



Family Study Room Terms and Conditions of use

About the Family Study Room

The Family Study Room is located in 02LC02, Library and Learning Services, George Edwards Building, University of Surrey. It is intended as a study space for students with children who wish to study in the Library, whilst at the same time supervising their children. The Library introduced the Family Study Room to facilitate dedicated study space for students with children who might otherwise find this difficult to manage around childcare responsibilities. The room is open to all who meet the eligibility criteria below. In addition, each eligible student may also register a single, nominated guest who can accompany them when using the room.

Purpose of this document

This document outlines the Terms and Conditions of use for the Family Study Room. For the scope of this document and for access to the Family Study Room, we define:

- a child as anyone aged under 12 years. Whilst the conditions of use refer to 'a child' you are welcome to use the room if you visit with multiple children.
- a 'guest' as an individual nominated by eligible Family Study Room users to accompany them and their child(ren) when using the room. Guests are subject to these same Terms and Conditions. Guest registration is for a single, permanent individual and cannot be transferred between multiple guests except in exceptional circumstances. Guests will not be granted access rights to the room and will only be able to access this room when attending with the primary registered user.

We intend this document to be as detailed as possible. We will review and update the conditions of use for the Family Study Room annually (and more frequently as required).

Expectations and responsibilities

Users and nominated guests of the Family Study Room will sign up to the following terms of use in order to understand their individual responsibilities.

Users and nominated guests are also expected to familiarise themselves with:

- [The Family Study Room Risk Assessment](#)
- The University Safeguarding framework - <https://www.surrey.ac.uk/about/policies-and-procedures/safeguarding>

Users of the Family Study Room are expected to:

- Always supervise and safeguard the safety of your child(ren). This includes use of the toilet facilities and other communal areas elsewhere in the Library, in addition to the Family Study Room. The University does not accept responsibility for the supervision of your child.
- Have undertaken an induction for the Family Study Room prior to your first visit.
- Sign in to use the Family Study Room on arrival and sign out upon departure. This includes providing on-the-day emergency contact details.
- Abide by the maximum occupancy limit of the room which is set at 2 adults plus accompanying children.
- Secure the door to the room upon entry and exit.
- To enter and leave the Family Study Room quietly, as it is adjacent to an individual and silent study area.
- Only use the room when you visit with your child. At other times, you are expected to use study spaces elsewhere in the Library. Guests are only eligible to use the room when accompanying the primary registered user.
- Only gain access to the room with you and your child, other library users must not enter the space with you, except for your nominated guest. Access to the room is controlled by Campus Safety and will be added to the University card of primary registered users only.
- Work as quietly as possible alongside your child, to reduce avoidable noise and minimise any disturbances for other Library users. If your child becomes very noisy or upset, we will ask that you leave the room temporarily to give them time to settle, being mindful of other Library users in adjacent study spaces.
- The room should be left in a clean and usable condition after use.
- Adhere to the food and drink guidance provided in the room and have an awareness of the risks posed for children with allergies.
- Not remove any of the resources provided in the room.
- Not visit the Library if either you, or your child(ren), are showing symptoms of any transmissible illness, or if you have been told to self-isolate from nursery or school.
- To report any 'reportable' diseases [Notifiable diseases and causative organisms: how to report - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/consultations/notifiable-diseases-and-causative-organisms-how-to-report) to the library staff if you later find that your child/ren have a reportable disease whilst being in the room
- Familiarise yourself with fire evacuation procedures for the Library and ensure you are aware of how to evacuate yourself and your child(ren) should an alarm sound.
- Report any problems with access or the condition of the room to the Library Welcome Desk.
- Clean up spills and mess that may have been made by your child(ren) or alert library staff.
- Take all your belongings with you when you leave and check the room for any toys or other items which you brought with you.
- Use the nearby baby changing facilities for nappy change and disposal. We kindly request that you do not change your baby in the Family Study Room to maintain a pleasant study environment. The nearest baby changing facility is located in the accessible toilet adjacent to the room on Level 2. Handwashing facilities are located in the same location, or can be found in any of the toilets within the Library.
- Store pushchairs and other belongings inside the room. The Library cannot accept responsibility for any lost belongings.
- Not permit a child to use any Library equipment, including computing equipment, nor to use any device on the University wireless network –for the safety of children according to University IT Regulations.
- Be aware that this room is not covered by University CCTV, but other areas of the campus and Library and Learning Centre Building are covered by CCTV.
- Report to the Library staff any safeguarding concerns regarding other families using the space which will then likely be discussed with the Principle Safeguarding Lead.

In addition, users of the Family Study Room are welcome to:

- Use the room for breastfeeding, expressing breast milk or bottle-feeding your child(ren).
- Use the small emergency nappy kit which is kept in the room.

The Library will:

- Make the room available during advertised library/building opening hours.
- Endeavour to arrange inductions and access for those requesting access as quickly as possible, however, access to the room cannot be granted before the registration and induction is completed.
- Monitor the room on a regular basis to ensure that it is being used in accordance with this policy. Library staff will need to enter the room occasionally to carry out these checks.
- Conduct a risk assessment and make it available to users of the room.
- Contact Campus Safety and report via University Safeguarding procedures in the event of a child being left unattended in the room or elsewhere in the Library.
- Clean the room on a frequent basis.
- Place any left belongings from the room in lost property.
- Provide materials which are fire safe and/or UKCA compliant (as appropriate).
- Monitor usage of the room.
- Update this policy as required.

Accessing the Family Study Room

This room is located in the Library. Please see **number 24** on the [Stag Hill](#) campus map. You can use the room during normal [opening hours](#) of the Library, with 4-hour bookable timeslots at 8am, 12pm, 4pm and 8pm each day.

Access is restricted to ensure this space is available only to students with children, and the room can only be used when they are accompanied by their children.

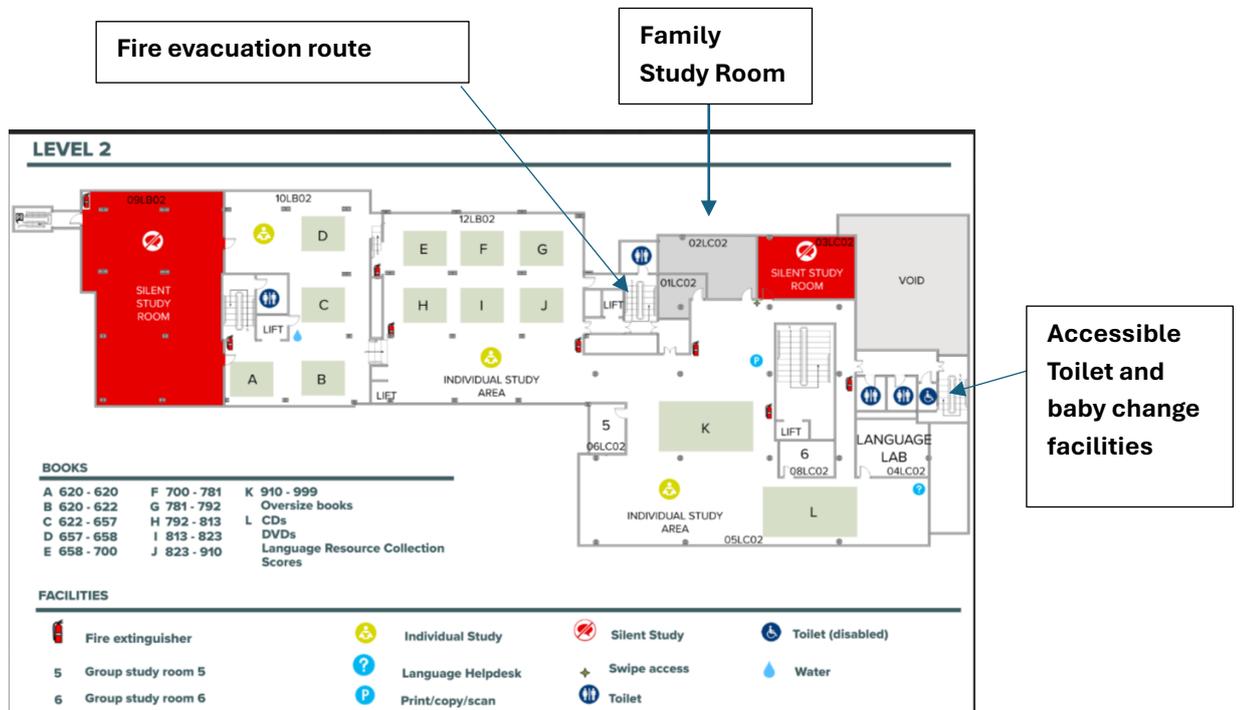
Once you have read and understood this document, please sign and return the document to a member of Library staff and they will request access permissions be added to your University campus card.

This room can only be used once this document has been read, understood and signed.

This room can only be used if you have made a booking.

Emergency Actions

If the Fire Alarm sounds, please leave by the nearest fire exit which is the orange stairwell. This leads out to the ground floor. From there, please go to the fire assembly meeting point at outside the Lecture Theatre Block



Cleaning

This room is inspected at least once a day.

If you find that additional cleaning is required before you can use the room, please contact the Library Welcome desk on Level 1, either in-person or by phoning 01483 683794 or texting 07972 218326

"I confirm that I have read and agree to all of the above. I also confirm that use of the Family Study Room is at my own risk and that the University does not accept responsibility for loss, damage or injury arising from use. I understand that non-compliance with these terms of use or misuse of the Family Study Room may result in me being asked to leave and may also result in a refusal to use the Family Study Room in the future"

Name (printed)

.....

Signed

IT Username (required for primary users only)

.....

- Family Study Room user
- Registered guest

Date

.....

In order to ensure that the Family Study Room meets your needs, we will contact you periodically to ask for your feedback about the room. If you would prefer us **not** to contact you, please tick this box.

Privacy Notice

The contact details provided on this form, and your signing in and out details, will be used by University staff to contact you in case of any problems in relation to use of the Family Study Room. The signing in and out form will include a contact telephone number. This will be used in case of emergency only.

We will use the signing in and out details to create anonymous statistics and monitor uptake of the facility. This will not identify you.

For the remainder of this privacy notice see, - <https://www.surrey.ac.uk/information-governance/privacy-notice/library-privacy-notice>

Last reviewed	
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