



47-32 (2024) PROTECTION AND SAFETY OF MINORS ON CAMPUS

Policy Title: Protection and safety of Minors on Campus
Policy Type: Administrative (Interim)
Policy Number: #47-32 (2024)
Approved: 11/16/2024
Responsible Office: University Police
Responsible Executive: Vice President for Finance and Administration
Applies to: All University organizations, students, faculty, staff, and volunteers

POLICY STATEMENT:

NSU is committed to fostering a safe and supportive environment for all individuals in the university community and emphasizes, in particular, the importance of the safety and protection of Minors who participate in University or Non-University Programs.

NSU conducts its operations and maintains its facilities in a manner consistent with its mission of service and access. Programs involving Minors are integral to the university's dedication to the success and wellbeing of the community.

This policy applies to all Programs in which any non-matriculated Minor participates. Such Programs are conducted either (1) by the university on or off university property or (2) by others authorized by the university to operate on university property. Such Programs include, but are not limited to, camps, clinics, workshops, conferences, and other educational activities.

This policy sets requirements for the screening, supervision and training of individuals working with Minors – to comply with applicable law protecting the safety of Minors and to promote safe, educational experiences for Minors participating in University and Non-University Programs. The requirements of this policy are also designed to minimize the potential risks to adults organizing, operating and participating in programs in which Minors are participants.

Programs involving Minors under age 13 may be required to obtain state licensure as a “child day program,” or apply for an exception with the Virginia Department of Education (VDOE). Program Supervisors must make that determination and consult the VDOE Office of Child Care Health and Safety for questions.

In addition, all NSU employees are required to report suspected child abuse and neglect to the University police or any designated individuals charged with overseeing a program involving minors. NSU employees and others are required to report as described in the Policy.



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DEFINITIONS:

Abuse or neglect of a minor – As defined in the Abuse or Neglect of a Minor – Has the same meaning as defined in [Code of Virginia Section 63.2-100](#).

Background check – A report that includes criminal felony and misdemeanor court records as well as other appropriate sources of background information.

Campus Visits – Campus Visits are when Minors are on university property for a temporary visit and are accompanied by a parent, legal guardian, or authorized Chaperone [examples: participation in a prospective student tour; or a field trip with authorized Chaperones].

Child Welfare – Child welfare as used in this policy means ensuring that children are safe from both physical and emotional abuse and/or neglect.

Independent contractor – As used in this policy, independent contractor refers to those non-university related individuals contacted as staff for programs involving minors or organizations external to the university that are contracted to produce and manage youth programs for the benefit of the University.

Minor – A person under the age of 18 who is not enrolled or accepted for enrollment in credit-granting courses at the University. Students dually enrolled in University credit-granting courses while also enrolled in elementary, middle or high school courses are not included in this policy unless such enrollment includes overnight housing in University facilities.

Participant – A minor enrolled in or attending a youth program, camp, or other activity.

Program – An academic, athletic, or recreational activity offered to minor participants. These activities includes but is not limited to academic camps, sports campus, learning camps, music camps, workshops, conferences, competitions, experiential learning opportunities. Programs can be residential (meaning that participants stay in on campus or associated campus housing) or non-residential.

University Sponsored program – a program officially sponsored and managed by the university.

Non-University Sponsored program – a program sponsored by a third-party organization that is managing a program involving minors on university property.

Sponsoring Unit – the academic or administrative unit of the University that is managing or overseeing a program involving minors.

Third Party – An organization or individual or external program from outside of the University that uses University facilities to conduct a sponsored program pursuant to an approved contract or



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other use agreement with a sponsoring unit.

University Facilities – Buildings, structures, and parking lots owned or leased by the University.

University Property – Land or buildings that the University owns or leases.

Volunteer – An individual permitted under specific conditions to perform agreed upon activities on behalf of the University, but not in a formal employment capacity and therefore is not entitled to compensation and employment benefits.

CONTACT(S)

The Vice President for Finance and Administration officially interprets this policy and is responsible for matters pertaining to this Policy as it relates to the University Community. The Vice for Finance and Administration is responsible for obtaining approval for any revisions as required by [BOV Policy # 01 \(2014\) Creating and Maintaining Policies](#) through the appropriate governance structures. Questions regarding this policy should be directed to the Vice President for Finance and Administration.

STAKEHOLDER(S):

All University organizations, students, faculty, staff, and volunteers, and third parties doing business with the university.

POLICY SPECIFICS:

a. Youth Programs or Programs involving Minors

- i. Youth programs offered by University and non-University groups or organizations holding events on University property or that use University facilities must ensure that their youth program staff who have child welfare responsibility over minors (and anyone who supervises youth program staff) comply with this policy. Programs must be supervised by an adult with minors being supervised by adults at all times. Volunteers with the program may be minors if they are also supervised by an adult employed or associated with the program's sponsoring organization.
- ii. Program administrators must ensure that all volunteers and staff affiliated with the program undergo background checks and any training proscribed by the program or organization.
- iii. Records of any training required by program administrators, staff, or volunteers, must be collected and retained by the program's administrator/staff.

b. Reporting Suspected Abuse and Neglect

All university employees, program staff, third party individuals operating programs on NSU campus must immediately report suspected instances of abuse or neglect of any person under 18 years or age to the Virginia Child Abuse and Neglect Hotline, [804-786-8536 (In-State) 800-552-7096, (Out-of-State)], to their supervisor, and or the University police at 757-823-8102. Reports can also be made to the police in person at the University Police Station at 2501



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Corprew Avenue. Failing to report suspected incidents of minor/child abuse or neglect by result in criminal sanctions under the [Code of Virginia Section 63.2-1509](#). Additional information can be found in the [A Guide for Mandated Reporters in Recognizing and Reporting Child Abuse and Neglect](#).

c. Minors in workspaces or in classrooms

- i. There may be occasions when brief visits to the workplace by minors are necessary. These visits are at the supervisor's discretion and the employee should receive prior permission before bringing a minor to the workplace. In these circumstances, minors will be the responsibility of the employee while in the workplace.
- ii. Supervisors may make an exception for a temporary, unforeseen emergency, but no employee may have a minor in the workplace without the supervisor's permission or use the workplace as an alternative to childcare or for any other purpose. As necessary, supervisors may grant leave or flexible hours, at their discretion, in order for employees to deal with emergencies or unforeseen circumstances.
- iii. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness and liability posed by the presence of minors in the workplace.
- iv. Unsupervised minors are not allowed into an area that is potentially hazardous.
- v. Minors exhibiting symptoms of potentially contagious illnesses are not to be brought into the workplace.
- vi. Generally, minors are not allowed in classrooms unless there is an express reason for them being in the classroom. In cases of emergency, faculty may bring their minor children to classrooms or meetings with the express permission of their supervisor. Students may also bring their minor children to classrooms if approved by faculty. Faculty must inform their department chair and receive permission to allow a student's minor child to be in the classroom.

d. Criminal Background Checks

Criminal background checks are required for all staff members and volunteers that are participating in any programs involving minors. Existing university staff will also be required to undergo additional background checks if they are participating or volunteering for a program involving minors on campus.

e. Insurance Requirements for Non-University Organizations

Any non-University organizations operating a youth program or program involving minors on campus must provide a certificate of insurance evidencing general liability insurance. This information must be submitted to this email address: financeandadministration@nsu.edu



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EDUCATION AND COMPLIANCE

The Division of Finance and Administration, with assistance by the University Police, will educate staff, faculty, and students about this policy through announcements, education, and periodic training. The University police will maintain a training document to be published on their website.

Policy Compliance and Violations:

The Division of Finance and Administration will ensure conformity of the requirements of this policy. Violations of this policy will be reported to and addressed by the Vice President for Finance and Administration.

PUBLICATION

This policy will be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the Responsible Office will make every effort to:

- Communicate the policy in writing, electronic or otherwise, to the University community within 14 days of approval;
- Submit the policy for inclusion in the Online Policy Library within 14 days of approval; and
- Educate and train all stakeholders and appropriate audiences on the policy's content as necessary. Failure to meet publication requirements does not invalidate this policy.

REVIEW SCHEDULE

- Next Scheduled Review date: 1/17/2025
- Approval by, date: President, 11/16/2024
- Revision History: New Policy
- Supersedes: None

RELATED DOCUMENTS

[A Guide for Mandated Reporters in Recognizing and Reporting Child Abuse and Neglect.](#)

FORMS

N/A