

Parents' Room and Women's Room Policy

Category Procedural

Version 7

First ratified August 2002

Last ratified November 2020

1. Purpose

- 1.1. The intent of this policy is to formally detail the rules governing the maintenance and availability of the Otago University Students' Association (OUSA) Parents' Room and Women's Room.
- 1.2. The Executive delegates to the Student Support Centre Manager or their delegate the ability to make any operational changes and carry out any other specific duties required by this policy.
- 1.3. The Executive strongly supports the Student Support Centre Manager in fulfilling their duties with respect to this policy.

2. Interpretation

- 2.1. In this policy, unless the context otherwise requires:
 - 2.1.1. Child means a person under fourteen years of age who is the responsibility of their parent.
 - 2.1.2. Parent means, in addition to its standard meaning, caregiver or guardian.
 - 2.1.3. Parents' Room means the space reserved for parents and children on campus and maintained by OUSA in the Union building.

3. Guidelines

- 3.1. The Parents' Room shall not be used for any purpose other than as a safe space for parents and their children, except as provided for elsewhere in this policy.
- 3.2. The Women's Room shall not be used for any purpose other than as a safe space for those who use it within the bounds of this policy, except as provided for elsewhere in this policy.
- 3.3. Users of both Rooms shall be tolerant and inclusive of other users, and may discuss any problems with the Student Support Manager.
- 3.4. During such time as the Student Support manager position is vacant, they shall, by general resolution, may delegate the tasks outlined in 3.3 to another staff member.
- 3.5. The Executive shall recognise:
 - 3.5.1. That the Parents' Room and Women's Room are unique and important spaces on campus;
 - 3.5.2. That the Parents' Room should be a place where all parents and their children can feel safe and welcome; and;
 - 3.5.3. That the Women's Room should be a place where all users can feel safe, welcome and free from harassment of any kind.
- 3.6. The Executive shall commit to:
 - 3.6.1. Improving access to both Rooms, in order to encourage greater utilisation of the facilities;
 - 3.6.2. Improving general awareness of the facilities provided by the Rooms; and;
 - 3.6.3. Promoting the continued existence of the Rooms.

4. Access and Availability

- 4.1. Access to the Parents' Room shall be limited to:
 - 4.1.1. All parents with their children; and;
 - 4.1.2. Any other persons deemed necessary for the maintenance and upkeep of the Parents' Room by the Student Support Manager.
- 4.2. The Parents Room will be available for feeding, changing and storing of milk in the fridge.

- 4.3. Access to the Women's Room shall be limited to:
 - 4.3.1. All those on campus who identify as women;
 - 4.3.2. Their children, excluding males of five years of age or older; and;
 - 4.3.3. Any other persons deemed necessary for the maintenance and upkeep of the Women's Room by the Student Support Manager.
- 4.4. Both Rooms shall be available whenever the Union Building is available for normal use.
- 4.5. The Executive, on the recommendation of the Welfare and Equity Representative and the Student Support Manager, may temporarily waive any of the limitations on access and purpose contained in section 4 of this policy.
- 4.6. Unauthorised contraventions of sections 3 or 4 of this policy shall be dealt with in the following manner:
 - 4.6.1. A verbal or written warning from the Student Support Manager.
- 4.7. In the case of more serious breaches, the Executive, on the advice of the Student Support Manager and CEO and operating within the boundaries set by the Constitution, may take any further steps it deems necessary.

5. Upkeep

- 5.1. Daily cleaning of the Rooms shall be the responsibility of University of Otago Property Services.
- 5.2. In terms of the upkeep of the Rooms, the Student Support Centre Manager or their delegate shall be responsible for the following:
 - 5.2.1. Ensuring the continued existence and maintenance of adequate:
 - 5.2.1.1. Seating facilities for the explicit purposes of the Rooms such as Breastfeeding in the Parents' Room;
 - 5.2.1.2. Kitchen facilities which includes access to hot water, fridge and cleaning equipment;
 - 5.2.1.3. Changing facilities in the Parents' Room; and;
 - 5.2.1.4. Coordinating with the Welfare and Equity Representative to provide educational material so that parents and women on campus have the ability to easily access basic information in a comfortable environment and that any material provided shall be objective in nature, and its intention shall be to inform and educate rather than to persuade or cast opinion on any particular issue or action.
- 5.3. The carrying out of any other duties arising from the Student Support Centre Manager's role as custodian of the Rooms.
- 5.4. Student Support shall keep a Budget line to ensure the day to day upkeep of the rooms.
 - 5.4.1. If larger funding is needed for the rooms upkeep, Student Support will notify the CEO.