



## OPERATING POLICY AND PROCEDURE

**OP 021: Non-Student Minors on Campus – Not in a Program**

**DATE:** February 2, 2017

**PURPOSE:** The purpose of this Operating Policy/Procedure (OP) is to provide guidance regarding the presence of non-employee minors who are not University students and who are on campus other than as participants in a University-sponsored program.

**REVIEW:** This policy is subject to annual review by the Vice President for Business and Finance/CFO and the Vice President for Academic Affairs and Student Success.

### POLICY/PROCEDURE

1. In order to ensure the safety and well-being of children, University faculty, staff, students, volunteers, and third-party vendors and their employees, representatives, or volunteers, the University has adopted this policy to apply to all property owned or leased by the University.
2. Averett University's buildings, facilities, and properties are not designed for minor children, under the age of 18, and many of the campus locations are accessible by persons not affiliated with the University ('open campus').
  - a. Under no circumstances may unsupervised children be permitted on campus grounds, in campus buildings, or be unaccompanied in campus buildings or benches on the grounds.
  - b. Minors who are not working at or enrolled in the University must be supervised at all times by a parent or an authorized adult who is responsible for the minors' behavior and safety and who must follow University requirements and restrictions. Adult supervision means that the adult is present and able to intervene within moments for the safety and wellbeing of the minor to prevent accidents, provide aid, and call for assistance as needed.
  - c. Minors are naturally curious and playful. They may have a sense of adventure that can lead them into situations which are hazardous to them while of no practical risk to adults, such as climbing over railings or fences, or accessing potentially hazardous items (cleaning solutions), or entering high-risk areas.
3. There are certain, identified high-risk areas where safety and health hazards potentially exist. These areas are prohibited to all minors (other than enrolled students or University employees) unless the area is being used for a University-sponsored event or activity for minors and has been specifically prepared for such. These areas include, but are not limited to:

- a. Laboratories
  - b. Animal care and activity areas
  - c. Physical plant mechanical rooms and work areas
  - d. Residence halls
  - e. Areas with power tools or equipment
  - f. Commercial kitchens
  - g. Storage areas, including chemical storage areas
  - h. Areas under construction, remodeling, or refurbishment
  - i. Roofs
  - j. Pit areas or confined spaces
  - k. Gymnasium, fitness center, or other athletic facility, including locker rooms
  - l. Within or on any University owned motor vehicle, including mowers, golf carts, etc.; except those vehicles used for transportation of the general public or as part of a University program and then only in compliance with the applicable child safety seat and seatbelt requirements.
4. Certain areas on campus are designated as limited access because there are risks related to business functions and security. Minor access to these areas is restricted to times of short duration and under direct supervision of a full-time University employee:
- a. Computer rooms/labs
  - b. Management offices
  - c. Record areas
  - d. Any other areas so designated by department administrators
5. Children are allowed in campus offices only in certain situations and under conditions as specified in the University's Children in the Workplace Policy.
6. Minors are permitted in some areas, still always subject to provisions of effective supervision by an authorized, responsible adult. These areas include:
- a. Events open to the general public such as concerts, plays, sporting events, and the like
  - b. Facilities that are open to the general public such as the library, dining hall, or coffee shop
  - c. Organized, educational visits or activities designed for minors

7. Children are not permitted in classrooms unless granted permission by the appropriate faculty member, and only while properly and effectively supervised by an authorized, responsible adult, and only on an occasional basis.
  - a. It is not acceptable for an employee or student to regularly bring children to class
  - b. A student shall not bring children/minors to class on a regular basis in lieu of childcare; however, if there is an unforeseen circumstance or emergency, the student/parent may ask permission of the instructor for a one-time exception so long as the class is not held in an area identified as high risk under this policy.
  - c. Students may not leave their minor child/children unattended while the parent or guardian is attending class or conducting any other business or social function on campus. Line of sight supervision of minor child/children by the parent or guardian is required at all times.
  - d. Regardless of permission or public access, if a minor child becomes disruptive, the faculty member or member of the staff may require the student and minor child to leave.