



Children in the Workplace

Document Purpose	To outline the procedure for the management of children in work premises.
Author	CYPES Governance Team
Publication Date	January 2025
Target Audience	All CYPES staff
Circulation List	All CYPES staff
Description	The purpose of this document is to ensure that there is a consistent approach in the management of children who are brought into the workplace by both CYPES employees and/or contactors working in CYPES sites. This policy details the measures required to ensure the health, safety and welfare of the children and others who may be affected by them being there.
Linked Policies	CYPES Incident Reporting and Investigating Policy IPAC Guidelines for Early Years and School Settings August 2022 Incident Reporting and Investigation Minimum Standard Risk Assessment Minimum Standard
Approval Route	CYPES Ministerial Team CYPES Executive Leadership Team Education Department Leadership Team Chief Officer Directorate Leadership Team Children's Services Leadership Team
Review Date	1 year from date of approval
Contact Details	CypesHandScentral@gov.je

1. Overview

It is recognised that sometimes, for varying reasons, employees' children may be brought into their workplace. There are many risks associated with employees bringing their children into the workplace and this policy outlines the arrangements that must be in place to ensure the health, safety and welfare of them and any others who may be affected. Any child being brought into work premises will be classified as a visitor and any arrangements put in place must reflect this.

For the purposes of this policy, a child is defined as being any person under the age of 18 years old.

2. Scope

This policy applies to all CYPES employees, agency staff, contractors or volunteers, who either frequently or occasionally work or volunteer on any CYPES premises.

3. Responsibilities and distribution

This policy is available on www.gov.ie/Educationpolicies and must be made accessible to all CYPES employees, agency staff, volunteers and contractors, so they have a full understanding of their responsibilities in managing risks associated with children being brought into the workplace.

Responsibilities of Managers

- Ensure this policy is accessible to all employees, agency staff, volunteers, and contractors, and that it is adhered to.
- Ensure that risk assessments are undertaken when children are brought into work premises, and they are shared with relevant others. Please see Appendix 1: Example risk assessment and action plan.
- Make sure adequate arrangements are in place to minimise risks and the impact on others.
- Monitor the effectiveness of any arrangements in place, and review and update them when required.
- Ensure that the child is not brought into the workplace if any risks cannot be mitigated, and support employees in the short term, to ensure alternative arrangements are put in place.
- Ensure any incidents involving children in the workplace are investigated and learning is gained from the outcome.

Responsibilities of employees and others bringing children into the workplace

- Adhere to this policy.
- Will gain permission from their manager, prior to bringing a child into the workplace.
- Support in the risk assessment process.
- Cooperate with any arrangements put in place.
- Report any concerns they have about children being in the work premises.
- Report any incidents or near misses that occur as per the [CYPES Incident Reporting and Investigating Policy](#)

4. Policy/Standards

So far as reasonably practicable, CYPES have a legal duty under the Health and Safety at Work (Jersey) Law 1989 to ensure the health, safety and welfare of persons working or visiting CYPES premises.

Incidents and near misses can expose employees and others to dangers at any time, however the likelihood of this happening can be reduced by complying with this policy and assessing and controlling any risks associated with children being brought into the workplace.

5. Further information and related documents

[Health and Safety at Work \(Jersey\) Law 1989 \(jerseylaw.je\)](http://jerseylaw.je)

[Children and Young People \(Jersey\) Law 2022 \(jerseylaw.je\)](http://jerseylaw.je)

6. Recommendations and Guidelines

Bringing children into the workplace is a practice that must be managed, to avoid putting the children at risk from any workplace hazards. Children of a certain age lack life experience and maturity so will not necessarily recognise things that could cause them harm. It is also important to ensure there is little or no impact on the operational running of the business.

Before a child is brought into the workplace, permission must be gained from the employee's line manager. If the child is being brought onto a CYPES site by an external contractor, permission must be gained from the manager responsible for the contract of works.

- Wherever possible breakfast and after school clubs to be used.
- A risk assessment must be undertaken to ensure risks are managed.
- Children brought into the workplace should be signed in and out using the buildings sign in/out system, the same as would be for any visitor, this includes out of hours.
- Children should never be left unsupervised.
- Children should not be brought into the workplace if they are unwell.
- Any documents containing personal data must be secured, this includes information on computer screens and whiteboards etc.
- Confidential information discussed between employees, must not be done in the child's presence to prevent a data protection breach.
- Employees should be mindful of language used in the presence of children.
- Children must be restricted from entering high risk areas of the workplace.

- Any children brought into the workplace must be considered in the buildings Emergency Evacuation arrangements. This is especially important if the adult supervising them has specific responsibilities to undertake in the event of the fire alarms evacuating, for example they are a fire warden.
- Where appropriate, any specific arrangements in place are shared with the child so they are made aware of any hazards and know of what is expected of them.

Bringing children into schools before/after school hours

As stated previously bringing children into school before/after school hours must be managed to avoid putting the children at risk from any workplace hazards.

- Permission must be gained from the Head Teacher prior to children being brought into schools outside of school hours
- If available, breakfast and after school clubs must always be utilised as a first option. This will also support with social interactions
- A risk assessment must be undertaken to ensure risks are managed
- Any child brought into the school outside school hours must be treated as they would be if they were a pupil at the school
- Children must not use any sport or play equipment unsupervised
- Children brought into the school must be signed in and out using the buildings sign in/out system
- Children should never be left unsupervised
- Children should not be brought into the school if they are unwell
- Any documents containing personal data must be secured, this includes information on computer screens and whiteboards etc.
- Confidential information discussed between employees, must not be done in the child's presence to prevent a data protection breach
- Children must be restricted from entering high risk areas of the school such as science labs or workshops
- Any children brought into the school must be considered in the buildings Emergency Evacuation arrangements
- If appropriate, any specific arrangements in place are shared with the child so they are made aware of any hazards and know of what is expected of them

6.1 Reporting Incidents or Near Misses

Any incident involving or relating to a child brought into the workplace must be reported either online if it is classified as a notifiable incident, or internally on a local incident log/register, in accordance with the [CYPES Incident Reporting and Investigating Policy](#)

Appendix 1: Example risk assessment and action plan

TITLE OF RISK ASSESSMENT	Children in the Workplace		
DEPARTMENT	CYPES	LOCATION	CYPES Building
DATE OF ASSESSMENT		REVIEW DATE	
NAME OF ASSESSOR		RESPONSIBLE MANAGER	

Likelihood (L)	
5	Certain – Hazard occurs frequently. It is a constant threat
4	Likely – Hazard will probably occur but it is not a persistent issue.
3	Possible – Hazard may occur occasionally, ie. One or twice a year
2	Unlikely – Hazard occurs infrequently but remains a possibility
1	Rare – Hazard is not expected to occur

Severity (S)	
5	Catastrophic - incident leading to irreversible health effects or death
4	Major - incident leading to long term incapacity/ disability
3	Moderate - incident leading to injury. Requiring 4-14 days off work
2	Minor - incident leading to minor injury. Requiring < 4 days off work
1	Negligible - incident leading to no/ minimal injury. Requiring 0 days off work

		Severity					Action
		1	2	3	4	5	
L i k e l i h o o d	1	1	2	3	4	5	Stop
	2	2	4	6	8	10	Urgent Action
	3	3	6	9	12	15	Action
	4	4	8	12	16	20	Monitor
	5	5	10	15	20	25	No Action

Activity	Hazard	Persons At Risk	Current Control Measures	Current Risk Rating			Additional Control Measures required to lower the risk to as low as reasonably practicable. Please also put these in the action plan below and then complete the revised risk rating	Revised Risk Rating		
				L	S	R		L	S	R
Children brought into the workplace	Death/injury from fire	Children, Employees, Volunteers, Agency staff	<ul style="list-style-type: none"> • Permission is gained from Line Manager prior to the child being brought into the workplace • Children are signed in and out the workplace as a visitor. • Children are supervised at all times by an adult. • Staff supervising are familiar with the local fire arrangements in place. • Prams/buggies are left, and the child is carried downstairs, if above the ground floor and lifts cannot be used. • Fire marshal responsibilities are delegated if the employee is 	1	5	5				

			supervising a child.						
Children brought into the workplace	Distress from hearing unsuitable conversations or/and reading/seeing unsuitable or confidential information. Data protection breach	Children Owner of personal data	<ul style="list-style-type: none"> All documents containing personal data are secured, in the areas the children are in, including information on computer screens and whiteboards. Employees do not discuss confidential information in the child's presence. Employees are mindful of language used in the presence of children 	2	2	4			
Children brought into the workplace	Injury from equipment or machinery due to child in the workplace.	Children	<ul style="list-style-type: none"> Children are supervised at all times by an adult. Children will not access high risk areas. Children will not use any equipment, for example sport or play equipment. 	2	3	6			
Children brought into the workplace	Illness from lack of basic welfare provision.		<ul style="list-style-type: none"> Children have access to water at all times. Children are supervised in a suitable environment with a comfortable 	2	2	4			

			<ul style="list-style-type: none"> temperature Building First aid provision in place. 						
Children brought into the workplace	Illness from sick children being brought into the workplace	Employees and other building users	<ul style="list-style-type: none"> If a child is known to be unwell, they are not brought into the workplace. 	2	3	6			
Children brought into the workplace	Operational impact	Employees	<ul style="list-style-type: none"> Staff report any concerns they have about any operational impact. Line Managers will support to find alternative arrangements if there is any operational impact. 	2	2	4			

CHANGE HISTORY

	Date Issued	Issued by	Reason for Change
0.1	24 January 2025	Governance	First Publication
			Review
			Update

APPROVAL

Presented To	Approval Date
CYPES Executive Leadership Team	09/12/2024
Education DLT	04/11/2024
Children's Services DLT	30/10/2024
CYPES Ministerial Team	10/01/2025