## **Children in workplace policy template**

[Organization Name]

Children in the Workplace Policy

### **Brief & purpose**

[Organization Name] is committed to providing a safe and healthy environment for children who accompany their parents to work. This policy outlines the guidelines and procedures for employees, contractors, and visitors who bring their children to the workplace.

### **Scope**

This policy applies to all employees, contractors, and visitors who bring their children to [Organization Name]'s workplace.

### **Guidelines**

**1. Age restrictions:** Children under the age of 18 are not allowed in the workplace, unless they are participating in a formal work-study program or are on a scheduled visitation day.
**2. Supervision:** Employees are responsible for ensuring their children are supervised at all times. This includes during work hours, breaks, and while using the facilities.
**3. Safety:** The workplace must maintain a safe environment for children. This includes ensuring that all equipment, tools, and hazardous materials are stored safely and securely.
**4. Confidentiality:** Employees must protect confidential company information and data when their children are present.
**5. Disruptions:** Employees are expected to minimize disruptions to the work environment. Children should not interfere with meetings, phone calls, or other work-related activities.
**6. Visitation hours:** Children may visit the workplace during designated hours, typically between 9:00 AM and 3:00 PM.
**7. Sign-in and sign-out:** All visitors, including children, must sign in and out at the reception desk.
**8. Emergency contact information:** Employees must provide up-to-date emergency contact information for their children.
**9. Compliance:** All employees, contractors, and visitors must comply with the policy. Failure to do so may result in disciplinary action.

### **Responsibilities**

1. Employees: Ensure their children are supervised and follow the guidelines outlined in this policy.
2. Supervisors: Support employees in implementing this policy and address any concerns or violations.
3. HR personnel: Provide guidance and resources to support employees and supervisors in implementing this policy.
4. Visitors: Comply with the policy and ensure their children are supervised and follow the guidelines.

### **Consequences of non-compliance**

Failure to comply with this policy may result in disciplinary action, up to and including termination of employment or visitor privileges.

### **Review and Revision**

This policy will be reviewed and revised as needed, but at least annually. All revisions will be approved by [Organization Name]'s executive management team.

### **Acknowledgment**

By bringing their children to [Organization Name]'s workplace, employees, contractors, and visitors acknowledge that they have read, understood, and will comply with this policy.
Date of Last Update: [Insert Date]

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