UKMC Policy for Bringing Children on Campus

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Item	**Details**
Policy Owner	GM Sajjad, Chief Operating Officer (COO).
Day-to-Day Responsibility	Campus Managers or equivalent managers (e.g. Facility Managers), overseen by the Director of Operations (with the Designated Safeguarding Lead, Health and Safety Advisor and Reception/Facilities staff)
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Authorised By	Executive Board [date to be confirmed]
Governance	Operational governance (site facilities, health and safety, safeguarding arrangements, public liability, visitors and contractors) sits with the COO and the Executive Board. The Academic Board is informed of the provisions affecting teaching, assessment and examinations (Section 4.2).
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Linked Policies Internal	UKMC Health and Safety Policy UKMC Safeguarding and Prevent Policy and Code of Conduct Implementation Framework and Flowchart 24-25 UKMC Safeguarding and Prevent Policy Code of Conduct UKMC Student Learning Partnership Agreement (Student Code of Conduct) IT Data Protection and Data Security Policy
Linked Policies External	Health and Safety at Work etc. Act 1974 Occupiers' Liability Acts 1957 and 1984 Children Act 1989 and Children Act 2004 Equality Act 2010 Regulatory Reform (Fire Safety) Order 2005 Data Protection Act 2018 and UK GDPR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
Accessibility	Alternative formats available on request (Safety@ukmc.ac.uk)
Dissemination	Staff communications, operational leadership meetings, training events, student induction, UKMC website

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General Statement

UKMC is committed to providing a safe, inclusive and supportive environment for its staff, students, visitors and contractors. UKMC recognises that staff and students may have caring responsibilities and that, from time to time, there may be a need or a reason for a child to be present on campus. UKMC is an adult learning environment: its premises, teaching spaces and activities are designed for adults and are not designed, staffed or registered to provide care for children.

This policy sets out when children may be brought onto UKMC premises, the conditions that apply, and the responsibilities of parents/carers, staff and students. It balances UKMC's legal duties to protect the health, safety and welfare of children who are on its premises with its commitment to equality, inclusion and supporting students and staff with caring responsibilities.

We are committed to:

- Safeguarding and promoting the welfare of any child who is on UKMC premises.
- Supporting students and staff with caring responsibilities, including breastfeeding, in line with the Equality Act 2010.
- Protecting the learning environment, so that teaching, assessment and study are not disrupted.
- Identifying hazards and controlling risks to children, who may be less careful than adults and less aware of danger.
- Applying this policy fairly, consistently and proportionately.

UKMC will:

- Assess the risks associated with children visiting its premises and implement proportionate control measures.
- Ensure children on campus are recorded, supervised and included in emergency arrangements.
- Provide clear information to staff, students and visitors about what is and is not permitted.
- Respond promptly and appropriately to any safeguarding concern involving a child.
- Monitor the operation of this policy and review it regularly.

1.1 Scope

This policy applies to:

- All UKMC premises (owned, leased, or otherwise used for UKMC activities), including teaching rooms, libraries, study spaces, offices, reception areas and social spaces.
- All staff (permanent, temporary, agency, contractors), students, visitors, and event attendees who bring, or seek to bring, a child onto UKMC premises.
- Learning, teaching, office, and campus operations including evenings and weekends.

For the purposes of this policy, a **child** is anyone under the age of 18.

College visits, outreach activities and open days are covered by Section 4.4.

In this policy, **"Campus Manager"** means the Campus Manager or, on campuses without a Campus Manager (e.g. Abarna and College House), the Facility Manager. A nominated deputy may act for them only where one has been appointed.

1.2 Legal framework

This policy supports compliance with UK health and safety, occupiers' liability, child welfare and safeguarding, equality, employment, fire safety, accident reporting and data protection law. UKMC also has regard to statutory guidance, including Keeping Children Safe in Education 2026 and Working Together to Safeguard Children 2026, and to Health and Safety Executive (HSE) guidance. The full list of legislation and guidance is given at the end of this document.

2. Roles and Responsibilities

2.1 Chief Operating Officer (COO): Policy Owner

- Overall accountability for this policy and its governance.
- Ensures appropriate resources, competent advice, and reporting arrangements are in place.
- Determines appeals and decisions referred by the Director of Operations.

2.2 Director of Operations

- Reports to the COO and line manages the Campus Managers (including Facility Managers) and the Health and Safety Advisor.
- Ensures this policy is implemented consistently across all UKMC campuses, and that each campus has a nominated deputy for the Campus Manager or Facility Manager, an approved generic risk assessment (Appendix B) and an up-to-date emergency contact sheet (Appendix G).
- Receives escalations from Campus Managers, including serious incidents, safeguarding concerns (with the DSL), repeated breaches and refusals to leave, and informs the COO where needed.
- Decides on matters referred above Campus Manager level, such as disputed approvals or unusual requests, and refers appeals to the COO.
- Reviews monitoring information with the Health and Safety Advisor (Appendix E), including incident trends and visitor log checks, and reports findings to the COO and the Executive Board.

2.3 Health and Safety Advisor

- Provides competent advice on the risks associated with children on campus.
- Provides advice and support to Campus Managers and Health and Safety Coordinators on the generic risk assessment for children visiting UKMC premises (Appendix B) and on event risk assessments (Appendix C), where needed.
- Receives investigation reports from Health and Safety Coordinators, provides advice and support on investigations where needed (including serious and RIDDOR-reportable incidents), and monitors trends across all campuses.
- Reviews this policy and monitors compliance.

2.4 Health and Safety Coordinator

- Acts as the campus point of contact for health and safety matters relating to children visiting the premises, supporting the Campus Manager and the Health and Safety Advisor.
- Leads the generic risk assessment for the campus, using the generic risk assessment template (Appendix B), completed together with the Campus Manager, and monitors that its control measures are in place.
- Carries out routine checks that visitor logs, sign-in and sign-out arrangements, and restricted area signage are in place and working.
- Makes sure visiting children are included in fire drills, roll calls and evacuation arrangements (Section 6.3).
- Checks that first aid provision on campus is suitable for children, and that first aid supplies are restocked.
- Makes sure accidents, incidents and near misses involving children are recorded and investigated, and corrective actions tracked to completion (Section 7).
- Carries out workplace inspections and briefs Reception and Facilities staff on this policy and the operational flowchart (Appendix F).

2.5 Designated Safeguarding Lead (DSL)

- Acts as the first point of contact for any safeguarding concern involving a child on campus.
- Makes referrals to local authority children's social care and/or the police where required, in line with local safeguarding partnership arrangements.
- Records safeguarding concerns securely and confidentially.

2.6 Campus Manager or Facility Manager: Day-to-Day Lead

- Implements this policy on their campus, including ensuring that no child is admitted to any class, assessment or examination.
- Completes the generic risk assessment for children visiting the campus (Appendix B) with the Health and Safety Coordinator, approves it, and ensures its control measures are implemented. Seeks advice from the Health and Safety Advisor where needed.
- Is the only person (with their nominated deputy, where appointed) who may approve requests on the Appendix A form (Section 4.1).
- Ensures Reception records children on the visitor log and that children are accounted for in emergency arrangements.
- Identifies and signposts restricted areas, and ensures local arrangements are communicated.
- Identifies, where practicable, a designated waiting area near Reception for approved short visits, and keeps the campus emergency contact sheet (Appendix G) up to date and displayed at Reception.
- Escalates incidents, safeguarding concerns and breaches of this policy promptly to the Director of Operations.

2.7 Reception, Security and Facilities Staff

- Sign children in and out alongside the responsible adult and issue an under-18 visitor badge (Section 6.2).

- Follow the operational flowchart and Reception checklist (Appendix F), including directing approved short visits to the designated waiting area. Reception staff must not approve a child being on campus and must refer any request to the Campus Manager or Facility Manager (or their nominated deputy).
- Challenge any unaccompanied child and follow the procedure in Appendix D.
- Keep restricted areas secured and report hazards that present a particular risk to children.
- Must not look after a child, and must not agree to do so (Section 3).

2.8 Academic Staff and Tutors

- Must not permit a child to be present in any induction, teaching session, examination, assessment or other learning activity. There are no exceptions to this rule (see Section 4.2).
- Must ask a student who arrives with a child to leave the session with the child, sensitively and discreetly, and refer them to Student Services for support.
- Must report any accident, incident or near miss in their teaching area in line with Section 7.

2.9 Line Managers, Programme Managers, PAT Managers and the Academic Office

- **Pre-arrival communication:** remind students of this policy in advance, especially before assessments, examinations, induction and intensive teaching blocks, that children cannot be brought to classes, assessments or examinations. Line managers must also remind their staff, especially before school holidays, that children cannot be brought to work or into offices and work areas, and how to request time off or flexible working for a childcare emergency (Section 4.3).
- **Induction:** the Academic Office must make sure that children are not brought to, or allowed into, student induction or enrolment sessions. This must be stated clearly in induction invitations and joining instructions, and students who arrive with a child will be referred to Student Services to rearrange their induction.
- **Events and activities:** where a line manager or Programme Manager leads a public event, open day, assessment day or other activity, they act as the Event Manager for that event and have the responsibilities set out in Section 2.12.
- **Approval:** line managers (for staff) and the Academic Office (for students) may approve occasional short visits as set out in Section 4.1, and must tell Reception.
- **Training:** deliver the briefing on this policy to their staff and keep the Campus Manager informed (Section 10).

2.10 Parents and Carers (Staff, Students and Visitors)

Any person who brings a child onto UKMC premises (the “responsible adult”) must:

- Obtain prior approval before bringing a child onto campus, and follow the short-visit rules (Section 4.1).
- **Take full responsibility for the child**, supervise them directly at all times, and **never leave them alone** or with any member of staff (including Reception and Security) or another student, even for a short time (Section 3).
- Ensure the child is signed in and out at Reception and complies with staff instructions, signage and emergency procedures.

- Ensure the child does not disrupt teaching, study or work, damage property, or enter restricted or high-risk areas (Section 3).
- Report any accident, injury, incident or near miss involving the child immediately to Reception, a First Aider or the Campus Manager, in line with Section 7.

2.11 Contractors

- Contractors must ensure that children accompanying them are not brought onto UKMC premises unless expressly authorised in advance by the Campus Manager or Facility Manager (or their nominated deputy).
- Contractors must not leave children in vehicles, work areas or any other part of UKMC premises, and must comply with UKMC contractor controls and site rules.
- This requirement will be included in the contractor site induction and the contractor booking process.

2.12 Event Managers and Event Organisers

For any event or activity where children or under-18s are expected to attend (e.g. graduation celebrations, open days, family or community events, outreach activities, college visits or assessment days), the Event Manager, or the member of staff responsible for organising or leading the event (such as the Marketing or Admissions lead, Programme Manager or line manager), must:

- Complete an event-specific risk assessment before the event, using the Event Risk Assessment Template (Appendix C).
- Get the risk assessment approved before the event: by the Campus Manager for an event at their campus, or by the Director of Operations for an event across several or all campuses, with advice from the Health and Safety Advisor where needed. Coordinate with the Health and Safety Coordinator, Reception and Security.
- Inform the DSL where the event is designed for, or mainly attended by, under-18s.
- Make sure third-party providers (catering, entertainers, equipment hire) supply their own risk assessments, insurance and any checks needed for work with children.
- Brief event staff, stewards and Fire Marshals, and send information to parents and carers before the event.
- Review the risk assessment after the event and record any incidents in line with Section 7.

3. General Principles

UKMC premises are not suitable for children to be present on a routine basis. The following principles apply at all times:

- **Parental responsibility:** the parent or carer who brings a child onto campus is fully responsible for the child's safety, behaviour and welfare at all times. UKMC does not take responsibility for supervising any child.
- **No childcare provision:** UKMC does not provide a nursery or childcare service. Staff (including Reception, Security and Facilities staff) and students must not be asked to look after another person's child, and must not agree to do so. Unregistered childcare could breach the Childcare Act 2006.

- **Never left alone or with others:** a child must never be left alone anywhere on UKMC premises (including a classroom, library, office, toilet, corridor or vehicle), or left with any member of staff or another student, even for a short time.
- **Not a substitute for childcare:** bringing a child onto campus must not become a regular replacement for childcare arrangements.
- **No children in learning activities:** children are not permitted in any teaching, learning, assessment or study activity or space, under any circumstances (Section 4.2).
- **Unwell children:** children who have, or show symptoms of, an infectious illness (e.g. high temperature, vomiting, diarrhoea or an unexplained rash) must not be brought onto campus, in line with UK Health Security Agency (UKHSA) guidance.
- **Ratio:** a responsible adult may normally bring no more than two children at any one time, unless otherwise agreed by the Campus Manager.
- **Restricted areas:** children must not enter plant rooms, server/IT rooms, kitchens, stores, roofs, maintenance areas, areas under construction, staff-only areas, or any area marked as restricted.
- **Equipment:** children must not use UKMC IT equipment or any equipment intended for staff or student use (see also Section 6.5).

4. When Children May Be Brought on Campus

4.1 Short visits and administrative business

Students, staff and visitors may bring a child for a short visit to Reception or public areas only (e.g. to collect documents or speak to Student Services). A short visit must not take place during, or be combined with, any class, assessment or examination. The following rules apply:

- **Approval:** prior approval is needed from the line manager and/or Campus Manager (staff), the Academic Office and/or Campus Manager (students), or the UKMC host and/or Campus Manager (visitors). The person approving must tell Reception.
- **Time limit:** a short visit must not last more than **25 minutes**.
- **Longer stays and appointments:** a longer stay, or a pre-arranged appointment in a non-teaching area, is only allowed in exceptional cases, with prior written approval from the Campus Manager using the form at Appendix A.
- **Occasional use only:** repeated visits by the same person will be referred to the Campus Manager (Section 3).
- **Waiting area:** where a designated waiting area near Reception has been identified for the campus, the responsible adult and child should wait there.
- **Communal areas:** during a short visit, the responsible adult may sit briefly with the child in communal areas such as Reception seating, cafeterias, refectories or breakout areas (e.g. while collecting documents or taking a short rest), provided the child is closely supervised at

all times and does not disturb others. The library, computer rooms, study spaces and silent study areas remain prohibited (Section 4.2).

4.2 Classes, assessments and examinations

Children are **not permitted at all** in any teaching or learning activity, whether timetabled or not. This applies in all circumstances, including where childcare arrangements break down unexpectedly, and covers:

- Lectures, seminars, classes, tutorials, workshops, induction sessions and Preparation for Foundation Year (PFF) sessions.
- Examinations, in-class tests, invigilated assessments, presentations and vivas.
- Academic, pastoral or one-to-one meetings held in teaching rooms or offices.
- The library, computer rooms, study spaces and silent study areas.
- Online sessions joined from UKMC premises.

No member of staff, including the Campus Manager or a tutor, has the authority to make an exception to this rule (see Section 2.8 and Appendix F).

4.3 Staff

Staff who face a sudden childcare emergency should contact their line manager. Staff have a statutory right to reasonable unpaid time off to deal with an emergency involving a dependant under the Employment Rights Act 1996, and may also request flexible working. Children are not permitted in staff offices, teaching areas or other work areas.

4.4 College visits, outreach and open days

Some UKMC activities are designed for, or may include, young people under 18. These activities are not covered by the restrictions on visiting children in Sections 3 and 4.1 to 4.3, but the following requirements apply:

- **College visits:** visits must be agreed in advance with the Campus Manager and risk assessed by the member of staff hosting the visit (Section 2.12). The visiting college remains responsible for supervising its pupils and must provide adequate staff supervision. UKMC will share relevant safety and evacuation information with the group leader.
- **Outreach activities:** outreach activities involving under-18s must be risk assessed and approved as set out in Section 2.12. Staff leading the activity must have completed safeguarding training and any checks required by the UKMC Safeguarding Policy.
- **Open days:** under-18s attending open days must be accompanied by a parent, carer or college staff member.

In all cases, the sign-in, fire roll-call and photography arrangements in Sections 6 and 9 apply.

4.5 UKMC events

Children are welcome at UKMC events designated as family-friendly, such as graduation celebrations and community events. These events must be risk assessed and approved as set out in Section 2.12.

4.6 Breastfeeding

In line with the Equality Act 2010:

- Breastfeeding mothers may breastfeed in any public area of UKMC premises where they are otherwise entitled to be. No one may be asked to leave or move because they are breastfeeding.
- On request, the Campus Manager will provide access to a private, suitable space for breastfeeding or expressing milk. Toilets are not suitable for this purpose.
- Breastfeeding staff and students will be offered a risk assessment and suitable rest facilities, in line with the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992.
- Babies are not allowed in classes, assessments or examinations (Section 4.2). A breastfeeding student may agree breaks with Student Services to feed or express milk, for example if another adult brings the baby to campus at break time and stays with the baby at all times. Staff will not look after the baby.

5. Safeguarding

Safeguarding is everyone's responsibility. Any member of staff, student or visitor who has a concern about the safety or welfare of a child on UKMC premises must:

- Report the concern immediately to the Designated Safeguarding Lead (DSL) or, if unavailable, the Campus Manager, see Appendix G.
- DSL contact details are listed in the UKMC Safeguarding and Prevent Policy and Code of Conduct Implementation Framework and Flowchart 24-25.
- Call **999** if a child is in immediate danger.
- Not investigate the concern themselves, promise confidentiality, or ask leading questions.
- Record what was seen or heard, factually, as soon as possible, and pass this record to the DSL.

Staff should avoid being alone with a visiting child. Where this cannot be avoided (e.g. a lost child or first aid), they should stay in a visible area, with a second member of staff present wherever possible. No member of staff should take a child away from the responsible adult except in an emergency.

UKMC's Prevent duty under the Counter-Terrorism and Security Act 2015 applies to all persons on its premises, including children. Concerns relating to radicalisation must be reported to the DSL.

6. Health and Safety Arrangements

6.1 Risk assessment

Each campus maintains a generic risk assessment for children visiting its premises (Appendix B), completed and approved as set out in Sections 2.4 and 2.6. Events are risk assessed using Appendix

C, as set out in Section 2.12. Under the Occupiers' Liability Act 1957, UKMC recognises that it must be prepared for children to be less careful than adults.

6.2 Signing in and visitor records

- All children must be signed in and out at Reception by the responsible adult, recording the child's name, age, the responsible adult and times of arrival and departure.
- **Under-18 identification:** every child and under-18 visitor will be issued with a clearly marked "Under 18 Visitor" badge or lanyard in a distinctive colour, used consistently across all UKMC campuses, so that they can be easily recognised by Reception, Security and staff. The badge must be worn visibly and returned when signing out.
- Visitor records are used for fire safety roll call and safeguarding purposes and will be processed in line with Section 9.

6.3 Fire safety and emergency evacuation

- When the fire alarm sounds, the responsible adult must evacuate with the child immediately, using the nearest available exit, and go to the designated assembly point.
- Lifts must not be used. Responsible adults with pushchairs or children who need assistance should inform Reception on arrival so that suitable evacuation arrangements (including use of the wait station) can be considered.
- **Children visiting campus must be included in evacuation roll calls through the visitor management process.** Reception will bring the visitor log to the assembly point, and the Health and Safety Coordinator or Fire Marshal will confirm that every child signed in has been accounted for.
- Any child unaccounted for must be reported immediately to the Fire Marshal or Campus Manager, and to the Fire and Rescue Service on arrival.
- Pushchairs and prams must not obstruct corridors, stairs, fire exits or fire doors.
- Each campus's Fire Marshals and Reception team must practise this process during fire drills, including at least one drill each year that includes a simulated child visitor on the visitor log. The outcome will be recorded by the Health and Safety Coordinator.

6.4 First aid

- UKMC First Aiders are trained in workplace (adult) first aid, which does not fully cover infants and children. A First Aider will give first aid to a child within their training, with the responsible adult present wherever possible, and will call 999 where needed. Paediatric first aid cover will be arranged for events where many young children are expected (Appendix C).
- Any first aid given to a child must be recorded and reported in line with Section 7.

6.5 Specific hazards

Responsible adults must take particular care in relation to the following hazards. This list is not exhaustive:

- **Stairs, lifts and doors:** children must be accompanied on stairs and in lifts, and must not play with doors, including fire doors.
- **Electrical items and cables:** children must not touch sockets, cables, chargers or equipment.

- **Hot drinks and food:** hot drinks must be kept out of children's reach. Food brought for children must be supervised, taking into account other people's allergies.
- **Cleaning materials and substances:** children must not access cleaning cupboards or any substances controlled under COSHH.
- **Windows and balconies:** children must be kept away from open windows, balconies and edges.
- **Medicines:** responsible adults are responsible for any medication needed by the child and must keep it secure.

7. Accidents, Incidents, Near Misses and RIDDOR

UKMC expects every accident, injury, incident, near miss and dangerous occurrence on its premises, including any involving a child, to be reported promptly through UKMC's reporting channels, so that people receive the right care, legal reporting duties are met, and lessons are learned. This section must be read alongside Section 10 of the UKMC Health and Safety Policy.

7.1 Immediate response

In the event of an accident or medical emergency involving a child or any other person:

- Make the area safe, without putting yourself at risk.
- Contact a First Aider and, where needed, call emergency services on **999**.
- Keep the child with the responsible adult wherever possible, and inform the Campus Manager.
- Provide full details to paramedics, including what happened and any first aid given.
- Do not disturb the scene of a serious incident (other than to help an injured person or make it safe) until the Campus Manager has confirmed it can be cleared, as it may need to be investigated.

7.2 Reporting through UKMC channels

All accidents, injuries, incidents, near misses, dangerous occurrences and work-related ill health must be reported, however minor. A **near miss** is an event that did not cause injury or damage but could have done (e.g. a child nearly falling down stairs or reaching a hot drink).

1. **Report immediately:** the person involved or the person who witnesses it must report it verbally, without delay, to Reception, a First Aider, the Health and Safety Coordinator or the Campus Manager.

2. **Record the same day:** details must be entered in the UKMC Accident Book / incident reporting system on the day of the event, and no later than 24 hours afterwards. The record must include the date, time and place, the people involved (including the child's name and age and the responsible adult), what happened, any injury, any first aid given, and witnesses.

3. **Escalate:** the Health and Safety Coordinator or Campus Manager must inform the Health and Safety Advisor of every accident and near miss involving a child, and must inform the Director of

Operations of any serious incident, and the Director of Operations will inform the Chief Operating Officer.

4. **Safeguarding:** where an incident also raises a safeguarding concern, it must be reported to the Designated Safeguarding Lead in line with Section 5.

5. **Inform the parent/carer:** where a child is injured and the responsible adult was not present, the person with parental responsibility must be informed as soon as possible.

7.3 RIDDOR reporting

RIDDOR refers to the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**. Most incidents will not be reportable; however, UKMC must report certain incidents to the Health and Safety Executive (HSE) within the legal timescales. The Campus Manager, as the responsible person, will decide whether an incident is RIDDOR-reportable, with advice from the Health and Safety Advisor, and will submit the report.

Children, students, visitors and members of the public

An accident to a child or any other person who is not a worker must be reported where it arises out of or in connection with a UKMC work activity (e.g. the condition of the premises, equipment or the way an activity is managed) and results in:

- the death of the person; or
- the person being taken directly from the scene of the accident to hospital for treatment of the injury.

A visit to hospital purely for examinations or tests, or as a precaution with no treatment given, is not reportable. Incidents caused only by a pre-existing medical condition, or with no link to UKMC's activities or premises, are not reportable, but must still be recorded internally.

Staff and other workers

- Work-related deaths and specified injuries (e.g. fractures other than to fingers, thumbs and toes, amputations, serious burns and loss of consciousness from a head injury).
- Injuries that result in a worker being away from work, or unable to do their normal work, for more than 7 consecutive days (not counting the day of the accident).
- Certain occupational diseases diagnosed in writing by a doctor.
- Dangerous occurrences (specified near-miss events, such as the collapse of a lift or a structure).

Timescales and how to report

- Deaths, specified injuries, members of the public taken to hospital for treatment, and dangerous occurrences: notify HSE without delay, and submit the report within 10 days.
- Over-7-day injuries to workers: report within 15 days of the accident.
- Occupational diseases: report as soon as UKMC receives a written diagnosis.
- Reports are made online at www.hse.gov.uk/riddor. Fatal accidents and specified injuries to workers may also be reported by telephone to the HSE Incident Contact Centre on 0345 300 9923.

Over-3-day injuries to workers are not reportable but must be recorded. A copy of every RIDDOR report must be kept on file.

7.4 Investigation and follow-up

- The Health and Safety Coordinator will investigate accidents, incidents and near misses on their campus, proportionately to the seriousness of the event, to identify root causes and recommend corrective and preventive actions.
- The Health and Safety Coordinator will inform the Health and Safety Advisor and the Campus Manager of every investigation and its outcome, and will share the investigation record.
- For serious incidents, RIDDOR-reportable incidents, or where specialist advice is needed, the Health and Safety Advisor will provide advice and support to the investigation.
- The Campus Manager will approve corrective actions and ensure they are implemented; the Health and Safety Coordinator will track them to completion.
- Risk assessments (including the generic assessment at Appendix B) will be reviewed after any incident involving a child.
- The Campus Manager will notify UKMC's insurers of any incident that may result in a claim, and the police or local authority children's social care where required.
- Trends in accidents and near misses will be reported to senior management and the Academic Board as part of health and safety monitoring.

7.5 Record keeping

- Accident Book entries, RIDDOR reports and investigation records will be kept securely for at least 3 years, as required by RIDDOR and the Social Security (Claims and Payments) Regulations 1979.
- Because a child can bring a personal injury claim until they reach 21 under the Limitation Act 1980, records of accidents involving a child will be kept until the child's 21st birthday, or for 3 years, whichever is longer.
- Records will be handled in line with the Data Protection Act 2018 and UK GDPR.

8. Unaccompanied or Lost Children

Any child found unaccompanied on UKMC premises, or reported as missing, must be dealt with immediately in line with Appendix D. A child must only be released to the responsible adult who signed them in, unless that adult has given clear permission and the person's identity has been checked.

9. Photography, Data Protection and IT

- Personal information about children (e.g. visitor log entries, approval forms and incident records) will be processed in line with the Data Protection Act 2018 and UK GDPR, kept securely and retained only for as long as necessary.
- Photographs or video of a child must not be taken or published by UKMC without the written consent of the person with parental responsibility.
- Where children use UKMC Wi-Fi on a personal device, the responsible adult is responsible for supervising their online activity (UKMC IT equipment must not be used, Section 3).

10. Training, Communication and Awareness

UKMC will make sure that everyone who applies this policy understands it.

- **Documented briefing:** Reception, Security, academic staff, tutors, PATs, Admissions staff and line managers must receive a documented briefing on this policy at induction and refresh it annually, delivered by line managers. Records will be kept by the Campus Manager.
- **Content:** the briefing will cover the short-visit rules (Section 4.1), sign-in and sign-out, under-18 identification badges, the designated waiting area, the fire roll-call process, the lost or unaccompanied child procedure (Appendix D) and the Reception flowchart and checklist (Appendix F).
- **Students:** students will be informed of this policy at induction, in programme handbooks, and through reminders before assessments, examinations and intensive teaching blocks (Section 2.9).
- **Dissemination:** the policy will also be shared through staff communications, operational meetings and the UKMC website.

11. Breaches of this Policy

Where this policy is not followed, UKMC may ask the responsible adult and child to leave the premises. The request should be made calmly, discreetly and away from other people where possible. Staff must never use physical force. If anyone becomes threatening or aggressive, or a child is at risk, staff should contact Security or call the police on **999**. Any safeguarding concern must be reported to the DSL (Section 5).

11.1 Staff

A member of staff who brings a child onto campus without approval, or does not follow this policy, will be asked to leave with the child. Each breach is recorded by the line manager and HR.

1. **Warnings:** the first and second breaches will each result in a warning.

2. **After two warnings:** any further breach, or a refusal to leave, will result in HR taking administrative action under UKMC HR procedures.

Before taking action, HR and the line manager will consider any genuine emergency or personal circumstances (Section 4.3). The procedure will be applied fairly and consistently.

11.2 Students

A student who brings a child onto campus without approval or does not leave when asked, will be asked to leave with the child and the breach will be recorded. The first and second breaches will each result in a warning. After two warnings, any further breach will be referred to the Academic Office for action under the UKMC Student Learning Partnership Agreement (Student Code of Conduct).

11.3 Visitors and contractors

A visitor or contractor who does not follow this policy, or does not leave when asked, will be reported to the Campus Manager and may be refused access in future. For contractors, their employer will be informed and UKMC may take action under the contract.

12. Insurance

UKMC maintains Public and Products Liability and Employers' Liability insurance. UKMC accepts no liability for loss of or damage to personal property, including pushchairs, belonging to visitors and children.

This policy applies to all UKMC premises and activities and must be always adhered to.

Appendices

Appendix A – Child Visit Approval Form

Use this form to request approval for a longer stay or a pre-arranged appointment in a non-teaching area (Section 4.1). **Only the Campus Manager or Facility Manager (or their nominated deputy) can approve.** Approval cannot be given for any class, assessment or examination.

Notice: email the form to the Campus Manager at least 24 to 48 hours in advance, where practicable. The decision and any conditions will be recorded and passed to Reception, and records kept in line with UKMC data retention arrangements.

UKMC Child Visit Approval Form

Section 1 – Request (completed by the responsible adult)	
Name of student / staff member / visitor	
Student ID or department	
Contact telephone and email	
Child's name and age	
Campus, date and time of visit	
Purpose of appointment and who it is with	
Expected length of visit	
Medical, accessibility or evacuation needs of the child	
I have read this policy. I am fully responsible for the child, will supervise them at all times and will not leave them alone or with any member of staff.	Signed: Date:
Section 2 – Decision (Campus Manager or Facility Manager, or their nominated deputy, only)	
Decision	☐ Approved ☐ Not approved
Conditions (e.g. waiting area, time limit)	
Reason (if not approved)	
Name, role and signature	
Date Reception informed	

Appendix B – Generic Risk Assessment: Children Visiting UKMC Premises

Instructions

Use this template for the generic risk assessment of children visiting each campus with a responsible adult (short visits and approved appointments, Section 4.1). It is completed by the Health and Safety Coordinator together with the Campus Manager, and approved by the Campus Manager (Section 6.1). Events use the separate template at Appendix C. Template also available as a separate Word document from UKMC | Policies and Legislation, so staff can download and complete the template only.

1. The hazards in the template are pre-filled with UKMC's standard controls. Check that each control is actually in place on your campus, add site-specific details, and add any extra hazards in the blank rows.

2. Score each hazard using the risk matrix below: Likelihood (L) × Severity (S) = Risk. Record any additional controls, who will do them and by when, and score the residual risk.

3. Seek advice from the Health and Safety Advisor for High risks, unusual hazards, or after a serious incident.

4. Review the assessment at least annually, after any incident involving a child, and whenever premises or activities change.

Risk matrix (used for Appendices B and C)

Severity ↓ / Likelihood →	1 – Rare	2 – Unlikely	3 – Possible	4 – Likely	5 – Almost certain
5 – Catastrophic	**5**	**10**	**15**	**20**	**25**
4 – Major	**4**	**8**	**12**	**16**	**20**
3 – Serious	**3**	**6**	**9**	**12**	**15**
2 – Moderate	**2**	**4**	**6**	**8**	**10**
1 – Minor	**1**	**2**	**3**	**4**	**5**

Likelihood	Description	Severity	Description
1 Rare	Could happen only in exceptional circumstances	**1 Minor**	No injury, or a very minor injury; brief upset
2 Unlikely	Not expected, but could happen	**2 Moderate**	Minor injury needing first aid; child briefly distressed or lost
3 Possible	Might happen occasionally	**3 Serious**	Injury needing medical or hospital treatment
4 Likely	Will probably happen at some point	**4 Major**	Serious injury, RIDDOR-reportable incident or safeguarding incident
5 Almost certain	Expected to happen, or has happened before	**5 Catastrophic**	Fatality, permanent disability or serious harm to a child

Score (L × S)	Risk rating	Action required
1 – 4	**Low**	Acceptable. Maintain existing controls and monitor.
5 – 12	**Medium**	Further controls must be put in place where reasonably practicable before the visit or activity goes ahead, and reviewed regularly. Campus Manager approval required.
15 – 25	**High**	Stop. The visit or activity must not go ahead until the risk is reduced. Seek advice from the Health and Safety Advisor.

Generic Risk Assessment Template – Children Visiting UKMC Premises

Campus		**Assessment reference**	
Assessment led by (Health and Safety Coordinator)		**Approved by (Campus Manager)**	
Date of assessment		**Next review date**	
Advice from Health and Safety Advisor	☐ Not needed ☐ Sought (date):	**Persons at risk**	Visiting children, responsible adults, students, staff, contractors, other visitors
Activity covered	Children visiting UKMC premises with a responsible adult (short visits and approved appointments)	**Areas covered**	Reception, waiting area and permitted communal areas

Hazards and controls

No	Hazard	Who might be harmed and how	Existing control measures	L	S	Risk	Additional controls required	By whom / by when	L	S	Residual risk
1	**Supervision**	Child injured, lost or causing disruption if not supervised	Responsible adult supervises at all times; child never left alone or with staff or students; no childcare provided; visits approved and time-limited in line with Section 4.1.								
2	**Number of children**	Adult unable to supervise several children; crowding at Reception	Normally no more than two children per adult unless agreed by Campus Manager; short visits for occasional use only.								
3	**Identification and sign-in / sign-out**	Child not accounted for in an emergency; unknown child on site	All children signed in and out at Reception; “Under 18 Visitor” badge or lanyard issued and returned; visitor log kept.								
4	**Approval of visits**	Inconsistent decisions; children admitted to teaching areas	Visits approved in advance in line with Section 4.1; Reception cannot approve; no children in classes, assessments, exams or study spaces.								
5	**Restricted areas**	Child enters plant rooms, server rooms, kitchens, stores, roof or maintenance areas	Restricted areas locked or signed; children limited to Reception, waiting area and permitted communal areas.								

No	Hazard	Who might be harmed and how	Existing control measures	L	S	Risk	Additional controls required	By whom / by when	L	S	Residual risk
6	**Stairs, lifts and doors**	Falls on stairs; trapped fingers in doors; child alone in lift	Adult accompanies child on stairs and in lifts; doors and fire doors not to be played with.								
7	**Slips, trips and falls**	Child slips on spillages or trips over cables or bags	Good housekeeping; spillages cleaned promptly; cables managed; pushchairs kept clear of routes.								
8	**Electrical equipment and cables**	Electric shock or burns from sockets, chargers or equipment	Children must not touch sockets, cables or equipment; no use of UKMC IT or electrical equipment.								
9	**Hot drinks, food and allergies**	Scalds from hot drinks; allergic reaction	Hot drinks kept out of reach; food supervised by adult; awareness of others' allergies.								
10	**Cleaning materials and substances**	Poisoning or burns from COSHH substances	Cleaning cupboards locked; substances stored securely.								
11	**Windows and edges**	Fall from open window, balcony or edge	Window restrictors where fitted; children kept away from open windows and edges.								
12	**Unwell children and infection**	Spread of infection to staff, students and other visitors	Children with, or with symptoms of, an infectious illness must not be brought on campus (UKHSA guidance).								
13	**First aid**	Delay in treating an injured child	First Aiders on duty and identified; first aid kit at Reception; accidents recorded and reported (RIDDOR where applicable).								
14	**Fire and emergency evacuation**	Child not evacuated or not accounted for; pushchair blocking escape route	Child included in roll call via visitor log; Reception takes log to assembly point; no lifts; pushchairs kept clear; process practised in fire drills; wait station available.								
15	**Lost or unaccompanied child**	Child goes missing or is found alone	Appendix D procedure; staff stay with child in visible area; Campus Manager and DSL informed; police called if not found within 15 minutes or if there is concern.								

No	Hazard	Who might be harmed and how	Existing control measures	L	S	Risk	Additional controls required	By whom / by when	L	S	Residual risk
16	**Safeguarding**	Child harmed or at risk; child released to the wrong person	Concerns reported to DSL; staff avoid being alone with a child; child released only to the adult who signed them in.								
17	**Emergency contacts**	Delay in getting help	Campus emergency contact sheet (Appendix G) displayed at Reception and kept up to date.								
18	**Impact on others**	Disruption to teaching, study or work	No children in teaching, library or study spaces; adults asked to leave if policy not followed.								
19	**Contractors**	Contractors bring children onto site	Not allowed unless expressly authorised by Campus Manager; included in contractor induction and booking process.								
20											
21											
22											

Sign-off

Role	Name	Signature	Date
Assessment led by: Health and Safety Coordinator			
Approved by: Campus Manager			
Advice given by: Health and Safety Advisor (if sought)			
Communicated to Reception, Security and staff			

Review record

Review date	Reviewed by	Changes made / reason for review	Next review

Appendix C – Event Risk Assessment Template

Instructions

Use this template for any event or activity where children or under-18s are expected, such as graduation celebrations, open days, family and community events, outreach activities, college visits, assessment days and UKMC events held off site. It is completed by the Event Manager or the member of staff organising the event, and approved before the event as set out in Section 2.12. Template also available as a separate Word document from UKMC | Policies and Legislation, so staff can download and complete the template only.

1. Complete the assessment and event details.
2. Check that the campus generic risk assessment (Appendix B) is in place for the areas used, and add any area-specific hazards in the blank rows.
3. The event hazards are pre-filled with UKMC's standard controls. Check that each control will be in place, add event-specific details, and add any extra hazards.
4. Score each hazard using the risk matrix in Appendix B, record any additional controls, who will do them and by when, and score the residual risk.
5. Seek advice from the Health and Safety Advisor for High risks, unusual hazards, or after a serious incident.
6. Review the assessment after the event, and before the event is repeated.

Event Risk Assessment Template

Campus / venue		**Assessment reference**	
Assessment led by (Event Manager)		**Approved by (Campus Manager, or Director of Operations for events across several campuses)**	
Date of assessment		**Review date (after the event)**	
Advice from Health and Safety Advisor	☐ Not needed ☐ Sought (date):	**Persons at risk**	Children and young people, parents and carers, students, staff, contractors, other visitors
Event name and type		**Date(s), start and finish times**	

Event details	
Venue, rooms and outdoor areas used	
Expected total attendance, and expected number and age range of children	
Supervision arrangements (children with parent/carer, or staff ratio for young people attending without a parent)	
Lost-child point and staff responsible	
First aid cover (number of First Aiders, paediatric first aid if needed, first aid point)	
Fire Marshals / stewards and evacuation arrangements	
Third-party providers (catering, entertainers, equipment hire): risk assessments, insurance and checks received	
Information sent to parents/carers before the event	

Event hazards and controls

No	Hazard	Who might be harmed and how	Existing control measures	L	S	Risk	Additional controls required	By whom / by when	L	S	Residual risk
1	**Crowd and capacity**	Overcrowding, crushing, children separated from parents	Room and area capacities set; numbers controlled through registration or tickets; stewards in busy areas; routes kept clear.								
2	**Lost children at events**	Child separated from parent/carer in a crowd	Children wear a badge or wristband with the parent's contact number; staffed lost-child point announced at the start; Appendix D procedure followed.								
3	**Supervision and ratios**	Young people attending without a parent are not adequately supervised	Parents/carers remain responsible for their own children; for activities designed for under-18s, staff ratios set in this assessment; staff trained in safeguarding; DSL informed.								
4	**Activities, games and entertainment**	Injury or allergic reaction from activities (e.g. inflatables, face painting, crafts)	Activities suitable for the ages expected; third-party providers supply risk assessments, public liability insurance and appropriate checks for work with children.								
5	**Food, drink and allergies**	Allergic reaction, food poisoning, scalds	Registered caterers; allergen information available; hot drinks served away from children; food areas supervised.								
6	**Temporary equipment and furniture**	Trips over cables; falling stands, banners or furniture	Set up by competent persons; cables covered or routed away from walkways; stands and furniture stable; portable equipment PAT tested.								
7	**Outdoor areas, car parks and traffic**	Vehicle strike; slips; adverse weather	Separate pedestrian routes; car park stewarded where needed; outdoor areas checked; wet-weather plan.								
8	**Fire safety and evacuation at events**	Larger numbers unfamiliar with the building; children not accounted for	Fire risk assessment checked for event occupancy; Fire Marshals and stewards briefed; exits announced; registration list used for roll call; exits kept clear.								

No	Hazard	Who might be harmed and how	Existing control measures	L	S	Risk	Additional controls required	By whom / by when	L	S	Residual risk
9	**First aid and medical emergencies**	Delay in treatment for children or adults	First aid cover based on numbers and ages; paediatric first aid where many young children attend; first aid point identified and communicated.								
10	**Photography and filming**	Images of children published without consent	Consent from parents/carers before photographs are taken or published; photography notices displayed; no-photo arrangements respected.								
11	**Toilets and baby changing**	Children unsupervised in toilets; no suitable facilities	Facilities identified and signposted; parents/carers accompany young children.								
12	**Security and release of children**	Unauthorised person on site; child leaves with the wrong adult	Registration or sign-in at entry; children leave only with the adult they arrived with; security or stewards at entrances.								
13	**Communication before the event**	Parents/carers unaware of rules and arrangements	Pre-event information sent: supervision rules, timings, lost-child point, emergency procedures and photography arrangements.								
14											
15											
16											

Sign-off

Role	Name	Signature	Date
Assessment led by: Event Manager / organiser			
Approved by: Campus Manager or Director of Operations			
Advice given by: Health and Safety Advisor (if sought)			
Communicated to Reception, Security, event staff and stewards			

Review record

Review date	Reviewed by	Changes made / reason for review	Next review

Appendix D – Unaccompanied or Lost Child Procedure

Child found unaccompanied:

1. Stay with the child in a visible public area, with a second member of staff where possible. Reassure the child.

2. Inform Reception, the Campus Manager and the DSL immediately.

3. Reception will check the visitor log and make a building announcement or contact the responsible adult.

4. If the responsible adult is not located within 15 minutes, or there is any concern for the child's safety, call the police on 999.

5. When the responsible adult is found, confirm their identity before releasing the child and remind them of this policy.

6. Record the incident and pass the record to the DSL.

Child reported missing by the responsible adult:

1. Obtain a description of the child (name, age, clothing) and where they were last seen.

2. Inform the Campus Manager, who will arrange a search of the building and monitor exits.

3. If the child is not found promptly, call the police on 999 without delay.

4. Record the incident and pass the record to the DSL.

Appendix E – Monitoring, Audit and Review

UKMC will monitor the operation of this policy through:

1. Review of visitor logs and approval records

2. Incident, near-miss and safeguarding concern analysis

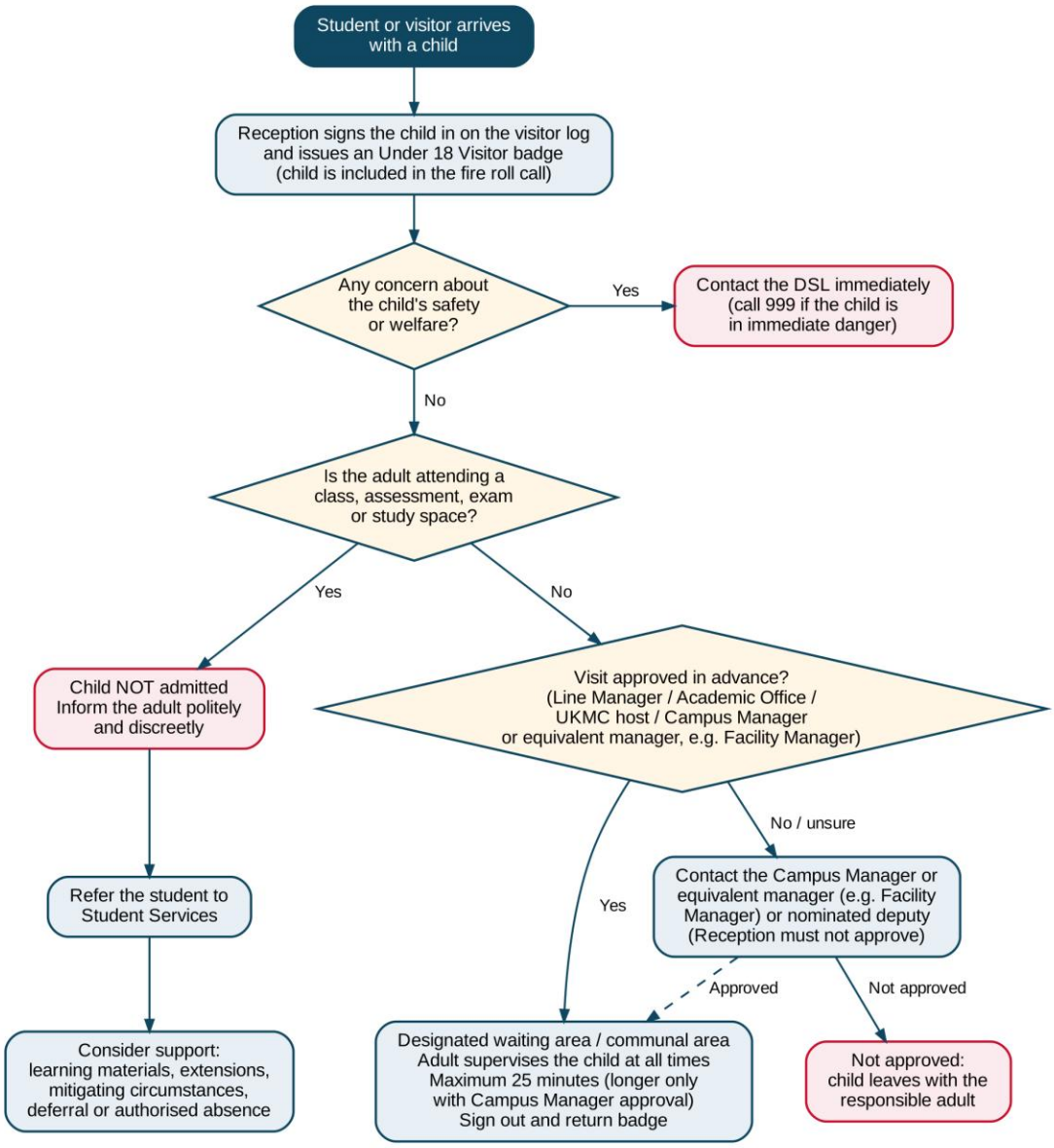
3. Fire drill records, including the child roll-call exercise

4. Records of staff briefings and training

Findings will be reported through the Director of Operations to the COO and the Executive Board, and to the Academic Board where relevant, and actions tracked to completion. This policy will be reviewed annually, or sooner if there are changes to legislation or statutory guidance.

Appendix F – Operational Flowchart: Student or Visitor Arriving with a Child

This flowchart is for use by Reception, Personal Academic Tutors (PATs), teaching staff and Campus Managers.



Reception Checklist – Someone Arrives with a Child

✓	Step
☐	1. Ask the purpose of the visit. Is the adult attending a class, assessment, examination or study space? If yes, the child cannot be admitted: inform the adult politely and refer the student to Student Services.
☐	2. Any concern about the child's safety or welfare? Contact the DSL immediately (999 if the child is in immediate danger).
☐	3. Has the visit been approved in advance (Section 4.1)? If not, or if unsure, contact the Campus Manager or Facility Manager (or their nominated deputy). Do not approve it yourself.
☐	4. Is the visitor part of an approved college visit, outreach activity or open day? If yes, follow Section 4.4.
☐	5. Sign the child in on the visitor log: child's name and age, responsible adult, time of arrival.
☐	6. Issue an "Under 18 Visitor" badge or lanyard.
☐	7. Ask whether the child needs help to evacuate (e.g. pushchair) and note it.
☐	8. Direct the adult and child to the designated waiting area or permitted communal area. Remind them: they are fully responsible for the child, must not leave the child alone or with staff, and must not take the child into classes, the library or study spaces.
☐	9. Note the arrival time. If the visit goes over the time limit in Section 4.1 without approval, politely remind the adult and inform the Campus Manager if needed.
☐	10. Sign the child out, record the departure time and collect the badge.
☐	11. Child found unaccompanied or reported missing? Follow Appendix D.
☐	12. Fire alarm? Take the visitor log to the assembly point and confirm every child is accounted for.

Appendix G – Campus Emergency Contacts

Each Campus Manager must complete the contact sheet for their campus, keep it up to date and display it at Reception. Key campus management contacts are:

Campus	Contact	Phone
Derby	Al Imran, Campus Manager	07586 674690
Salford	Toufiqul Islam, Campus Manager	07517 275194
Abarna and College House	Sheikh Shehabur Rahman Hasib, Facility Manager	07828 948869
Sunderland and Newcastle	Shohanur Rahman, Campus Manager	07425 599633

DSL contact list: UKMC Safeguarding and Prevent Policy and Code of Conduct Implementation Framework and Flowchart 24-25

Campus contact sheet (to be completed for each campus)

Campus	
Campus Manager / Facility Manager (name and phone)	
Nominated deputy (name and phone)	
Designated Safeguarding Lead (DSL) (name and phone)	See the UKMC Safeguarding and Prevent Implementation Framework (link above)
Health and Safety Coordinator (name and phone)	
First Aiders on duty (names and extensions)	
Reception / Security (extension)	
Designated waiting area for short visits (location)	
Fire assembly point and wait station (location)	
Emergency services / NHS medical advice	999 (fire, police, ambulance) / 111
Local authority children's social care (phone)	
HSE Incident Contact Centre (fatal and specified injuries)	0345 300 9923
Health and Safety Advisor	safety@ukmc.ac.uk

Legal and Guidance Documents Used

The following were used in preparing this policy and are current as at October 2026 (England). Statutory guidance is not legislation, but UKMC has regard to it.

Legislation

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999 (SI 1999/3242)
- Workplace (Health, Safety and Welfare) Regulations 1992 (SI 1992/3004)
- Occupiers' Liability Acts 1957 and 1984
- Children Act 1989 and Children Act 2004
- Safeguarding Vulnerable Groups Act 2006 (as amended by the Protection of Freedoms Act 2012)
- Counter-Terrorism and Security Act 2015 (section 26, Prevent duty)
- Equality Act 2010 (including sections 13, 17, 18 and 91)
- Employment Rights Act 1996 (section 57A, time off for dependants)
- Employment Relations (Flexible Working) Act 2023
- Regulatory Reform (Fire Safety) Order 2005 (as amended by the Fire Safety Act 2021 and the Building Safety Act 2022)
- Fire Safety (England) Regulations 2022
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Social Security (Claims and Payments) Regulations 1979 (accident book) and Limitation Act 1980
- Health and Safety (First-Aid) Regulations 1981
- Control of Substances Hazardous to Health Regulations 2002 (COSHH)
- Data Protection Act 2018 and the UK General Data Protection Regulation
- Data (Use and Access) Act 2025

Statutory guidance and official publications

- Department for Education, Keeping Children Safe in Education 2026 (statutory guidance for schools and colleges, published September 2026)
- HM Government, Working Together to Safeguard Children 2026 (published March 2026)
- Home Office, Prevent Duty Guidance: for higher education institutions in England and Wales (2023)
- HSE, Managing for health and safety (HSG65) and Risk assessment: a brief guide to controlling risks in the workplace (INDG163)
- HSE, Reporting accidents and incidents at work: a brief guide to RIDDOR (INDG453) and hse.gov.uk/riddor
- HSE, New and expectant mothers who work: guidance for employers
- UK Health Security Agency, Health protection in children and young people settings, including education
- Information Commissioner's Office (ICO), Guide to the UK GDPR

Supporting references

- Childcare Act 2006 and Ofsted childcare registration guidance