



**Policy Number:** 600.10  
**Policy Title:** Children on Campus  
**Subject:** Section 600 – Physical Plant  
**Date Adopted:** August 30, 2011  
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**Approved by:**   
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Dean/CEO  
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**POLICY STATEMENT:**

It is the policy of Helena College University of Montana not to allow non-student children of employees, students, or visitors in campus classrooms, laboratories, high-risk areas, work areas, store rooms, hallways, the library, and areas adjacent to classrooms, laboratories, or offices, except under circumstances as defined in this policy. A non-student child who has an illness that prevents him or her from being accepted by a regular daycare provider or school, particularly a child with an infectious disease, may not be brought to Helena College under any circumstances.

All Helena College policies shall adhere to and be consistent with applicable federal and state laws and regulations and the Board of Regents policies and procedures.

## DEFINITIONS

**Non-student child(ren):** under the age of 18 not enrolled in classes or applying for admission at Helena College.

**Parent/Responsible Adult:** any employee, student, or visitor who has responsibility for a non-student child while on Helena College campuses, regardless of the relationship.

**High-Risk Areas:** examples include, but are not limited to:

- Power plants, shops, mechanical rooms, food preparation areas, construction areas,
- heavy-duty or motorized equipment,
- laboratories or specialized areas that include chemicals, biological hazards, radioactive hazards, flammables, explosives, compressed gasses, sharp objects, lasers, hazardous wastes or other environmental hazards.

**Incidental:** non-regular and brief presence on campus. Incidental visits require approval from the instructor for students who wish to attend class with their non-student child(ren). Incidental visits include visits to introduce children to co-workers, or non-student children accompanying their parent/responsible adult in the student center or library for study or tutoring sessions, public events, or library material fulfillment, visits to the campus store, or business visits (meet with financial aid, pay bills, register for classes) and is acceptable only under circumstances where there is not a safety hazard beyond that usually encountered in a typical home or office environment.

**Employee:** a staff member, faculty, or contract professional employed by Helena College.

**Student:** any individual enrolled in a credit or non-credit class, lecture, or conference/meeting at Helena College.

## EXCEPTIONS

Non-student children may be brought to Helena College campuses under the following situations:

- Employees who are lactating may have infants brought to work periodically for breastfeeding in an area specifically designated for this purpose by the employee's supervisor and the Chief Human Resource Officer.
- Participation in an organized and approved educational event that permits children to observe and/or participate in parents'/responsible adults' work activities, such as "Take Your Child to Work Day".
- An incidental and brief visit by a non-student child(ren) to a parent or responsible adult's workplace, class, college, and business-related meetings, or services as defined in this policy.

## PROCEDURES

When exceptions, as defined above, occur where it is necessary for a student or employee to bring a non-student child to campus, the following apply:

- Permission must be sought and granted from the appropriate faculty member or Helena College official before bringing a non-student child(ren) on campus.
- Non-student child(ren), under the age of 12, visiting campus for any reason must be under the direct supervision of their parent/responsible adult at all times. Helena College personnel will not assist in the care of children. Direct supervision is considered to be the non-student child(ren) being within the line of sight of and voice control of their parent/responsible adult.
- Any requests by the faculty member, supervisor, or other appropriate Helena College official that the non-student child(ren) leave the classroom or workplace must be honored immediately.
- Any student or employee who believes their learning experience, performance, or productivity has been adversely affected by the presence of a non-student child(ren) on campus may voice their concerns through the appropriate Helena College processes.

- Helena College shall not accept any liability for injuries to non-student child(ren) on campus in violation of this policy and its procedures. Permission to bring a non-student child to campus does not establish a duty on the part of Helena College to the non-student child or the parent/responsible adult. Any harm resulting from the presence of the non-student child(ren) on campus shall be assigned to the parent/responsible adult consistent with the definition of comparative negligence in Montana law.