



# Oriel College

UNIVERSITY OF OXFORD

## BREASTFEEDING AND BABY CHANGING POLICY

Version	Owner	Agreed by House Committee	Agreed by Governing Body	Reason for amendment	Amended by	Next review	Further notes
v.1	Domestic Bursar and Head of HR	16 November 2022	MT 2022	This is the original version.	Governance Officer	<b>October 2025</b>	

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## A. Background Information

This policy is designed to continue the College's public commitment to championing Equality, Diversity and Inclusion (EDI), and was created following a meeting of the EDI Committee.

The policy is designed to accommodate those with small children on college premises, and sets out stipulations to achieve this.

## B. Information Security Classification

This policy represents a public commitment to EDI and may affect visitors to College, and so will be posted on the College website, as well as being made internally to staff through the policy SharePoint resource.

## C. Delegated Authority

The Governing Body have delegated authority for this policy to the House Committee, who will be responsible for recommending amendments and/or updates to the Governing Body in line with any regulatory change or guidance, or every three years (whichever is sooner).

The Domestic Bursar and Head of HR are the owners of this policy and have responsibility for ensuring that its stipulations are adhered and understood by employees and visitors of the College.

## D. Policy Statement

Oriel College recognises the value of breastfeeding for parents and babies and that there should be suitable facilities for baby changing. Facilities for baby changing are provided in the disabled toilet in the old Laundry Building.

The College encourages the stipulations identified in **section E** to be followed to ensure that a workplace environment is provided for breastfeeding College members to continue breastfeeding their infants following their return to work or study.

Where the College is notified that a College member is breastfeeding we will carry out a risk assessment that is specific to that individual to ensure there are no potential hazards or risks.

The findings of the risk assessment will be recorded and kept under regular review.

Section 25(4) of the Workplace (Health, Safety and Welfare) Regulations 1992 requires employers to provide suitable and sufficient facilities for pregnant and breastfeeding employees to rest. The HSE advises that a rest area should:

- Include somewhere to lie down;
- Be hygienic and private so that the employee can express milk if they choose too (toilets are not suitable for this); and
- Include somewhere to store milk, for example a fridge;

- Employees will be given paid time off to express milk or breastfeed on College premises.

The college undertakes to provide suitable facilities. More detail regarding the provision of facilities is given in **section E**.

## E. Procedure

### Breastfeeding Policy

Breastfeeding College members are more than welcome to express milk anywhere on campus, providing that they have been suitably risk assessed.

For those College members who wish to express in private, they are free to do this in the privacy of their own office or room, or any other space in College. Those breastfeeding College members who cannot find a suitably private place for breastfeeding should contact the Domestic Bursar who can assist in finding a suitable room.

### Storage of expressed milk

A fridge will be provided in the Domestic Office and Housekeeping for the purposes of storing expressed milk. Breastfeeding College members are welcome to make use of this facility, or make their own arrangements if they prefer.

### Disposal of Nappies

Used nappies should be stored in the appropriate bags and disposed of in appropriate wheelie bins around the College site. Nappies must not be flushed down the toilet.

Those parents who bring their children onto the College premises are responsible for bringing their own bags for the storage of used nappies.

## F. Scope

This policy applies to all College premises. It is expected that other College employees and students will respect the rights of breastfeeding parents to breastfeed their children on campus.

## G. Training and Responsibilities

Risk assessments carried out in relation to this policy should be completed by a competent person.

All those undertaking risk assessments of breastfeeding parents should have completed a suitable training course, specific to breastfeeding. Those senior managers who wish to acquire training should contact the HR department for more information.

#### H. Internal Help and Raising Concerns

If a breastfeeding parent believes they have been unjustly prevented from breastfeeding their child on College premises, they are – in the first instance – to address their concerns to the Lodge porters.

These concerns will then be relayed to the Domestic Bursar who will, in conjunction with the Head of HR, take appropriate subsequent action if required.

#### I. Consequences of Non-Observance

Breastfeeding parents are able to breastfeed freely on College premises as outlined by **section E**.

Other College members or visitors are able to voice their personal objections to public breastfeeding informally, however they should be aware that the breastfeeding employee or student cannot be compelled to stop breastfeeding if they feel comfortable doing so.

Formal complaints from College members and visitors regarding breastfeeding employees and students will be referred to the HR Department.

#### J. Further Help

Questions regarding the stipulations of this policy should be directed to the Domestic Bursar, Mr Timothy Verdon, or Sheila Moore Head of HR on [timothy.verdon@oriel.ox.ac.uk](mailto:timothy.verdon@oriel.ox.ac.uk) and [Sheila.moore@oriel.ox.ac.uk](mailto:Sheila.moore@oriel.ox.ac.uk).