

## **GOTAFE Guidelines for Children in Class**

### **Purpose**

To provide clear guidelines for students who may need to bring their children into the classroom, ensuring a supportive environment that balances the needs of all students, staff, and the children themselves.

### **Operating Procedures**

GOTAFE strives to support all students in removing barriers to access and participate in education. Students should feel supported to have their life, family, work, and study responsibilities integrated as much as possible with their studies. GOTAFE acknowledges that some students will have parental and caring responsibilities, which means they may need to bring their child/ren onto campus in unexpected circumstances. If this occurs:

1. Students, where possible should request to bring their child/ren on campus as early as possible, preferably 24 hours before.
2. When a trainer receives such a request, it should be considered on its merits without automatic refusal. [GOTAFE's Social Justice Charter](#) and [Victorian](#) and [Australian](#) anti-discrimination laws should also be considered (e.g., protected attributes of sex, parenthood or carer status).

If approved by the trainer:

- The student/parent/carer cannot ask or expect staff or other students to look after their child/ren.

If the trainer deems it not appropriate, they may either deliver the message themselves or request support from a Student Experience Advisor to do so. The decision should be communicated as follows:

- An explanation to the student regarding the reason for the refusal, either causing unreasonable hardship on the trainer or other students, or a health and safety risk (e.g., unsafe classroom content or activities); and
- Referral to Student Success to provide support in seeking out alternative childcare options.

If a student does not agree with the decision:

- They are entitled to follow [GOTAFE's Feedback](#) process.

Important considerations:

1. GOTAFE cannot support ongoing arrangements. However, unexpected or feeding arrangements should be accommodated where possible.

2. Carers rooms are provided at Fryers Street and Docker Street campuses.
3. Child/ren who are ill should not be on campus for any reason. This is a valid reason for asking the student and child to leave the campus for the health and safety of others.
4. If a child is unreasonably disrupting the class, the student and child can be asked to leave.
5. Students should be encouraged to talk to their trainer regarding alternative study arrangements, for example, accessing study notes or applying for extensions.
6. Students should be informed of their rights, responsibilities and obligations when bringing child/ren onto campus.

By adhering to these guidelines, GOTAFE aims to create an inclusive environment that respects the diverse needs of our student body while maintaining a conducive learning atmosphere for all.