NOVA | Northern Virginia Community College

Sponsored Programs Involving Minors

Policy Number: 117

Categorized: Administrative

Procedure: 117P

Responsible Office: VP Finance and Administration

Effective Date: 04.24.2018

Last Reviewed Date: 09.28.2026

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1. Scope

This policy applies to all Northern Virginia Community College students, faculty, staff, college contractors, and visitors. This policy applies to all programs and activities conducted on College property or at other reportable locations, as defined by the Clery Act, that involve non-enrolled minors. It covers events sponsored solely by the College and Co-Sponsored Programs, including but not limited to camps, clinics, workshops, conferences, and other educational activities.

This policy does not apply to College Visits or events where parents or guardians are invited and expected to supervise minors, or to events that are open to the public that minors attend at the sole discretion of their parent, guardian, or other responsible adult. Additionally, the policy does not include guidelines for Children Visiting the Workplace nor for external organizations with an approved Facility Rental/Booking Agreement for space utilization. See NOVA's Conference & Event Facilities webpage and below for policies pertaining to other scenarios involving minors.

2. Policy Statement

Northern Virginia Community College is part of the Virginia Community College System (VCCS) and is governed by the VCCS State Board for Community Colleges.

Where a VCCS policy exists, Northern Virginia Community College follows this policy in its operations. VCCS Policy 3.14.6 Reporting Sexual Child Abuse or Neglect and VCCS Policy 3.3.4 Reference and Background Check were adopted by the VCCS State Board and is included in the VCCS Policy Manual.

Northern Virginia Community College is committed to providing a safe and supportive environment for all members of its community. In alignment with this commitment, any College programming involving non-enrolled minors must follow the procedures outlined in this policy and procedure [3xxP]. These procedures are designed to assist individuals who work with or interact directly with non-enrolled minor programming, and to support the promotion of safety, wellbeing, and positive experiences of those participating in such programs.

If you have questions about this policy and/or its application at Northern Virginia Community College, please contact the Responsible Office identified above.

3. Definitions

Children Visiting the Workplace: Children under the age of 14 on college property while accompanied and supervised by a responsible adult. (See NOVA Policy 116- Children and Visitors on College Property for more information)

College Visit: a temporary presence on College Property as part of a recruitment event or community outreach activity. Examples include visits by prospective students, clinics, and field trips.

Co-Sponsored Program: a program jointly sponsored by a College department or division and an external organization.

Facility Rental/Booking Agreement: A written contract between the College and an individual, organization, or other entity that authorizes the temporary use of specified College facilities for an approved purpose and period of time, and establishes the terms, conditions, fees, responsibilities, insurance requirements, and other obligations governing that use.

Program Involving Minors (Program): an event or activity that provides educational/instructional, recreational, cultural or athletic activities primarily developed to serve minors, such as camps, STEM Day, etc.

4. Authority

Code of Virginia § 63.2-100. Definition of an abused or neglected child

Code of Virginia § 63.2-1509. Requirement that certain injuries to children be reported by physicians, nurses, teachers, etc.; penalty for failure to report

Code of Virginia § 2.2-1201.1. Criminal background checks for certain positions

DHRM 1.60 Standards of Conduct

DHRM Policy 2.10 Hiring (Background Checks)

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f)

NVCC Policy 116 Children and Visitors on College Property

VCCS Policy 3.14.6 Reporting Sexual Child Abuse or Neglect

VCCS Policy 3.3.4 Reference and Background Check