



School of Anthropology and Museum Ethnography

Family Support Policy

The School is mindful of the fact that staff and students may have wider caring responsibilities and that such responsibilities may affect work and study. Staff and students are encouraged to discuss their specific needs with their supervisors, line managers and/or the Head of School. Where possible, the School is committed to trying to make arrangements that help staff work effectively and students to make good progress with their studies.



1. Health & safety of children visiting the School

In line with our Athena Swan action plan we are committed to providing an inclusive working environment supportive of working and studying parents and carers.

This School policy is designed to ensure that children visiting the School are safe and that we achieve a balance between the needs of those with caring responsibilities, the requirement to maintain productive working conditions, and the need to adhere to the relevant University policies.

This policy covers visits by children to organised social events, but also to parents arranging to feed babies at work or bringing their children to work occasionally to meet colleagues or to facilitate the balance between study and family life. Arrangements are not expected to become long term in any instance and parents should ensure that the presence of children is not unnecessarily disruptive to other workers and those studying.

Children must be accompanied while on University premises and must not be permitted unsupervised access even to low risk areas. Parents cannot delegate this responsibility unless the children are in the temporary care of professional childcare providers.

Supervised children are welcome to visit for short periods in general areas such as common rooms and offices but should not be allowed to enter kitchen areas or any restricted areas (such as plant rooms); be left in the outside areas, or in any communal areas, to play (including stairs and corridors); be allowed to run about or climb on furniture.

The Bodleian Libraries Rules of Conduct do not permit children under the age of 18 to enter.

University policy <https://www.admin.ox.ac.uk/safety/policy-statements/upss113/>

2. Support available

The School provides access to a quiet, private room where both staff and student parents can feed baby. Please discuss access requirements with Vicky Dean (students) or Neil Clarke (staff). This facility is provided on the understanding that it is not intended for use as a work space for parents.

The School recognises that on occasion student parents may need to bring young children into 43 Banbury Road when requiring access to the printer, or similar quick task. To facilitate this, children are welcome to bring books or quiet games into the common room at 43. Children must be supervised and use of the toys at the parent's risk.

Baby changing facilities are available in 43 Banbury Road.

We seek to ensure that all staff are aware of University provision for [Family Leave](#), [Flexible Working](#), [Flexible Retirement](#), and Career Breaks; and in particular, staff with dependents may wish to consult the '[My Family Care](#)' website for information about a range of resources, including emergency back-up childcare. Guidance for staff may be found at:

<http://admin.ox.ac.uk/ps/staff/family/flexible/staffnotes.shtml>

Details of this policy may be found on the School website:
<https://www.anthro.ox.ac.uk/working-oxford-anthropology>
<https://www.anthro.ox.ac.uk/dphil-resources>;

3. Risk factors

Though the activities of the School and the general office space are considered low risk, the School buildings, due to their age and design, are not particularly child-friendly with floor level changes and trip hazards. Parents should be vigilant; visits should be as occasional and as brief as possible. Children should be supervised closely when climbing stairs or moving between buildings.

In certain cases an individual assessment of the risks maybe appropriate for example if the child has particular needs (such as mobility issues, learning difficulties, or health issues) which make them particularly vulnerable. It is the responsibility of the parent to notify their supervisor, line manager or the Head of School if special arrangements are required.

Head of School

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Date

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