

# POLICY

Effective Date: March 31, 1999

Revised By:

Approved By:

Authority: [RCW 28B.35.120](#), [RCW 51.12.035](#)

Cancels:

See Also: [POL-U1000.12](#) Reporting Communicable Diseases  
[POL-U5620.08](#) Using Skateboards, Skates, Longboards, Foot Scooters, and Electric Personal Assistive Mobility Devices (EPAMD) on Campus  
[POL-U5620.05](#) Using Bicycles on Campus  
[POL-U5620.02](#) Sex Offender Notification  
[POL-U5400.08](#) Conducting Employee Background Checks  
[POL-U5400.09](#) Conducting Non-Employee Background Checks  
[PRO-U5400.09A](#) Conducting Non-Employee Background Checks  
[POL-U5615.01](#) Responding to Campus Violence or Threats of Violence  
[POL-U5950.06](#) Protecting Children and Vulnerable Adults and Reporting Concerns of Safety or Welfare  
[PRO-U5950.06A](#) Reporting Concerns of Abuse or Neglect  
[PRO-U5950.06B](#) Reporting Concerns of Child Harassment, Intimidation or Bullying

## POL-U5950.11

### ALLOWING CHILDREN ON CAMPUS

*This policy applies to any parent or guardian, including University faculty, staff, volunteers and students, who wish to bring children to campus and its related activities.*

#### Definitions:

Campus - For the purpose of this policy, includes Western's main campus, and all satellite and program locations.

Child/Minor – Any person under the age of eighteen years of age ([RCW 26.44.020](#))

Department heads – academic department chairs, directors of academic or non-academic units who have oversight responsibilities for programs and/or individuals, and/or designees.

Program – A program, event or activity involving children that is being offered by: 1) an academic or administrative department or program of the University; and/or 2) both the University and an outside party as a collaboration between the parties under a written agreement. The definition of a program does not include any University academic or administrative function that serves children who are matriculated students of Western.

Volunteer – An individual who performs any assigned duties in a University or University co-sponsored program brought about by the person's free choice, receiving no wages and is registered and accepted by the University program and associated department ([RCW 51.12.035](#)). If applicable, this may include may include community members, faculty, staff, and students (Western and otherwise). Faculty members who are volunteering as a function of their official duties to meet

# POLICY

their departmental standards for “service to the University and community” need not register as a volunteer. Staff members using a community service day register as a volunteer only if their service is conducted directly for Western.

## **1. Children May be Present in Some Circumstances in the Classroom or Workspace**

Faculty, staff, volunteers and students need to acknowledge that family needs and responsibilities may, in some circumstances, require the presence of a child in a learning space or workplace for a limited amount of time.

Similarly, the individual who makes the decision to bring a child into a learning space or workplace should be aware and respectful of the needs others have for a quiet educational and/or work setting. Also, individuals must recognize that some University buildings, housing and facilities were not designed or constructed with the safety of children in mind. Children should not be brought to certain higher risk facilities on campus (e.g. laboratories, machine shops), unless they are mature enough to comply with safety and other policies and procedures, including training, before entering.

## **2. Faculty and Staff Must Obtain Prior Approval**

A faculty or staff member proposing to bring children to work must obtain prior approval from the department head responsible for the department.

Allowing faculty and staff to bring their children to work is a privilege extended by the University to assist in meeting family needs and responsibilities and may be revoked at the discretion of the department head responsible for the department.

## **3. Faculty and Staff Must Meet their Obligations to the University**

The responsibility of faculty and staff is meeting their employment and contractual obligations to the University. Arrangements for children that impinge on those responsibilities are of concern to fellow faculty, staff and students.

Faculty and staff who wish to bring their children to work for limited periods of time may do so if approved, they can carry out their duties unimpeded, and allow others to do the same.

## **4. Children of Students are Allowed in the Classroom in Some Circumstances**

Children of students are allowed in the classroom under the supervision of the parent or guardian when:

- a) Alternative arrangements are impractical or impossible, such as the illness of a day care provider; and

## POLICY

- b) The faculty member responsible for the classroom has given prior approval.

Alternatives such as the student arranging to record a particular session should be considered. Students should avoid bringing children to classrooms on days of examinations.

### **5. Only Authorized Faculty, Staff, Volunteers and Students May Participate in University Authorized Field Trips and Study Abroad Activities**

University faculty or staff must be available at all times to respond to student needs or emergencies. Students are expected to have the freedom to invest the time and effort that would be required to successfully participate and meet academic requirements. For this reason, the University does not recommend they, or others, take accompanying children.

- a) **Exceptions:** In rare cases, and only with prior written authorization from the department head, children may accompany parents or legal guardians on University authorized field trips or study abroad activities. Children must be accompanied by an adult (i.e., full-time caretaker and NOT the faculty, staff or student) who will be fully responsible for them, and who will see to their safety, health, travel and other needs.
- b) **Expenses:** The faculty, staff or student must pay for all expenses incurred on the child's behalf.
- c) **Supervision:** In consideration of authorizing such exceptions by the department head, the presence of children should not disrupt or alter the field trip or study abroad activity in any way.

### **6. Children Welcome to Visit and Tour Campus**

Children are welcome to visit and tour the campus if supervised by a parent, guardian or other responsible adult or caregiver, so long as such visits are compatible with the University's mission.

Children under the supervision of a parent, guardian, or other responsible adult may:

- a) Attend University authorized events, such as performing arts or athletic events, which welcomes and/or offers ticket sales for them;
- b) May visit campus galleries which are open to public view; and
- c) May visit the University's public and open spaces.

### **7. Children May Attend Youth Programs in Compliance with Applicable Rules and Requirements**

Children are welcome to attend youth programs affiliated with the University in accordance with each program's rules and other requirements for the children and their parent or guardian.

## POLICY

### **8. Responsibility and Liability Related to Children**

Parents and guardians are responsible and liable for any and all injuries or damages caused by their children while on the campus or participating in its related activities.

Western Washington University is not liable for any injury to a child, unless caused by the negligence or willful misconduct of the University, its officers, agents, volunteers, or employees.

### **9. Parents and Guardians are Responsible for Ensuring Children Behave Appropriately**

Parents and guardians are responsible for ensuring children behave appropriately if accompanying a parent or guardian to work, a class, a performing arts event, an athletic event, or as part of some other campus visit.

If a child is disruptive, in the view of the faculty or administrator responsible for the class, work setting, or event, the parent or guardian must remove the child from the situation upon request.

### **10. Risk Manager Answers Questions**

Individuals with questions regarding children on campus may contact the University's Risk Manager for assistance.