

Baby Change and Feeding Room Guidance

Does the University have a dedicated space for baby change and feeding on campus?

Yes!

We have a Baby Change and Feeding Room. This facility can be used for nappy changing, feeding, expressing and/or storing milk.

Where can I find the Baby Change and Feeding Room?

Location: Elizabeth Fry Building Room 01.09

Located on the lower ground floor of the Elizabeth Fry Building (EFB) on Chancellors Drive.

The easiest way to access the room is via the entrance from the car park level at the rear of the building, going through the double doors and turning immediately left, the room is almost behind you.

Alternatively, access can be made via the main entrance at the front of EFB and using either the stairs or the lift to the lower ground floor level.

How do I request access?

Please contact the Equality, Diversity, and Inclusion Team (People & Culture Division) via email to equality@uea.ac.uk, to request an access code.

If you need access **urgently**, contact Estates (01603 592121), or for out of hours support, contact Security (01603 592352, ext. 2352, security@uea.ac.uk)

What facilities are available in the room?

The room is equipped with:

- Hand washing facilities
- Baby changing station
- Kettle (for sterilising purposes)
- Fridge
- Microwave
- Bottle and food warmer
- First Aid kit
- Medical bed for rest purposes
- Tables and chairs

Refer to Appendix 1 for photographs of the room and equipment.

Who is this room for?

- Staff
- Students
- Visitors or one-off use

How do you ensure privacy and safety?

Privacy

This room is open to everyone using UEA's services who are responsible for childcare. To ensure privacy, we have a 'door hanger' system. This system is to ensure users are mindful of privacy and of others using the room and are colour coded to indicate that the room is in use as follows:

YELLOW

Room being used for breastfeeding/expressing

BLUE

Room being used for nappy changing

Please respect the dignity and privacy of others to ensure the facility runs smoothly and refer to Appendix 2 for further guidance.

Safety

The safe operation of this room relies on the co-operation of everyone. Safety information is clearly displayed in the room.

There’s a problem with the room or facilities, what should I do?

Please contact the Equality, Diversity and Inclusion Team (People & Culture Division) via email to equality@uea.ac.uk, to report any issues with the room or facilities. Any issues will also be notified by email to all users who hold an access code.

For urgent problems, including those preventing you from accessing the room, you can also contact Estates (01603 592121, jobdone@uea.ac.uk), or for out of hours support, contact Security (01603 592352, ext. 2352, security@uea.ac.uk).

Are there any other Baby Changing facilities on campus?

Yes!

The University also has additional Baby Changing facilities. These are located within Sportspark, Sainsburys Centre for Visual Arts, Enterprise Centre, Student Union Building and Campus Kitchen (adjacent to Blend), and in the Bob Champion Research and Education Building (adjacent to Edith Cavell Building).

However, these rooms do not have the equipment contained in the Baby Change and Feeding Room.

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Appendix 1 – Baby Change and Feeding Room Photos



Figure 1 - Baby Change and Feeding Room seating area



Figure 2 - Baby Changing and Feeding Area Fridge, food and milk warmers, kettle, microwave

Appendix 2 – Guidance for use of door hangers

Door Hangers

Important: when you are using this room, please ensure you let other users know by putting a door hanger on the outside handle.



The colour system is*:

YELLOW

Room being used for breastfeeding/expressing

BLUE

Room being used for nappy changing

*These colours have recently changed

When the room is in use for breastfeeding and another user wishes to use the nappy changing facilities, we ask that a reasonable discussion occurs to agree when the room will be free.

Please respect the dignity and privacy of others to ensure the facility runs smoothly.



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