



Purpose

The leadership team at Lyndhurst Secondary College recognises the importance of work/life balance for employees who are carers and is working towards providing more choices for our staff to better manage their responsibilities.

The school understands that there are occasions when it is necessary for employees to bring dependents to school.

These guidelines provide those employees with guidance on the conditions of bringing their dependents to Lyndhurst Secondary College (the College) and the associated responsibilities. Any employee wanting to bring their dependents to the College must observe these guidelines.

These Guidelines have been developed to clarify the conditions and responsibilities of employees who are carers and who are required to bring children or other dependents to work because of an unpredictable or short-term emergency.

IMPORTANT: Carers who seek to bring dependents to school must first contact a member of the Executive Team prior to the dependents attending the College.

Definitions

Carer means an employee who is also 'a person on whom another person is wholly or substantially dependent for ongoing care and attention'. This definition is consistent with the *Equal Opportunity Act 2010 Vic*.

- Child means a person under 18 years of age
- Dependent may include a child, or adult dependent.

Guidelines

It is not intended that carers will bring dependents to the College on a regular basis as a permanent care arrangement (eg. On a regular daily, weekly, fortnightly or monthly basis).

Circumstances in which it MAY BE SUITABLE for carers to bring their dependents to the college include where:

- A carer is unable to make alternative care arrangements for a child recovering from an illness which is not contagious
- Normal childcare arrangements have broken down at the last minute
- An adult family member requires supervision
- Ad hoc basis during school holidays or student free days



- Before school and after school hours
- During employee break periods

Cases in which it IS NOT SUITABLE to bring dependents to the College include:

- As a substitute for care at home for a sick child; and
- As a regular space to care for children on school holidays
- As a regular alternative to child care

Conditions

IMPORTANT: Carers who seek to bring dependents to school must first contact a member of the Executive Team prior to the dependents attending the College.

Dependents should keep their noise at an acceptable level so as not to disturb other activities at the College.

If a dependent is recovering from an illness, the carer must abide by the *Health (Infectious Diseases) Regulations 2001 (or its equivalent)* in relation to the minimum periods of exclusion from schools for infectious diseases and contacts.

Staff/Leadership need to consider whether having the dependent on site would interfere in the staff member's duty of care to students (i.e. what would happen in an emergency) A staff member's primary responsibility is duty of care to our students. If the duty of care would be comprised by having to take care of their own dependant in any given situation, it would not be appropriate for the dependant to be on site

Responsibilities

Carers are responsible for the care, supervision, safety and security of dependents at all times. The College takes no responsibility for dependents or the private property of dependents brought onto the College grounds.

The carer needs to sign in their child as a visitor

At no time should a carer use students as substitute carers

Carers should ensure that any spaces used by the dependents are left in a neat and tidy condition. If an employee is unsure about the conditions or their responsibilities under these guidelines, they should contact a member of the Executive Team.

In case of emergencies

For medical attention, carers should contact a doctor and/or emergency services as necessary.

Review cycle and evaluation



**LYNDHURST
SECONDARY
COLLEGE**

Employees Bringing Dependents onsite

These guidelines were last updated February 2021 and is scheduled for review in February 2024