# CHILDREN IN THE TRAINING ENVIRONMENT POLICY

## Purpose

This policy sets out TCP Training's position on children being brought into classrooms, workshops, practical training areas and other training spaces. It explains what is and is not permitted, the reasons behind the policy, and what students can do if they have caring responsibilities.

We understand that many of our students are balancing study with family life. This policy is not intended to be unsympathetic to those responsibilities. It exists to keep every person on our premises safe, and to protect the quality of training for all students.

## Scope

This policy applies to all students, trainers, staff, contractors and visitors, and to all training delivered on our premises, at other venues arranged by us, and during workplace-based or practical sessions we organise.

## Policy Statement

1. Babies, toddlers and children of any age are **not permitted** to attend classes, workshops, assessments or practical sessions with a student, even if the child is supervised by that student.
2. The minimum age to enrol in and attend training with TCP Training is **14 years**. Persons under 14 are not enrolled students and may not take part in training.
3. This applies regardless of the length of the session, the type of course, or whether the child is expected to be quiet or well behaved.
4. Students must not leave children unattended anywhere on our premises, including reception, corridors, kitchens, car parks or breakout areas.

## Reason for this Policy

### a. Health and safety

Under work health and safety laws, TCP Training has a duty to take all reasonably practicable steps to ensure the health and safety of everyone in our workplace, including students and visitors. Training environments can contain hazards that are not suitable for young children, including:

- tools, equipment, machinery and electrical items
- chemicals, cleaning products and other hazardous substances
- cables, trip hazards, stairs and heavy furniture
- hot drinks, kitchen areas and appliances
- emergency evacuations, where a child could slow evacuation or be at risk

Babies and toddlers are especially vulnerable because they cannot recognise danger, follow safety instructions or evacuate independently.

### b. Supervision and duty of care

A student who is attending class cannot give full attention to both their learning and a child. A trainer cannot be responsible for supervising a child while also delivering the course and managing the safety of the group. Because we are not a licensed child care service, we do not have the staffing, qualifications, checks or insurance required to care for children.

### c. Insurance and liability

Our insurance policies are based on our training activities and the enrolled student cohort. Children who are not enrolled students are not covered for injury or incident on our premises in the same way, which creates risk for the child, the parent and the organisation.

### d. Quality of learning and fairness to other students

Crying, noise, movement and the need to attend to a child can disrupt the class. Every student has a right to a learning environment where they can concentrate and take part fully. Allowing children in some classes and not others would also be inconsistent and unfair.

### e. Assessment integrity

Assessments must be completed under controlled conditions and without interruption. A student who is distracted by a child may not be able to demonstrate their competency, and may be disadvantaged as a result.

### f. Privacy, safeguarding and child protection

Our classrooms are shared by adults and, in some courses, students aged 14 to 17. Children who are not enrolled have not been accounted for in our safeguarding, privacy and child protection arrangements. Limiting access to enrolled students allows us to manage those obligations properly.

### g. Minimum age of 14

The minimum training age of 14 reflects the maturity, safety awareness and ability to follow instructions that our courses require. Students aged 14 and over can understand and follow safety directions and take responsibility for their own conduct in a training environment. Children below this age cannot reliably do so, and our content, equipment and environment are not designed for them.

## Responsibilities

**Students** must arrange appropriate child care for the full duration of their attendance, including breaks, and must not bring children into any training area.

**Trainers and staff** must politely but firmly apply this policy, ensure a child is not left unsupervised, and report any breach to [Position / Manager].

**Management** will ensure this policy is communicated at enrolment and induction and applied consistently.

## Support for Students with Caring Responsibilities

We want students with caring responsibilities to succeed. If you are unable to arrange child care, please speak with us before your class so we can discuss options, which may include:

- rescheduling to another class or intake, where available
- moving to a different delivery mode, such as online or self-paced study, where the course allows
- providing course materials or recordings you may have missed, where appropriate
- deferring or pausing your enrolment, subject to our enrolment and fees policies
- referring you to local child care or community support services

To discuss support, contact 02 9232 1010.

## Breaches of This Policy

If a student brings a child into a training area:

1. The trainer will ask the student to remove the child from the training area and explain this policy.
2. The student may be asked to leave the session until suitable arrangements are made, and the session may need to be rescheduled.
3. Repeated breaches may be dealt with under our Student Conduct policy.

If there is an immediate safety risk, staff may act at once to ensure the safety of the child and others.

## Student Acknowledgement

By participating in a TCP Training course and assessment, students acknowledge that they have read, understood, and agree to comply with this Policy.

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