

# OLD DOMINION UNIVERSITY

[Virginia Department of Human Resource Management Policy Hiring](#) provides guidelines for an efficient and consistent competitive hiring process that promotes equal employment opportunity and a highly effective workforce.

[Presidential Policy Directive 21](#) in conjunction with [DOJ Memorandum January 30, 2016 on Use of National Crime Information Center](#) establishes the national policy on critical infrastructure security and resilience and led to the DOJ establishing visitor screening policies and procedures for critical infrastructure and operations.

### C. DEFINITIONS

Abuse or Neglect of a Miner Has the same meaning as defined in [Code of Virginia Section 68.2-100](#).

Authorized Adult– A designation given to a person over the age of 18 who has completed the [Authorized Adult Information and Disclosure Form](#), the Authorized Adult online training program and cleared a criminal and sex offender background check authorizing them to assume child welfare responsibilities over minors

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

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 ( C)50.6 ( in)2.33a-1.3 (o)-6.6 (c) un w

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 authorized adult having primary and direct operational responsibility of 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, part-time 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, volunteers, affiliated organizations and their employees, independent contractors and their employees, visitors and external organizations that interact with minors in University owned 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

special attention and protection. This policy establishes guidelines for those in the University community who may work or interact with minors with the goal of promoting the safety and wellbeing thereof.

In addition, Old Dominion University believes in an environment that is conducive to work; therefore, the workplace shall not be used in lieu of childcare. Office and work space is not designed with the safety of minors in mind. There are safety hazards and possible University and supervisory liability in the event of accidental injury. Although the University strives to be a family-friendly environment, it is not appropriate to bring minors to work as a substitute for arranging for regular childcare while at work.

Minor children and family members are welcome during University-sponsored events intended for children, families or community participation.

## F. PROCEDURES

### 1. Youth Program Staff Training, Conduct and Other Requirements

Youth program staff are required to comply with all applicable laws, University policies and guidelines established in the [Minors on Campus Program Manual](#). Youth program staff younger than 18 years of age may be employed or volunteer if all State and Federal laws are followed, however, they must not have sole or unsupervised custodial care of a minor.

Youth program directors must ensure that youth program staff who will be responsible for child welfare of minors have received the Authorized Adult designation prior to their employment/volunteering in the youth program. Copies of training records for all authorized adults must be forwarded to and retained by the Youth Program Coordinator.

Youth programs offered by 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) will comply with the [Minors on Campus Program Manual](#).

The guidelines established in the [Minors on Campus Program Manual](#) for training, conduct, and other program requirements must be followed.

### 2. Criminal Background Checks

Criminal background checks are required for youth program staff with child welfare responsibilities of minor participants. This requirement applies for University and non-University groups. The guidelines established in the [Minors on Campus Program Manual](#) for criminal background checks must be followed.

### 3. Insurance Requirements for Non-University Groups or Organizations

Non-University groups or organizations must provide a certificate of insurance evidencing general liability insurance in the requisite amount and coverage in accordance with the guidelines established in the [Minors on Campus Program Manual](#).

### 4. Reporting Suspected Abuse and Neglect

All University employees and youth program staff must immediately report suspected instances of abuse or neglect of any person under 18 years of age to the Virginia Child Abuse and Neglect Hotline, 800-52-7096, as well as to their supervisor and/or University Police in accordance with the guidelines established in [Minors on Campus Program Manual](#). Failure to report may expose individuals to criminal sanctions under [Code of Virginia Section 63.2-1509](#).

## 5. Minors in the Workplace and Classrooms

- a. 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.
- b. 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 emergency or unforeseen circumstances.
- c. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption that employees, appropriateness and

[University Policy 6504 Workplace Violence Prevention Policy](#)

[University Policy 6603 Drug and Alcohol Policy](#)

[Parking Rules and Regulation](#)

[Medical Treatment Authorization Form](#)

