

CHILDREN ON CAMPUS

279 Administrative/Operating Guideline

It is the intent of Northcentral Technical College (NTC) (College) to ensure that its students, employees and visitors have a safe and productive environment that is conducive for effective learning and employment.

To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of Northcentral Technical College (NTC) must be under the constant supervision of a responsible adult while on NTC property or on the site of any approved off-campus class or other NTC events. Employees of the College have assigned duties and cannot take supervisory responsibility for any unattended children of students, fellow employees, or visitors. Children should not be unattended in any College facility at any time.

The College assumes no responsibility or liability for children on College premises, nor for any accidents or injuries to children. Employees, students, or visitors who bring children to the College are responsible for all aspects of the child's behavior, including the child's safety and financial responsibility for any damages caused by the child.

For the purposes of this guideline, a child is defined as any youth under the age of sixteen (16) years old who is not officially registered in a NTC program.

Children of Students or Visitors

Students are expected to arrange for their personal childcare while participating in an NTC program. Children are not permitted in classrooms. Exceptions may be granted, for a limited period of time, by obtaining prior approval from the faculty member responsible for the class. Children are not allowed in high-risk areas under any circumstances. Failure to adhere to this administrative guideline may result in a student conduct violation. Students or visitors who do not adhere to this guideline may be asked to leave the premises.

No child shall be left unattended on the NTC campus, including in buildings, on campus grounds, or in a vehicle. Nor should a child be left with a College employee unless that child is participating in an authorized program of the College. If children are being disruptive in public areas of the College, adults may be asked to remove their child(ren) from campus.

If an unattended child is observed on campus, the NTC employee observing the child should attempt to obtain the child's name and then report the situation immediately to NTC Security. Security will attempt to locate the child's parent, legal guardian, or caregiver to remedy the situation. If the parent, legal guardian, or caregiver cannot be found in a reasonable amount of time, Security may refer the situation to the Department of Social Services or other appropriate agencies.

Questions regarding children on campus should be directed to NTC Security.

Children of Employees

Northcentral Technical College (NTC) values family life for its employees. While we strive to develop policies and benefits that provide a supportive work/family environment, the College cannot allow the continued or reoccurring presence of children in the workplace for the following reasons: (1) the potential interruption of work; (2) health and safety concerns; and (3) liability to the College.

Children are welcome on campus when the purpose of their visit is to attend classes or to participate in College-sanctioned activities specifically scheduled and designed for their benefit. Additionally, children may be brought to the workplace by employees for other exceptional times when common sense would dictate that it is more efficient for the employee to bring the child into the workplace (e.g., before or following a physician's appointment if the child is not contagious). The employee must supervise the child on such visits and ensure that they are not disruptive to other employees in the workplace. During these visits, children must not be left unattended or with other employees.

It is not appropriate for children to be in the workplace on a regular basis, including after school or on school holidays. Any child with an illness that prevents the child from going to a childcare facility or from attending school should not be brought to the workplace. No child with an infectious disease should be brought to the workplace under any circumstances. If employees must attend to their children and short term childcare cannot be arranged, employees should take sick or other available leave time, as appropriate per College guidelines, to accommodate their children during working hours.

The department's supervisor may direct the employee to remove the child from the workplace at any time if the supervisor determines that this guideline has been violated or that a child's presence negatively impacts College interests.

Employee questions regarding children in the workplace must be directed to your supervisor, Human Resources, or NTC Security.

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