Safety Office

Safety of Children & Young Persons on University Premises

**Request to bring children onto University premises**

In order to avoid the children of members of the University from being exposed to risks to their health and safety, permission to bring children in to University buildings, other than for social purposes, must be obtained from the Head of School/Department. Permission may or may not be granted.

This form should be completed and forwarded to the Head of School/Department.

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| --- | --- |
| Name of member of University: |  |
| Status (employee, P/G, U/G): |  |
| Location(s) where you will be working: |  |
| School/Department: |  |
| Type of work to be carried out: |  |
| Proposed entrance to be used and route to workplace: |  |
| Reason for bringing children onto premises: |  |
| Details of children (names and ages): |  |
| Dates children to be present: |  |
| Between what times of day: |  |

**To be completed by Head of School/Department or authorised nominee \* Delete as appropriate**

Permission to bring the above mentioned children into the School/Department has NOT BEEN GRANTED.\*

Permission to bring the above mentioned children into the School/Department under the circumstances above described is granted subject to the following conditions: \*

1. The parent of the child/children must closely supervise the children at all times whilst on the premises. Particular attention must be paid whilst travelling through the building.
2. This form should be kept available and produced, if requested, by University employees including, in particular, security staff.
3. Any other conditions which the Head of School/Department or nominee may specify.

Signed:

Position:

Date: