




Policy Number: 600.10
Policy Title: Children on Campus
Subject: Section 600 – Physical Plant
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Approved by: 

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Dean/CEO
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POLICY STATEMENT:

It is the policy of Helena College University of Montana not to allow non-student children of students, employees, or visitors in campus classrooms, laboratories, high-risk areas, work areas, store rooms, hallways, the library, and areas adjacent to classrooms, laboratories, or offices, except under circumstances as defined in this policy. A non-student child who has an illness that prevents him or her from being accepted by a regular day care provider or school, particularly a child with an infectious disease, may not be brought to Helena College under any circumstances.

All Helena College policies shall adhere to and be consistent with applicable federal and state laws and regulations; Board of Regents' policies and procedures; and The University of Montana's policies and procedures.

DEFINITIONS

Non-student child(ren): under the age of 18 not enrolled in classes at Helena College.

Parent: any employee, student, or visitor who has responsibility for a non-student child while on Helena College campuses, regardless of the relationship.

High Risk Areas: examples include, but are not limited to:

- Power plants, shops, mechanical rooms, food preparation areas, construction areas,
- heavy-duty or motorized equipment,
- laboratories or specialized areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, hazardous wastes or other environmental hazards.

Incidental: non-regular and brief presence on campus. Incidental visits require approval from the supervisor for employees, or the faculty for students who wish to attend class with their non-student child(ren). It includes visits to introduce children to co-workers, or non-student children accompanying their parent/student in the student center or library for study session, visits to the bookstore or café, or business visits (meet with financial aid, pay bills, register for classes) and is acceptable only under circumstances where there is not a safety hazard beyond that usually encountered in a typical home or office environment.

Employee: a staff member, faculty, or contract professional employed by Helena College.

Student: any individual enrolled in a credit or non-credit class, lecture, or conference/meeting at Helena College.

EXCEPTIONS

Non-student children may be brought on Helena College campuses under the following situations:

1. Employees who are lactating may have infants brought to work periodically for breastfeeding in an area specifically designated for this purpose by the employee's supervisor and the Director of Human Resources.
2. Participation in an organized and approved educational event that permits children to observe and/or participate in parents' work activities, such as "Take Your Child to Work Day".
3. An incidental and brief visit by a non-student child(ren) to a parent's workplace.

PROCEDURES

When exceptions, as defined above, occur where it is necessary for a student or employee to bring a non-student child to campus, the following apply:

- Permission must be sought and granted from the appropriate faculty member or supervisor before bringing a non-student child(ren) on campus.
- Non-student child(ren), under the age of 12, visiting campus for any reason must be under the direct supervision of their parent at all times.
- Any requests by the faculty member, supervisor, or other appropriate Helena College official that the non-student child(ren) leave the classroom or workplace must be honored immediately.
- Any student or employee who believes their learning experience, performance, or productivity has been adversely affected by the presence of a non-student child(ren) on campus may voice their concerns through the appropriate Helena College grievance processes.
- Helena College does not accept any liability for injuries to non-student child(ren) on campus in violation of this policy and its procedures.