

Protection of Children in the Workplace

Employee/Manager Discussion Guide and Approval Procedures

Iowa State University

The following procedures have been established for employees and supervisors interested in allowing non-student children in the workplace as outlined in Iowa State University's Protection of Children in the Workplace policy. The supervisor should document any approval/denial of non-student children in the workplace and indicate this procedure has been followed.

1. The parent must request approval of their supervisor or manager. The parent must indicate how the conditions set forth in Section 2 (see below) can be fulfilled. The supervisor or manager may approve as proposed or require additional conditions after discussion with the parent. Any accommodation for the regular presence of a non-student child in the workplace should not be considered a substitute for regular child care.
2. Circumstances under which a non-student child may be brought into a particular workplace setting should be established in a discussion between the employee and supervisor or manager. This request should take place in advance of the non-student child visit and should include the following:
 - a. The parent must agree to supervise the non-student child at all times and should not leave the non-student child in the custody of another university employee or student, even for brief periods of time.
 - b. The parent must address potential issues of possible disruption to the workplace, other employees or students.
 - c. The parent must agree to accept full responsibility for the non-student child's safety and for any damage to property or injury to persons that is caused by the non-student child's presence.
 - d. The parent and the supervisor or manager must consider the extent to which the non-student child's presence in the workplace poses a risk of breach of confidentiality with respect to information in the workplace.
 - e. The parent and the supervisor or manager must consider the extent to which the non-student child's presence is appropriate to the specific work being accomplished in the workplace and the workplace environment.
 - f. Parents must address the safety and health of other employees, students and the non-student child before bringing non-student children who are ill to the workplace.
 - g. Other factors as the supervisor or manager and parent deem appropriate.

Should a problem develop, the supervisor or manager may revoke previously granted permission for the parent to bring the non-student child to the work place (e.g., the non-student child's presence is disruptive to the work place or the parent does not appear to be productive during the non-student child's visits).