

TITLE:	Children in the Workplace Policy		
DIVISION:	Corporate		
ADOPTED BY:	Council		
DATE OF ADOPTION:	May 2019	DATE OF REVIEW:	May 2022
MOTION NUMBER:	OC 130/19		
POLICY NUMBER:	CP63		
AUTHORISED:	Barkly Regional Council		

THIS POLICY APPLIES TO: All Employees of the Barkly Regional Council (Council)

SUMMARY

Council is committed to maintaining a family friendly environment across all Council offices in the region and to providing additional support for all Council employees and their families. Council understands that there are many reasons why a child may need to be in a Council office and in these circumstances, employees are to follow the steps outlined in this policy.

OBJECTIVES

By implementing this policy, Council aims to:

1. Provide additional support to employees' and their families;
2. Ensure the safety of all persons, including children, within Council buildings;
3. Provide an accurate list of all general public, including children, who are within Council buildings at all times; and
4. Maintain a professional working environment.

BACKGROUND

Council has a duty of care over all persons that are in any Council building, including children. Council maintains public liability insurance for all employees and visitors of Council, as long as the visitors are signed in and accounted for via the relevant methods at all Council buildings.

Council recognises the dynamic and varying nature of Council offices across the region and further recognises that having one Policy that covers the entire region may be impractical and may not be applicable in certain office spaces. As a result, a child must be accurately and appropriately accounted for using the relevant sign in methods at the particular Council office.

All Council employees maintain responsibility for their children at all times whilst on Council property and employees must ensure their children are accounted for at all times whilst in Council properties.

POLICY

Children of any Council employee are to follow the procedures of all visitors to any Council building. Whilst the specific procedures may differ between Council buildings in the different communities, Council employees must:

1. Ensure their child signs in at reception or the main administrative area and waits at reception until the employee arrives;
2. Ensure their child remains in their workspace unless the child must visit the bathroom;
3. Monitor their child's behaviour and ensure their child is behaving themselves at all times; and
4. Maintain a level of professionalism at all times.

Children must not be unaccompanied at any time within any Council building unless expressly authorised by the relevant employees' direct supervisor. The child must remain in the relevant Council building unless expressly authorised by the employees' direct supervisor.

LEGISLATION & STANDARDS

Respectful Workplace Behaviour Policy
Work Health and Safety Act (NT)

RESPONSIBILITY & DELEGATION

The CEO has the ultimate responsibility with delegation granted to each director.

EVALUATION AND REVIEW

This Policy is to be reviewed every three (3) years or whenever required due to legislative or operational change within Council.