

Baltimore City Community College



*Changing Lives...Building Communities*

**Title of Procedure:** CHILDREN ON BALTIMORE CITY COMMUNITY COLLEGE'S  
PROPERTY

**Applies to (check all that apply):**

Faculty\_\_\_\_ Staff\_\_\_\_ Students\_\_\_\_ All Personnel X

Division/Department\_\_\_\_ College\_\_\_\_

**Topic/Issue:**

To assure the appropriate supervision of children on campus and set out appropriate conditions, locations, and situations where children are permitted.

**Procedure Language:**

**Definitions**

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<b>Children</b>	Minors under the age of 18.
<b>Minors Enrolled as Students</b>	Properly enrolled students under the age of 18 who have the rights and privileges of any other student in the classroom.
<b>Supervised</b>	An adult properly designated as responsible for the child and is providing direct on-site care and attention to the child's health, safety, and welfare. An adult responsible for the child who is present but performing work, teaching, or other activities that distracts his/her attention from the child does not meet this criterion.
<b>Unsupervised</b>	The adult responsible for the child is not present or is performing duties that distracts from the adult's attention to the child.

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## Procedures

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### **Classrooms**

Presence in classrooms is restricted to properly enrolled students or visitors with legitimate purpose, who may be adults or minors. Instructors of record are responsible for ensuring that individuals who attend their classes are properly enrolled or have been invited for the purpose of making special announcements, guest lecturing, or other authorized reasons. Instructors are also responsible for addressing situations when unauthorized individuals attend their classes.

Instructors have the discretion to make infrequent exceptions due to temporary, unforeseen emergencies. In these cases, children must remain in the classroom and are not allowed to sit in the hallway or be unsupervised in other locations on campus.

### **Offices**

Children are allowed in offices on campus in the following situations:

- Short, occasional visitation by children who are accompanied by a responsible adult.

Children are not allowed in offices on campus in the following situations:

- An alternative to regular childcare provisions, e.g., infant care or childcare during summers and holidays.
- When the child is too ill to be sent to regular childcare location or school.
- Presence of child interferes with normal operations.

Supervisors are responsible and accountable for ensuring that children on campus policies are met. Should employees require time to resolve their childcare situation, they are required to leave work and annual leave or sick leave will be assessed, as applicable.

### **Campus Grounds and Facilities**

Due to safety issues, under no circumstances may unsupervised children be allowed to play on campus

grounds, roam campus buildings, or sit unaccompanied in campus buildings or their lobby areas, or benches on the grounds. Areas that are off limits to unsupervised children include, but are not limited to:

- BCCC Libraries
- In front of Libraries
- Physical Education Center
- Parking lots
- Cafeteria
- Student Center
- Vending areas
- Game rooms
- Basketball courts
- Fine Arts Theater and Gaare Auditorium

Anyone finding an unaccompanied child on campus grounds should first determine if the parent(s) are on campus and try to reunite the child with the parent(s). If unable to do so, the adult should inform Public Safety of the location of the child. Call 410-462-7700 to request such assistance from a College Police Officer.

**Areas Totally Off Limits to Children, Regardless of Supervision**

Due to safety and health hazards, and in the interest of an effective learning environment, some areas are totally off limits to children, regardless of supervision by a responsible adult. These areas include, but are not limited to:

- Construction areas, typically marked with yellow tapes or marked as "hard hat areas"
- Student computer labs
- Physical Plant - all shop areas
- Computer and Science Labs
- Teaching laboratories where chemicals are present
- Chemical storage areas
- College vehicles, golf carts, and other vehicles primarily used for work purposes
- Mechanical rooms
- All kitchens