

Vanguard Academy  
Policy Handbook  
Children in the Workplace Policy

Description

Vanguard Academy values an atmosphere that fosters a healthy balance between workplace obligations and family responsibilities. When possible, Vanguard will do its best to honor employee requests for flexibility to meet unexpected family needs that require the employee's attention during normal working hours.

Due to health and safety concerns, employees are discouraged from bringing children to the workplace. Frequent, regular, or extended visits by children during work hours are not allowed for several reasons, including but not limited to:

- Risk of harm to the children
- The potential liability to Vanguard
- Decreased employee productivity due to distractions and disruptions to both the parent/guardian and co-workers.

Brief, infrequent visits by children may occur in the workplace with prior approval from administration, however children who are not currently enrolled as a Vanguard student should not be in classrooms while lessons are being taught, without prior written approval by administration.

When brief, infrequent visits by children are permitted, the parent/guardian is responsible for ensuring the visits comply with all designated safety protocols and guidelines, including but not limited to the following:

- The employee who brought the child to the workplace is responsible for all-aspects of the child's behavior.
- The employee is responsible for the child's safety and is financially responsible for any damages caused by the child.
- The employee who brought the child to the workplace is responsible for keeping the child within their sight and sound at all times. The employee may not ask any other employee or student to supervise the child.
- The presence of the child cannot disrupt the work environment or negatively affect the productivity of the employee who brought the child or other employees and/or students.
- If at any time the supervisor determines that health or safety risks are too great, or that a child's presence is disruptive a supervisor may ask the employee to remove their children from the workplace.
- Bringing children to the workplace on a recurrent basis during their school breaks, closures, before or after school, or the lack of child care is not appropriate, this policy is not to be utilized as a backup childcare arrangement.
- Children who have an illness that prevents acceptance by a regular day care provider or prevents attendance at school particularly any children with an infectious disease, should not be brought to the workplace.

Purpose

To provide guidance for creating a supportive working climate for employees to meet family obligations and to outline when children can appropriately be at the workplace.

**Revision History and Approval Date**

Board Approved: 10/22/2024