UNIVERSITY of West Georgia.

UWG PROCEDURE NUMBER: 9.5.3 Children of Students, Employees, and Visitors on Campus
Authority: UWG POLICY 9.5 (Protection of Minors on Campus)

The Chief Legal Officer, pursuant to the authority of UWG Policy 9.5, establishes the following procedures for protecting minors on campus and at University functions:

A. Definitions
1. **Adult** – Any person 18 years of age or older.
2. **Child/Children** – see “Minor”
3. **Minor** – Any person under the age of 18 as further defined by O.C.G.A. § 39-1-1. For the purposes of UWG Policy 9.5 and its Procedures, this excludes UWG students.
4. **Unit** – Any academic or administrative body within the organizational structure of the University.
5. **University Facilities** – Any building, room, property, equipment, container, or premises owned, operated, or leased by UWG.

B. Procedures for Children of Students, Employees, and Visitors on Campus

While UWG seeks to provide an environment open to work and family balance, the University cannot allow the continued or reoccurring presence of children in the workplace for the following reasons:

(1) the potential for interruption of work;
(2) health and safety concerns; and
(3) liability to the University.

Children are welcome on campus when the purpose of their visit is to attend classes or to participate in activities specifically scheduled and designed for their benefit (See UWG Procedures 9.5.1 Minors in Non-University Sponsored Programs and 9.5.2 Minors in University Sponsored Programs). Any Minor visiting campus, that is not participating in an event or program, is expected to be under the supervision of their parent or guardian at all times while on UWG Campuses.

Additionally, children may be brought to the workplace by parent 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., following or before a physician’s appointment if child is not contagious). The parent 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 during 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 childcare cannot be arranged, employees should take sick or annual leave, as appropriate per University policy, to accommodate their children during working hours.

Children are not allowed in high-risk areas under any circumstances such as: laboratories, shops, studios, mechanical rooms, power plants, garages, food preparation areas, or any areas containing power tools or machinery with exposed moving parts.
Employees who bring children to the workplace are responsible for all aspects of the child's behavior. The employee is responsible for the child's safety and is financially responsible for any damages caused by the child. The University does not accept liability for injuries to children or visitors to University Facilities in violation of this policy. The department's supervisor may direct the employee to remove the child (or visitors) from the workplace at any time if the supervisor determines that this policy has been violated or that a child's presence negatively impacts University interests. Questions regarding bringing children in the workplace must be directed to your department head and/or a Human Resources Representative.

Issued by the Chief Legal Counsel, the 24th day of August, 2020.

Kristi Carman
Signature, Chief Legal Officer

Reviewed by President:

Previous version dated: N/A