



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

Children and Minors on Campus Policy

Keck Graduate Institute offers a diverse environment of classrooms, offices, laboratories, and other activities that will attract children and minors to campus. The Institute encourages safe, supervised campus visits by children and minors for the purposes of attending educational, cultural, or summer programs and camps; and in order to make decisions about their academic future.

For purposes of this policy, the following definitions are used:

- Child(ren) is defined as anyone under the age of 13
- Minor(s) is defined as anyone under the age of 18

The invitation of children and minors may be permitted with the following precautions and limitations, which are intended to protect health and safety, maintain productivity and comply with regulations.

1. On occasion a KGI student, faculty or staff member may want to bring a child or minor to class or on campus and should only be permitted occasionally, for the convenience of the student or employee due to a family emergency.
2. Children and minors should not be allowed in classrooms where classes are in session unless permission is granted by the faculty member and Dean. The student or employee should ask permission from the faculty member or Dean prior to the start of class. If a child/minor becomes disruptive, the faculty member may require the student and child/minor to leave. The faculty member should discuss the frequency of such occurrences with the student or employee and the Dean if this should begin to occur with frequency.
3. No student, faculty, staff or visitor to KGI shall leave a child unattended at the Institute, including in campus buildings, on campus grounds, or in a vehicle.
4. Line of sight supervision of children by the parent or accompanying adult is required at all times.
5. It is the responsibility of the parent/accompanying adult to ensure that children do not disrupt the educational setting.
6. Children are not allowed in the following high-risk areas:
 - a. Laboratories, except when part of an organized and supervised experience/event (e.g. summer camps, school visits, etc.).
 - b. Shipping and receiving, facilities, or high security areas;
 - c. Any areas, indoors or out, containing power tools or machinery with exposed moving parts; Amendment Date: March 2020 Administrator: Human Resources Approval Authority: Cabinet A Member of The Claremont Colleges
 - d. Near grounds equipment, heavy duty or other motorized equipment; and vehicles except those assigned to the employee for commuting from home to campus or as part of a recognized college program;
 - e. Any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).
7. KGI retains the right to revoke visitation permission at any time.
8. Please view KGI's volunteer policy for minors for more information.