

**Policy Number:** 116

**Categorized:** [General Policies](#)

**Responsible Office:** Provosts and AVP for Human Resources

**Subject:** Policy regarding children and visitors who are not enrolled in the College and who are not participating in a program sponsored by the College or conducted by other organizations on College property.

**Related Policies:** [Reporting Child Abuse and Neglect](#), [Programs Involving Minors on Campus](#)

**Procedures:** N/A

**Additional Information:**

**Effective Date:** 04/24/2018

**Last Reviewed Date:** 06/15/2020

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## 1. Scope

This policy applies to children under age 14 and to visitors who are not enrolled in the College and who are not participating in a program sponsored by the College or conducted by other organizations on College property, including camps, clinics, workshops, conferences, and other educational activities.

This policy does not apply to general public events where parents or guardians are invited and where they are expected to provide supervision of minors, or to events where parents or guardians are explicitly required to accompany their children.

## 2. Policy Statement

Northern Virginia Community College is committed to creating a safe and welcoming environment for all members of its community. Visitors to campus are welcome and encouraged. The College has established guidelines governing the presence of children and visitors on campus in order to provide an environment conducive to study and work, and that promotes the safety of children on College property.

### General Guidelines

- a. Children must be accompanied by, and under the supervision of a responsible adult at all times. Under no circumstances may children be left unattended on College property.
- b. Children and visitors may not disrupt the learning or working environment. Any child causing a disruption must be removed immediately by the responsible adult. Any visitor causing a disruption may be asked to leave the College's property. Failure to vacate the College's property could result in College police escorting visitors off of College property.

- c. The workplace and learning environment may not be used in lieu of childcare or in situations where a child is too ill to attend school or day care. In the case of an unforeseen emergency, children may be permitted to temporarily accompany the responsible adult to the classroom or workplace only with the permission of the instructor or supervisor.
- d. Brief visits to a NOVA employee's workplace may be permitted with the permission of the supervisor. If a NOVA employee fails to obtain supervisor approval for the visits, the supervisor may ask the visitor to leave NOVA property. Continued visits from unpermitted visitors could result in disciplinary action for the NOVA employee. Disruptive visits from visitors could result in disciplinary action for the NOVA employee.
- e. Visitors are not permitted in the classroom, including laboratories, without permission of the instructor.

### **Prohibited areas**

- a. Children and visitors are prohibited from all testing centers, fitness centers and gyms.
- b. Children and visitors are generally prohibited from all potentially hazardous areas, including
  - i. Power plants, facility shops, scene shops, mechanical rooms, confined spaces, or food preparation areas;
  - ii. Any area, indoors or out, containing power tools or machinery;
  - iii. Science laboratories or specialized work areas that may contain hazardous materials;
  - iv. Any other high-risk areas (rooftops, construction zones, etc.).
- c. Children and visitors are not permitted in areas where confidential, sensitive information is stored/present. Visitors are not permitted in areas where College records, property, documents, or equipment could be damaged or stolen.

### **Reporting Obligations and Liability**

- a. If an unforeseen emergency should arise, requests for permission to allow children to temporarily accompany a responsible adult to the classroom or workplace must be made in writing the instructor or supervisor. Written approval must then be obtain by the responsible adult before the child will be permitted in the classroom or workspace.
- b. Anyone observing a child unattended on campus should notify College Police, who will attempt to identify the parent, guardian or other responsible adult.
- c. Anyone observing a visitor or child causing a disruption should immediately notify College Police.
- d. Employees and responsible adults who bring children to NOVA campuses are responsible for all aspects of the child's behavior. The employee or responsible adult is responsible for the child's safety and is financially responsible for any damages caused by the child. NOVA does not accept liability for injuries to children or visitors on NOVA's premises in violation of this policy.

### **3. Definitions**

Child(ren): person(s) under the age of 14 who are not enrolled in the College.

College Property: all buildings, facilities, and other property owned or controlled by the College, including but not limited to classrooms, administrative buildings, parking lots, athletics fields and facilities, and vehicles.

Disruption: behavior that interferes with students' or employees' participation in academic, work, extracurricular, or other college-related activities, or that impedes the orderly operation of College activities.

Employee: any individual who receives compensation from NOVA.

Responsible Adult: parent, legal guardian or other person 18 years of age or older to whom the parent or guardian has given temporary responsibility for providing the care and management of a minor child.

Visitor: any individual who is not enrolled in or employed by the College, and who is not participating in a College sponsored program or activity.

#### **4. Procedures**

N/A

#### **5. Authority**

[DHRM 1.60 Standards of Conduct](#)