Policy Title: Children in the Workplace and/or Classroom

Applicability: Faculty, Administrators, and Staff

Oversight Department: Office of Human Resources

Purpose: The purpose of this policy is to provide guidance to all College
                                    employees regarding the presence of non-student, minor children
                                    in the workplace and in the classroom.

Effective Adoption Date: February 2, 2009

Policy Statement

Providence College desires to provide a safe and welcoming environment that complies with
legislative, regulatory and insurance mandates and ensures the operation of the College is not
disrupted by the presence of persons not employed by the College (including relatives, children,
and friends of employees). This policy is intended to foster respect for the needs of all persons
impacted by the presence of non-student, minor children in the workplace or classroom and to
promote the College's employment and educational goals, while also recognizing that when
emergency situations arise, the College aims to support its employees with a common sense
approach to those situations.

Definition of Terms

"Minor(s)," "Child" or "Children" – Persons present in the workplace or classroom who are
under 18 years of age and who are either not enrolled students or not prospective students
visiting the College.

"Student(s)" – Persons enrolled either full-time or part-time in the College's Undergraduate
Program, Graduate Program, or School of Continuing Education.

Policy

In general, the workplace and the classroom are not appropriate places for minor children to be
present on a frequent or continuing basis; clear exceptions to this general policy exist for
enrolled students and prospective students who are under the age of 18, and for infant children
pursuant to Rhode Island law titled "Nursing Working Mothers."

Offices and classrooms on campus are not allowed to be used as alternatives to regular childcare
arrangements. For example, offices and classrooms should not constitute or substitute for infant
care or childcare during normal work hours, summers, or school holidays, or when a child is too
ill to be sent to regular childcare locations or school. Department supervisors and department
chairs are responsible and accountable for ensuring compliance with this policy. Faculty should

inform students who ask to bring their own children to a classroom session that they are not permitted to do so.

Guidance regarding applicability of, or exceptions to, this policy should be directed to the Office of Human Resources. Pursuant to this guidance, should children be on campus, the parent/guardian assumes responsibility for any and all risks to children and for any and all damage or injury caused or sustained by children.

<u>Note</u>: An emergency is considered a sudden, unexpected, or unforeseen happening. Absent extreme circumstances, adverse weather conditions are not considered to be emergencies. If there is an emergency, and assuming there are no other reasonable alternatives to bringing a child to campus, faculty and staff should exercise good judgment, factoring in the age of the child and level of supervision required by the parent, the amount of time the child would be on campus, the location of, and particular circumstances, regarding the parent's work space/office on the day of the emergency, and any other relevant issues or facts. If a child is brought to campus under such emergency circumstances, to avoid disruptions or distractions, the child may not be present at held classes, department meetings, candidate interviews, or other College-related normal day-to-day operations. The care of a child is the sole responsibility of the employee and neither staff nor work-study students are authorized or expected to supervise the child. Please note that nothing in this Policy prohibits children from participating in pre-approved research projects, or visiting a parent at work (for a reasonable duration of time), nor does the Policy prohibit an older child who is not escorted by a parent from visiting certain public spaces on campus (such as the library).