



Guidelines and Procedures on Safeguarding the Safety and Wellbeing of Children on ILRI Premises

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**People and Organizational
Development Directorate**



People and Organizational
Development

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1.0 Introduction

ILRI is committed to providing a safe work environment for its staff, partners, visitors and contractors at its premises. Equally, ILRI recognizes that many of its staff members have childcare responsibilities and therefore, ILRI wishes to ensure a safe and conducive environment for children on ILRI premises.

ILRI strives to comply with relevant legislation and good practice concerning children at the workplace. Therefore, health, safety, environmental and regulatory matters must be addressed when considering the presence of children at the ILRI workplace.

1.1 Aim

The aim of these guidelines and procedures is to ensure the safety and wellbeing of children and minors at ILRI premises.

2.0 Scope

These guidelines and procedures cover all ILRI staff in all locations, students, partners, contractors and staff hosted at an ILRI owned or managed premise.

Regional Representatives and Country Representatives are required to acquaint themselves of the appropriate guidelines in the Institute in which they are hosted and to make sure that all those staff under their supervision are equally aware and adhere to them

2.1 Guidelines Governing Residential Quarters

These guidelines and procedures on Safeguarding the Safety and Wellbeing of Children on ILRI Premises do not apply to residential quarters at ILRI premises where ILRI staff reside. The residential premises are governed by separate guidelines in accordance with the ILRI Housing Policy. Guidelines pertaining to ILRI residential premises (in campuses where such residential premises exist) shall be clearly explained to all ILRI residents by the responsible Manager.

However, as a general guide, with respect to children on ILRI residential premises:

- Resident children are also not allowed in areas that are generally out of bounds to children as covered in schedule 1.
- Children below the age of 13 years living on ILRI facilities must be accompanied by a parent or guardian when they are going out of the residential area at ILRI.

3.0 Definitions

▪ Child, Children:

For the purposes of this guideline, and in recognition of the fact that definitions may vary across countries and regions, the terms "child," and "children" refer to individuals under the age of 18 in accordance with the international ILO standard definition.

▪ **ILRI Premises:**

For the purpose of this guideline, “ILRI premises” refers to ILRI’s campuses, field and research stations, buildings and grounds under the Institute’s control.

4.0 Document Review

These guidelines and procedures will be reviewed and updated as the need arises.

5.0 Guidelines and Procedures Governing the Safety and Wellbeing of Children at ILRI Premises

To meet ILRI’s obligations with regard to the safety and wellbeing of children on ILRI premises, ILRI shall administer the following guidelines and procedures in the following instances:

5.1 General guidelines governing the safety and wellbeing of children at ILRI premises

5.2 Guidelines and procedures for children at ILRI events

5.3 Guidelines and procedures for children at hosted organization events at an ILRI campus

5.4 Guidelines and procedures for children during events hosted by an external organization renting ILRI facilities

5.5 Guidelines and procedures for children of non- ILRI staff sports club members

5.6 Guidelines and procedures governing the presence of children at ILRI workplace

5.7 General Guidelines Governing the Safety and Wellbeing of Children at ILRI Premises

- a) While on ILRI premises or involved in any ILRI activity, children under the age of thirteen years must be supervised by a parent or other responsible adult at all times.
- b) Children must not, at any time, be allowed to enter, even when with a parent or any other adult, the areas listed in *Schedule 1* of these guidelines. Appropriate notices to this effect will be placed at entrances to all areas covered by this schedule.
- c) Children who are on ILRI premises must never be allowed to operate any machinery or ride unaccompanied in lifts or elevators.
- d) Children are not permitted to perform work of any kind at any time as required by the International Labor Organization (ILO).
- e) Extra care should be taken by parents to look after children where there are swimming pool facilities on ILRI premises, due to the associated risks, even if the children know how to swim. In such areas, children should always be accompanied and supervised by an adult.
- f) Children are never permitted in the following high risk areas:

- Research facilities (animal, plant and laboratory);
- Workshops, power plants, garages;
- Food preparation areas,;
- Waste management areas such as ooxidation ponds and incinerators;
- Experimental plots;
- Boiler house, Generator house, Stores or Warehouse, Fuel or Gas station;
- Any area, indoors or out, containing power tools or machinery with exposed moving parts;

- Any area where ILRI vehicles, grounds equipment, heavy duty, or other motorized equipment are being used;
- Any other high risk area such as rooftops or construction zones

5.8 Guidelines and Procedures for Children at ILRI Events

From time to time, ILRI may hold social events at its premises and allow staff members to bring their children. Below are guidelines and procedures to ensure the safety and wellbeing of children at such events:

- a) The event organizers shall arrange for registration of children's participation to ILRI events prior to the actual event.
- b) Parents must register for each child's participation in advance.
- c) EOHS Office with the assistance of the ILRI location security team and event organizers shall carry out an event assessment to make sure that obvious workplace dangers have been minimized or eliminated; making the area safe for children.
- d) Event organizers shall ensure that, prior to the start of the event; participants are briefed on safety features of the relevant location, such as exits, fire alarms, bathrooms, first aid, off-limits areas, etc. The event participants shall also be briefed on the relevant safety procedures to adopt in case of any danger such as a fire, a bombing, etc.
- e) The employed parent must always accompany their children;
- f) Participation is limited to children of ILRI employees.

5.9 Guidelines and Procedures for Children at Hosted Organizations Events on ILRI Campus

From time to time, hosted Institutions at ILRI may hold social events at the ILRI premises and allow their staff members to bring their children.

Below are guidelines and procedures to ensure the safety and wellbeing of children at such events:

- 1) The host institution shall notify ILRI of the planned event
- 2) The event organizers shall arrange for registration of the children's participation to all events hosted at ILRI prior to the actual event.
- 3) Parents must register for each child's participation in advance.
- 4) EOHS Office with the assistance of the ILRI location security team and host institution event organizers, shall carry out an event assessment to make sure that obvious workplace dangers have been minimized or eliminated; making the area safe for children.
- 5) Host institution event organizers shall ensure that, prior to the start of the event; participants are briefed on the safety features of the relevant location, such as exits, fire alarms, bathrooms, first aid, off-limits areas, etc. The event participants shall also be briefed on the relevant safety procedures to adopt in case of any danger such as a fire, a bombing, etc.
- 6) The host institution employed parent must always accompany their children;
- 7) Participation is limited to children of host institution employees.

5.10 Guidelines and Procedures for Children during Events Hosted by an External Organization Renting ILRI Facilities

There are situations where an external organization may rent ILRI premises for a social event where children are invited. These guidelines are for children at the event after authorization has been given by ILRI Management for hosting of the event at ILRI premises.

Below are guidelines and procedures to ensure the safety and wellbeing of children at such events:

- a) The organization wishing to use the ILRI facility for a social event shall apply to ILRI in writing detailing the nature of the event and also detailing the anticipated participants at the event.
- b) ILRI shall review the application and notify both EOHS Office and the location security team to carry out a safety risk assessment for the event.
- c) The safety risk assessment and management plan for the event shall be discussed by the ILRI site safety committee who shall recommend or decline hosting of the event at ILRI.
- d) The recommendations of the site safety committee shall be discussed by the Institute Safety Committee for final approval.
- e) Upon approval to use the ILRI facility, the event organizers of the organization renting the ILRI facility shall arrange for registration of children's participation to the event prior to the actual event taking place. Parents must register for each child's participation in advance.
- f) EOHS Office with the assistance of the ILRI location security team and renting institution event organizers shall carry out an event assessment to make sure that obvious workplace dangers have been minimized or eliminated; making the area safe for children.
- g) The renting institution event organizers shall ensure that, prior to the start of the event; participants are briefed on safety features of the relevant location, such as exits, fire alarms, bathrooms, first aid, off-limits areas, etc. The event participants shall also be briefed on the relevant safety procedures to adopt in case of any danger such as a fire, a bombing, etc.
- h) The renting institution employed parent must always accompany their children;
- i) Participation is limited to children covered under the agreement between ILRI and the institution renting the ILRI facility.

5.11 Guidelines and Procedures for Children of non- ILRI Staff Sports Club Members

ILRI hosts sports clubs at its key campuses in Nairobi and Addis Ababa. Club membership is open to non-ILRI staff and their families, meaning that children of non- ILRI staff club members are allowed at the ILRI sports club. In such circumstances, the available sports club facilities shall be clearly defined with pictorial illustrations hung at the clubhouse. The club facilities shall also be explained in the membership contract with clear guidelines on usage of the facilities given to club members.

Below are guidelines and procedures to ensure the safety and wellbeing of children at ILRI sports clubs:

- a) Club members shall register their children at the sports club by signing them in.
- b) Children at the club shall be supervised by the adult club member at all times while at the ILRI sports club.
- c) Club members and their children will only be allowed at the defined ILRI sports club facilities
- d) The EOHS office shall carry out a risk assessment of the ILRI sports club facility at Nairobi and Addis Ababa campus as per risk assessment guidelines. These assessments shall be reviewed

and approved by the Campus Safety Committee in Nairobi and Addis Ababa respectively. The campus approved assessment shall be presented to the Institutional Safety Committee for final approval.

- e) EOHS Office shall carry out quarterly safety inspections of ILRI's sports club facilities and present the inspection report to the Campus Safety Committee for review and implementation of recommendations.
- f) To safeguard children, the selling of alcohol at the sports club is closely supervised and excessive alcohol intake leading to behaviors that would infringe the welfare of other club users and children is strictly not permitted.
- g) Posters are displayed at the sports club reminding users that children are present at the facility.
- h) Children are not allowed at the sports club premises after 7.00pm except when there is a special occasion that will have specific guidance of having children beyond the allowed timings.
- i) Selling of alcoholic drinks is only allowed after 5p.m. on weekdays
- j) Alcohol is strictly not served to children of members.

5.12 Guidelines and Procedures Governing the Presence of Children at the ILRI Workplace

Children would not normally be present in ILRI offices. However, in the rare event that an employee must bring a child into the ILRI workplace, the employee must contact his/her supervisor to discuss the situation and obtain permission to have the child accompany the employee while working. The following considerations shall apply:

- That the presence of the child at the workplace shall be for a limited time as agreed between the supervisor and the employee;
- That no risks of injury or illness, in excess of everyday risks, are present at the employee's workplace;
- No significant disruption of the working environment of either the requesting employee or other employees will occur;

6.0 Roles and Responsibilities

Under the provisions of these guidelines and procedures, line managers, EHOS Unit as well as parents have the following responsibilities:

6.1 Line Manager:

- Receive requests from staff under their supervision for bringing children to work.
- Review requests using the following criteria;
 - The safety and wellbeing of the child
 - How long the child needs to be present
 - The work environment in the employee's area
 - Any possible disruption to the employee's and co-workers' work

6.2 Parents:

- Accompany and directly supervise the child at all times while on ILRI premise.
- Report to EOHS Office any incident or accidents while the child is at ILRI premise
- Comply with guidelines and procedures in respect of children at ILRI premises

6.3 EOHS Office:

- Coordinate and conduct a risk assessment for ILRI events where children are invited.
- Review risk assessment of activities at ILRI where children are participating e.g. school visits
- Carry out a risk assessment for crèche facilities and breast feeding rooms and propose adequate mitigations to reduce risks to children
- Carry out routine inspection of crèche facilities and breast feeding rooms to ensure safety and hygiene is adhered to.

References:

ILRI Housing Policy

Schedule 1

These areas shall be out of bounds for children even if they are under the care of their parents or any other responsible adult(s):

- Laboratories
- Greenhouse and Screen house
- Animal units
- Experimental plots
- Engineering workshops
- Boiler house
- Generator house
- Stores or Warehouse
- Fuel or Gas station
- Waste treatment areas such as oxidation ponds, incinerator, burning areas, etc.