



## Children in the library

**Issued by the Quality Transformation Unit**  
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Technical updates of this document take place on an annual basis to reflect changes to the University of Greater Manchester's organisational and management structure and to incorporate earlier, approved amendments to related policies, procedures and regulations.

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## Scope

This is a public policy intended for any staff, students, and external visitors using the library.

## Purpose

This document outlines the policy for children within the library.

## Policy Overview

The University is an educational provider predominantly for adults over 18, however we recognise that children occasionally visit the campus and library. Whilst the University is dedicated to ensure the safety of all library users and visitors, the university cannot accept responsibility for the supervision of children which remains solely with the parent/guardian or organiser of an event. Please note that the University does not provide child minding/crèche facilities.

### Objectives

- To reduce, as far as is reasonably practicable, the risk of children being exposed to harm in the Library and to reduce the risk of children in the Library increasing the risk of harm to others.
- To ensure that non-employees are not put at risk (Health and Safety at Work Act 1974) and to consider non-employees when carrying out risk assessments (The Management Health and Safety at Work Regulations 1999).
- To provide a duty of care to visitors (Occupiers' Liability Acts of 1957 and 1984).

## Policy details

Children may only be brought into the Library under the close and continuous supervision of their parent/guardian or a responsible adult acting in accordance and with the authority of the child's parent/guardian. Children may not use university computers. Supervision is the sole responsibility of the parent/guardian/responsible adult and cannot be delegated.

### Responsibilities of parents, guardian, or responsible adult

Anybody bringing a child into the Library is responsible for that child's safety whilst he/she is on the premises. The parent/responsible adult should:

- Sufficiently supervise the child to prevent any hazardous situations from arising or unwanted interactions with other library users. You should be immediately available to intervene if necessary.
- Ensure that the child behaves in an appropriate manner.
- Ensure that the child remains in your sight at all times.
- Never leave the child unaccompanied in the Library.
- Provide the child with suitable and sufficient material to keep

- them occupied.
- Escort and remain with the child when visiting the WC unless, when appropriate, access to the toilets is restricted to under 18s by prior arrangement e.g., group visits
- Accompany the child to the Assembly Point in the event of an evacuation alarm.

If the child has a medical condition, such as asthma, please carry adequate medication for the child.

Please note that the consumption of hot food is not allowed in the Library.

If a child is not properly supervised then staff will implement the Library Disruptive Behaviour Policy.

The University's public liability insurance would normally cover accidents to children whilst on university premises, but liability could be denied if supervision were considered to be inadequate. The fact that an accident had occurred would generally indicate that it may have been inadequate.

### **Potential risks**

The University buildings have not been designed with children in mind; there are a number of hazards in the Library, but the precautions to prevent any risk of harm have been designed for the University population i.e. children on campus will have contact with other adults including staff, students, contractors and visitors.

There are also many hazards which children do not appreciate, and some where children are more at risk than adults. Children are often inquisitive and lack the maturity of adults. For example, children are not familiar with the meaning of safety warning signs or the action to be taken in the event of a fire or evacuation alarm. Further, materials in the library may only be suitable for adults.

<b>Hazard</b>	<b>Risk</b>
Access to inappropriate material from the library collection	Distress
Inappropriate behaviour from other library users	Abuse, distress and injury
Equipment such as binding machine, guillotine, scissors, self return bin openings	Injury to child
Electrical equipment – trailing leads, unprotected sockets	Electric shock, falling equipment if lead/cable pulled
Corners of furniture	A knock to the head could lead to concussion
Pulling items such as books or boxes of journals from shelves	Falling items could injure a child and items left on the floor could be a trip hazard for other users
Doors with automatic closers	Injury to child
Moveable equipment such as: kick-stools, swivel chairs, trolleys	Injury to child

Mobile shelving	Damage themselves, other people or property
Disruption to other users	Implementation of the Library Disruptive Behaviour Policy
Spillage of food or drink	Food or drink spilt onto items
Steps and ramp	These are not designed for the protection of children
Washrooms/toilet areas	Scalding from hot water, exposure to inappropriate behaviour
Fire evacuation	Could be left in burning building
Child with medical condition such as allergy, epilepsy	Child does not have immediate access to medication

### **Computing Facilities**

You are bound by the 'Regulations for use of Computing Facilities' and Res-Net Rules and Conditions when using all computing and networked facilities and external electronic resources. Specifically you may not:

- Use another person's computing account.
- Let others use your computing account.
- Make excess noise in computing rooms/areas.
- Create, display, store, produce or circulate offensive material.
- Tamper with or move equipment or software.
- Unplug any computer or interfere with the operation of any computing system.
- Knowingly introduce viruses onto the computing network.
- Play computer games.
- Connect electronic equipment to the power supply without permission. PCs should not be left 'locked' for more than 15 minutes.

### **Breaches of the Code of Conduct**

If you breach the code of conduct:

- Your behaviour or actions will be reported to a senior member of the Library and/or University staff.
- You may be asked to leave the premises.
- Your rights to borrow from the Library or to use the computers may be withdrawn.

<b>Summary – Children in the Library</b>	
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