- [Student Judicial Affairs Policy](#)

Related Documentation:

n/a

Next Review Date:

March 2019

Revision History:

April 2015: New (replaces Standard Practice 5.02: Children on College Property)
September 2015: update for format standards