



# Children In The Workplace Policy

Understanding workplace boundaries for employee families and child safety.



# Policy Overview

## Core Principle

Children should not accompany parents to work.

## Safety First

Protects children from workplace hazards and risks.

## Work Focus

Prevents disruptions to organizational operations and productivity.



# When Children May Visit

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## Organized Events

Special workplace days or supervised group visits with manager approval.

2

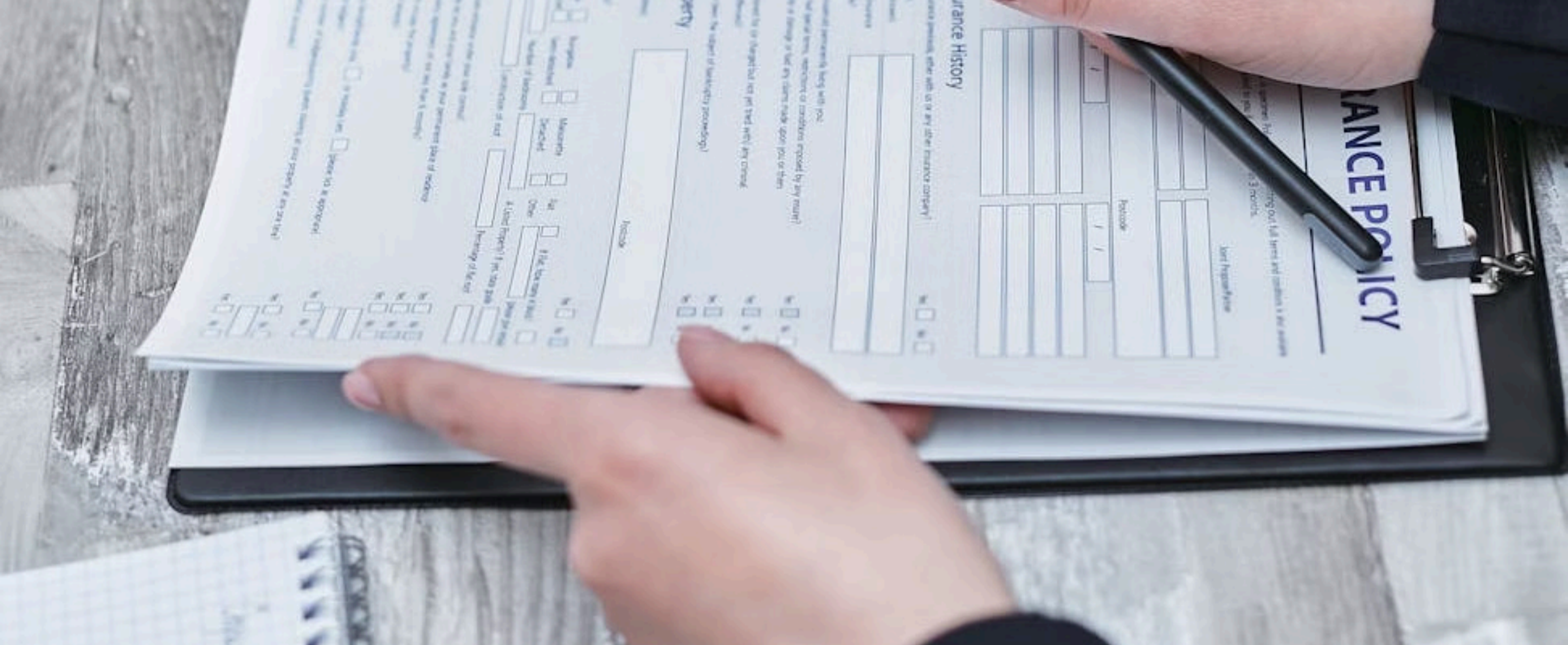
## Childcare Emergency

Brief visits during unexpected school or care disruptions only.

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## Meeting Point

Quick meetups before appointments with prior time-off arrangements made.



# Manager Approval Required

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## Request Permission

No child visits without express manager approval first.

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## Assessment Factors

Age, duration, environment, and potential work disruptions considered.

03

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## Emergency Only

Exceptions for unforeseen emergencies, not childcare planning failures.



# Employee Responsibilities



## **Constant Supervision**

Parent must accompany and supervise child at all times.



## **Respect Others**

Be sensitive to coworkers and customers; don't expect childcare help.



## **Safety Accountability**

Take full responsibility for child's behavior and wellbeing.



# Strict Prohibitions

## **Hazardous Areas**

Children never permitted in designated health and safety risk zones.

## **Sick Children**

Ill children must never come to workplace under any circumstances.

## **Use Leave Entitlements**

Arrange sick child care through sick leave, annual leave, or unpaid leave.



# Need Guidance?

Contact **HR Unlocked** for policy clarification and workplace support.

[Get HR Support](#)

Share this policy with your team to ensure workplace safety and compliance.