



OLD DOMINION UNIVERSITY

University Policy

Policy #3014 MINORS ON CAMPUS

Responsible Oversight Executive: Vice President for Audit, Compliance, and Risk Management

Date of Current Revision or Creation: February 18, 2026

A. PURPOSE

The purpose of this policy is to protect the safety and welfare of minors who participate in, visit, or are present for University-run or sponsored youth programs. It ensures the University's compliance with state reporting requirements and reduces potential risks and liabilities by establishing requirements for the supervision, screening, training, and conduct of individuals who interact with minors on University property or at other locations controlled by the University, as defined by the Clery Act. This policy also establishes guidelines for minors in the classroom and the workplace.

B. AUTHORITY

[Federal Statute 20 U.S.C. 1092\(f\), as amended](#) – The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Clery Act), requires colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information and implements regulations in the [U.S. Code of Federal Regulations at 34 C.F.R. 668.46](#).

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 7.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

[Code of Virginia Section 2.2-1201.1, as amended](#), allows a state agency to require criminal background checks for persons in sensitive areas.

[Code of Virginia Section 63.2-1509, as amended](#), requires certain persons who, in their official capacity, have reason to suspect that a child is an abused or neglected child, to immediately report the matter. [Code of Virginia Section 63.2-100, as amended](#), provides the definition of an abused or neglected child.

C. DEFINITIONS

Criminal Background Check – A report that includes criminal felony and misdemeanor court records searches based on social security trace, a national sex offender registry search, as well as

other appropriate sources of background information. For this policy it also refers to a background check using an FBI approved system to query the NCIC database.

Independent Contractor – As used in this policy, independent contractor refers to those non-university related individuals contracted as youth program staff or outside organizations contracted to produce and manage youth programs for the benefit of the University.

Mandated Reporter – Under [Code of Virginia Section 63.2-1509](#), youth program staff, University employees and volunteers are mandated reporters should they become aware of child abuse or neglect. See “Youth Program Staff” defined below.

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.

Volunteers – Individuals who offer their service in support of a youth program without compensation (not including student volunteers). Current University employees may volunteer services when they are not the same type of duties for which the University employs the individual and are freely given without pressure from the University.

Youth Program – An event or activity attended by minors offered by the University, or by non-University groups or organizations on University-owned or controlled property, during which program staff have child welfare responsibilities over minors. This includes, but is not limited to, on campus and off-campus workshops, services, camps, conferences, campus visits, internships, projects, and similar activities. For this policy, youth programs do not include (a) events on campus open to the general public that minors attend at the sole discretion of their parents or guardian; (b) events where parents or guardians are explicitly required to accompany their children; and (c) programs where minors may be involved in University research as approved by the Institutional Review Board for human subject research.

Youth Programs Coordinator - An individual designated by the University to develop procedures to implement this policy and best practices for the protection of minors involved in University sponsored activities involving minors, and to provide coordination, training, and monitoring in order to promote the effective implementation of this policy.

Youth Program Director – The person(s) designated as an authorized adult having primary and direct operational responsibility for participant child welfare, the oversight and management of a program, its youth program staff, and student support staff.

Youth Program Staff – Those individuals who have been cleared by the youth program coordinator, being 18 years of age or older, who interact with, supervise, chaperone, or otherwise oversee minors in activities that are part of a program as defined above. This includes, but is not limited to, employees, volunteers, interns, paid student employees, graduate assistants and independent contractors. For this policy, ODU students in unpaid support roles within programs are not considered program staff.

D. SCOPE

This policy applies to all Old Dominion University employees, students, vendors, volunteers, affiliated organizations, independent contractors, and external organizations that interact with minors in University or non-University-run or sponsored youth programs or activities on University owned or controlled property. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.

E. POLICY STATEMENT

Old Dominion University is committed to providing a safe environment for all members of its community, including minors who are potentially vulnerable and require special attention and protection.

The Office of Risk Management is responsible for the administration and oversight of the Minors on Campus Program. All members of the University community share responsibility for protecting the safety and well-being of minors and must uphold the highest standards of care, supervision, and ethical conduct. Compliance with all applicable federal and state child protection laws, as well as the requirements of this policy, is mandatory.

The presence of minors in the workplace or classroom is permitted only under limited circumstances and with prior approval.

F. PROCEDURES

All youth programs held in University owned, leased, or rented facilities or grounds must adhere to the requirements detailed in the [Minors on Campus Program Manual](#), maintained by the Office of Risk Management. The following summarizes key expectations:

1. Youth Program Requirements

- a) **Program Registration:** All University-sponsored and external youth programs involving minors must be registered.
- b) **Authorized Adult Designation:** Youth Program Directors must ensure that Youth Program Staff (YPS) have received the Authorized Adult designation prior to their employment/volunteering in the youth program.
- c) **Background Checks:** All YPS must complete a criminal background check before participating.
- d) **Training:** YPS must complete University-approved training before any contact with minors. Copies of training records for all authorized adults must be forwarded to and retained by the Youth Program Coordinator.
- e) **Supervision Standards:** Programs must maintain staff-to-participant ratios consistent with [American Camp Association](#) or comparable standards.
- f) **Medical and Emergency Preparedness:** Programs must maintain medical authorization and emergency contact forms, ensure safe medication storage and administration. Each program must have an approved emergency communication and parent-notification plan.
- g) **Reporting Suspected Abuse or Neglect:** All YPS and University employees are mandated reporters under Virginia Code § 63.2-1509 and must immediately report

suspected abuse or neglect to the Virginia Child Abuse & Neglect Hotline (1-800-552-7096) and ODU Police.

- h) **Insurance and External Programs:** External or affiliated organizations must provide a certificate of insurance no later than 10 days before the event.
- i) **Residential or Overnight Programs:** Overnight programs require written parental consent and submission of participant and staff rosters to ODU Police and Housing & Residence Life prior to check-in.

2. Minors in the Workplace and Classrooms

Minors may be present in the workplace or classroom only on a limited basis and with prior approval. Supervisors, department chairs, or faculty may grant permission for brief visits or in unforeseen emergencies but may not permit minors as a substitute for childcare. Employees and students are responsible for the minor's supervision and must ensure safety, confidentiality, and minimal disruption.

G. COMPLIANCE

Noncompliance with this policy may result in disciplinary action up to and including termination of employment or dismissal from an academic program in accordance with relevant faculty, student, and staff handbooks and University policies. ODU supports an environment free from retaliation. Retaliation against any person who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

Compliance by affiliated organizations, independent contractors, and external groups is a condition of their operating agreement, contract, or facility-use arrangement with Old Dominion University.

H. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

I. RESPONSIBLE OFFICERS

Executive Director of Risk Management

J. RELATED INFORMATION

[Minors on Campus Program Manual](#)
[Youth Program Event Registration and Forms](#)
[Youth Programs Training](#)

POLICY HISTORY

Policy Formulation Committee (PFC) & Responsible Officer Approval:

<u>/s/ Robert L. Wells</u>	<u>02/13/2026</u>
Responsible Officer	Date

Policy Review Committee Approval:

<u>/s/ Heidi G. Smith</u>	<u>02/11/2026</u>
Chair, Policy Review Committee	Date

Executive Policy Review Committee (EPRC) Approval:

<u>/s/ LaToya D. Jordan</u>	<u>02/13/2026</u>
Responsible Oversight Executive	Date

University Counsel Approval:

<u>/s/ Allen T. Wilson</u>	<u>02/11/2026</u>
University Counsel	Date

Presidential Approval:

<u>/s/ Brian O. Hemphill, Ph.D.</u>	<u>02/18/2026</u>
President	Date

Policy Revision Dates: May 3, 2019; February 18, 2026

Scheduled Review Date: February 18, 2031