
Policy 705: Children in the Workplace and ClassroomAdopted: 02/18/2022

I. Introduction

Central Penn College cannot allow the continued or reoccurring presence of children in the workplace or classroom for the following reasons: (1) the potential for interruption of work or learning; (2) health and safety concerns; and (3) liability to the College. This policy establishes a process of due diligence to guard against unsafe conditions and/or disruptive behaviors when children are present.

II. Responsible Party

Office of People and Culture

III. Purpose**IV. Definitions**

Child: minor child (under the age of 18) who is not enrolled in classes at Central Penn College
Parent: any employee or student who has responsibility for a non-student, minor child while in the workplace or classroom regardless of the employee's or student's relationship to the child

V. Policy

Central Penn College values an atmosphere that fosters a healthy balance between workplace obligations and family responsibilities and recognizes the importance that families fulfill in the lives of employees and students. This policy and procedure addresses the circumstances under which it is appropriate to bring children to the workplace or classroom. The guidelines are intended to foster respect for the needs of all parties impacted by the presence of children on the campus, in the workplace, or in the classroom.

In general, the workplace and the classroom are typically not appropriate places for children to be present on a frequent or continuing basis. Children are not to be brought to the workplace or classroom on a regular basis in lieu of childcare. However, Central Penn College recognizes that employees and students may occasionally want to bring children to the campus for brief visits, specific campus events, situational convenience, or in times of a family emergency.

When brief, infrequent visits by children are permitted, parents are responsible for ensuring that the visits comply with all designated safety protocols and College guidelines, including, but not limited to, the following:

- At all times, children remain the sole responsibility of the parent(s).
- At all times, parent(s) must accompany their children.
- The presence of the child cannot disrupt the work or classroom environment or negatively affect the productivity of employees and/or students.
- At any time, if the supervisor or instructor determines that health or safety risks are too great, or that the children's presence is disruptive, a supervisor or instructor may ask the employee or student to remove their children from the workplace or classroom.
- Bringing children to the workplace or classroom on a recurrent basis during their school breaks, closures, or before/after school care, or lack of child care is not appropriate.
- Children who have an illness that prevents acceptance by a regular day care provider or prevents attendance at school, particularly any children with an infectious disease, may not be brought to the workplace or classroom under any circumstances.

Except as provided elsewhere in this policy, or other College policies, laws, and regulations that limit access to or otherwise regulate high-risk areas, this policy does not apply when a child:

- is enrolled or admitted as a college student
- is employed by the college
- is attending a college-sanctioned childcare facility
- is attending a college-sanctioned camp, child care program, or youth enrichment program; or
- has a parent with a workplace assignment in which one of the conditions of the employment is residency in a campus facility, e.g., live-in resident hall director.

In exceptional instances, extenuating circumstances may arise when employees or students may wish to bring children with them to campus. Upon such occasions, with a supervisor's or instructor's advance written permission, children may be brought to the workplace or classroom as long as permission has been granted after the supervisor or instructor has taken into account the following factors:

- a) Whether the parent is willing to accept full responsibility for the child's safety and for any damage to property or injury to persons that is caused by the child's presence.
- b) When considering the presence of children on campus, the extent to which the child's presence in the workplace or the classroom creates a potential danger to the child or exposes the department and the College to liability must be considered. Safety is a primary concern for parents, supervisors, and the College.
- c) The extent to which the child's presence in the workplace or the classroom poses a risk of breach of confidentiality with respect to information in the workplace.
- d) The extent to which the child's presence in the workplace or in the classroom disrupts or has the potential to disrupt the workplace or classroom environment and/or creates an

atmosphere that is not conducive to achievement of the specific goals and objectives of the workplace or classroom.

e) Whether the parent agrees to assume responsibility for the child at all times and to ensure that the child's presence does not disrupt his or her work or interfere with the workplace or classroom activities.

f) Whether the parent agrees to supervise the child at all times and agrees that he or she will not leave the child with another employee.

g) Such other factors as the supervisor or instructor deems appropriate.

Notwithstanding the exceptions provided by this policy, a supervisor or instructor has the authority to deny the presence of children in the workplace or classroom. A supervisor or instructor may revoke previously granted permission for the employee or student to bring the child to the workplace or classroom.