

PROGRAMS INVOLVING MINORS ON CAMPUS

Policy Number: 117

Categorized: [General Policies](#)

Responsible Office: Provosts

Subject: Policy and procedures governing non-enrolled minors in College sponsored programs

Related Policies: [Reporting Child Abuse and Neglect](#), [Children and Visitors on Campus](#)

Procedures: [117P](#)

Additional Information: [Guidelines for Working with Minors](#), [Program Rules and Regulations](#)

Effective Date: 04/24/2018

Last Reviewed Date: 10/22/2021

1. Scope

This policy applies to all programs and activities on College property that involve non-enrolled minors and that are sponsored by the College or co-sponsored by the College and an external organization, including camps, clinics, workshops, conferences, and other educational activities.

This policy does not apply to College visits, to general public events where parents or guardians are invited and where they are expected to provide supervision of minors, or to events that are open to the general public and which minors attend at the sole discretion of their parent, guardian, or other responsible adult.

This policy acknowledges VCCS Policy 3.14.6 which recognizes, “the responsibility of the Virginia Community College System to provide a safe environment for children and to comply with relevant state laws related to the mandatory reporting of suspected child abuse or neglect (see related policies above).

If individuals or organizations who are not members of the college community (i.e., not students, student organizations, or college employees) desire to reserve campus facilities, they must be sponsored by a recognized student organization or the college to conduct expressive activities or events on campus. Alternatively, they must contract through the college rental procedures for space utilization.

2. Policy Statement

Northern Virginia Community College is committed to maintaining a safe and supportive environment for all individuals in the College community, including minors. To ensure the execution of this policy, programs involving minors shall be conducted in accord with the associated procedures.

3. Definitions

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.

College sponsored program: a program that is directly related to the assigned responsibilities of the College department or division sponsoring the program, and for which a department or division of the College determines the content of the program, plans and organizes the logistics.

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

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

Minor: an individual under the age of 18.

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.

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

Financial Support: any funding from the college, grants, donations via NOVA Educational Foundation, or payments from families. VCCS policy 5.12.1.2 on Financial Support (SB) states, “Community education and community service programs appropriated in the Educational and General Program are regarded as being self-supporting in the aggregate. The fees for community education and community service programs shall be established so as to provide funds to pay the direct costs plus an additional 30% to defray general overhead costs. All funds are to be received and disbursed through the State Treasury.”

4. Procedures

See [117P](#).

5. Authority

[Code of Virginia §63.2-100](#)

[DHRM 1.60 Standards of Conduct](#)

VCCS Policy 3.14.6 Reporting Sexual Child Abuse or Neglect