



# Children on Campus

Policy CP010

Volume: 2 College

Responsible Administrator(s): Vice President for Human Resource Management and Labor Relations;  
Vice President for Enrollment Management and Student Success

Responsible Office(s): Human Resource Management and Labor Relations; Office of Enrollment  
Management and Student Success; Department of Public Safety

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## Policy Statement

The Fashion Institute of Technology provides a safe and effective learning environment for all students and a healthy, safe, and effective workplace for all faculty and staff. FIT understands that, occasionally, parents, legal guardians, or other adults responsible for children may have a legitimate need to bring children onto campus. This policy addresses the circumstances and restrictions upon bringing children onto campus to maintain a healthy, safe, and effective working and learning environment.

This policy does not apply to activities which, by their very nature, are designed to be attended by children. It is assumed, however, that children in such circumstances are attending these activities under the supervision of an instructor or other authorized adult or are otherwise enrolled in an FIT program designed for children. Please see FIT's [Child Protection and Mandatory Reporting of Abuse](#) policy regarding children in FIT programs or activities.

## Reason for the Policy

This policy guides all members of the college community outlining when children may be present on the college's campus.

## Who is Responsible for this Policy

- Enrollment Management and Student Success
- Office of Human Resource Management and Labor Relations
- Department of Public Safety

## Who is Affected by this Policy

- All members of the FIT community

## Definitions

- **Child:** For this policy, a "child" is defined as an individual 17 years of age or under who is *not* a matriculated student of the college; *not* a person accepted for matriculation; and *not* a person enrolled in an FIT course or FIT-sponsored program.

- **Campus:** For this policy, “campus” is defined as all real property owned, operated, or leased by FIT, including, but not limited to, buildings, facilities, and outdoor areas within New York City, as well as in other locations that host FIT domestic and study abroad programs.

## Principles

Members of the FIT community who bring a child on campus must adhere to the principles of this policy to protect health and safety, maintain productivity, and for regulatory compliance and liability purposes.

Children may not be brought to campus as a form of childcare. Children may be brought to campus only occasionally, in certain circumstances as determined appropriate (see Procedures).

On the rare occasion an employee/student brings a child to campus, they must adhere to the following:

- Any child with a communicable, contagious, or otherwise infectious disease or illness **may not** be brought to campus under any circumstances.
- The employee, student, visitor, or any other person bringing a child to campus must provide line-of-sight supervision at all times; **children may not be left unattended (whether alone or with other members of the FIT community)**.
  - Employees and students may not “babysit” children of other employees/students while on campus.
  - Resident students may not “babysit” children in their residence hall rooms. In addition, resident students may not have overnight guests in their rooms who are legal minors, under the age of 18, including relatives.
- Children may not play in or be left unattended in common areas or doorways, stairwells, hallways, or any other means of egress.
- Children **may not** interfere with the workplace, classroom, learning, or any FIT activities.

### Child Safety

The majority of FIT facilities are not designed for occupancy by children. Serious injuries can occur to children in campus facilities, particularly if children are not appropriately supervised. The college assumes no responsibility or liability for child visitors on campus nor any accidents or injuries to such children.

**Children<sup>1</sup> brought to campus by employees, students, visitors, or any other persons are not allowed, under any circumstances, in high-risk areas,** including but not limited to:

- Laboratories, shops, studios, the fitness center, mechanical rooms, power plants, garages, food preparation areas, construction zones, rooftops;
- Any areas or spaces, indoors or out, containing chemicals, power tools, or machinery with exposed moving parts;
- FIT vehicles, snow machines, grounds equipment, heavy-duty or other motorized equipment; and
- Any other high-risk areas.

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<sup>1</sup> Children enrolled in FIT programs or activities are permitted in high-risk areas that are designated as part of the host program or activity provided they are supervised by an authorized adult.

## Responsibilities

- **The Department of Public Safety** will respond to reports of an unattended child on campus and will oversee any situation in which a parent/guardian is asked to escort the child off campus due to a policy violation. Once the immediate concern is resolved, Public Safety will notify the appropriate entity (EMSS or HR) of the incident.
- **Office of Human Resource Management and Labor Relations (OHR)** will manage requests for rare instances where an employee may request an ongoing arrangement to bring a child to campus and will consult with the appropriate department heads/supervisors when reviewing requests. OHR will manage reports of violations of this policy in the event a member of the FIT community reports that an employee violates this policy.
- **Enrollment Management and Student Success** will manage reports of violations of this policy in the event a member of the FIT community reports that a student violates this policy.
- **Department Heads/Supervisors** must alert the Office of Human Resources of any instance in which a child has been, or will be, brought to campus by an employee.

## Procedures

- **If a Child is Observed Unattended**

The FIT community member observing the child should attempt to obtain the child's name, report the situation immediately to Public Safety, and stay with the child until Public Safety arrives. Public Safety will attempt to locate the adult responsible for bringing the child on campus or otherwise contact the child's parent(s) or legal guardian(s) to remedy the situation. If Public Safety is unable to do so in a reasonable amount of time, it may refer the situation to an appropriate state or local authority.
- **Reporting a Disruptive Child**

If a member of the FIT community observes negative impacts on the workplace, learning, or other FIT activities, as a result of a child brought to campus, they should report it to Public Safety to manage the potential removal of the child.
- **Employees<sup>2</sup>**
  - All employees must first receive approval from their department head/supervisor *before* bringing a child to campus; department heads/supervisors reserve the right to deny the request after consultation with Human Resources.
  - Upon obtaining the approval of their department head/supervisor, the employee must complete an online [Visitor Check-In form](#) (required by Public Safety) to account for the presence of the child *before* bringing the child to campus.
  - In the rare instance an employee requires an ongoing arrangement to bring a child to campus, they must submit a request, including advanced written approval from their department head/supervisor, to the [HR Solution Center](#) for review. The Office of

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<sup>2</sup> Employees who live on campus may have children or dependents in their apartment and appropriate areas subject to Residential Life policies, but this policy otherwise remains in effect with respect to other areas and activities of the children on campus.

Human Resources maintains authority over the final determination in these circumstances, in consultation with the department head/supervisor.

- In circumstances where an employee needs to remain home to care for a child with an illness or injury, the employee should take leave in accordance with the collective bargaining agreement and college policies.
- **Students**
  - Students are not permitted to bring a child to class. In circumstances where short-term childcare cannot be arranged and a student is unable to attend a class, the student should notify their instructor. Absences or any potential for make-up work will be determined by the instructor in accordance with the attendance protocol established in their class syllabus.

## Violations

Any member of the campus community may be directed to escort the child from campus at any time if this policy has been violated or if the child's presence is otherwise having any negative impact on the college's interest.

## Related Policies

- [Child Protection and Mandatory Reporting of Abuse](#)

## Related Documents

- N/A

## Contacts

- **Department of Public Safety**  
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(212) 217-7777  
[Campus\\_Security@fitnyc.edu](mailto:Campus_Security@fitnyc.edu)
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