

Department of Electronic and Electrical Engineering
Policy on access to the building when accompanied by children

Normal working hours - In line with University guidelines, this is deemed to cover weekdays 8am-6pm excluding any designated days on which the University is deemed to be closed, e.g. public holidays.

The University has guidance on the presence of children (which are defined as being under 18 years old) in University buildings during normal working hours. A copy of this document is available at:

<http://safety.dept.shef.ac.uk/guidance/childrensafety.pdf>

The Department policy follows this guidance **in full** and this document should be consulted if you are planning to access any Departmental buildings when accompanied by children during normal working hours.

Out of hours - This is deemed to cover all other times which are not designated as normal working hours.

It is recognised that all categories of staff may be required to call into the Department during out of hours periods to collect documents or items, undertake very minor tasks such as signing papers, approving costings, submitting assessment grades etc, and that this will on occasions coincide with times at which they are accompanied by children. In order to allow staff to gain access with children out of hours for brief periods, the Department has put in place the following policy in consultation with University Health and Safety:

- The visit should not exceed **1 hour in total duration** and only be for the purposes of entering an office like room.
- Staff should not enter a room which could reasonably be regarded as a laboratory.
- Staff should not leave children unaccompanied at any point, even for the briefest of periods.
- All staff entering the building out of hours with children must have a valid (i.e. completed and up to date) Out of Hours training. You can consult your individual training record by logging in at: <https://hs.shef.ac.uk/>
- In buildings with signing in facilities, staff should include the number of children with them using a means that is unambiguous in terms of determining the number of individuals entering the building.

For the avoidance of doubt, the **Department does not permit staff to spend extended periods working in the Department out of hours when accompanied by children**, however pressing the need to carry out such work.

A copy of this policy has been lodged with the Porters Lodges for the Mappin Building, Portobello Centre and North Campus. If you have any queries regarding this policy or any difficulties arising from it, please contact Dianne Webster in the first instance.

Geraint Jewell
Dianne Webster
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