

Policy No. 4-10**Subject: Children and Visitors on College Property**

Last Revised: 07/05/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Finance and Campus Operations	Vice President of Financial and Administrative Services	Vice President of Instruction and Student Services in conjunction with Vice President of Financial and Administrative Services and Director of Human Resources	

I. POLICY

It is the policy of Virginia Highlands Community College (VHCC) to provide an environment which is safe and welcoming for all members of its community. VHCC welcomes children on VHCC properties in appropriate situations and while actively supervised by a responsible adult. The College assumes no responsibility or liability for visitors or children, nor for any accidents or injuries to visitors or children.

II. PERTINENT INFORMATION

- A. This policy applies to children under the age of 18 who are not officially enrolled in classes or employed by the College.
- B. This policy does not apply to general public events where parents and guardians are invited and where they are expected to provide supervision of minors or to events where parent or guardians are explicitly required to accompany their children.
- C. Students under the age of 18 who are officially enrolled have the same rights, responsibilities and privileges of any other students in the classroom and on College properties.

III. DEFINITIONS

- A. Children: person(s) under the age of 18 who are not enrolled at VHCC.
- B. College Property: all buildings, facilities, and other property owned or controlled by the College or other member colleges of the Virginia Community College System, including, but not limited to, classrooms, administrative buildings, parking lots, athletic fields, and vehicles.

- C. Disruption: behavior that interferes with students' or employees' participation in the academic, work, extracurricular, or other college-related activities, or that impedes the orderly operation of College activities.
- D. 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.
- E. Visitor: any person(s) who is not enrolled in or employed by the College and who is not participating in a VHCC sponsored program or activity.

IV. GENERAL GUIDELINES

- A. Children must be actively supervised by their parent, guardian, or responsible adults at all times when they are on College properties.
- B. Under no circumstances may unsupervised minors be on College properties, including playing, roaming or occupying campus grounds or buildings.

V. DELEGATION OF AUTHORITY

- A. The College President has the authority and delegates to the Vice Presidents of Instruction and Student Services and Finance and Administration the responsibility to establish procedures to meet the requirements of this policy.

APPENDIX

VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS

- A. [DHRM Standards of Conduct 1.60](#)

VII. OPERATING REQUIREMENTS

- A. Any College employee who sees an unaccompanied minor on College properties should notify the Campus Police office of the location of the child. Campus Police will attempt to identify the responsible adult.
- 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 Campus 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 at the discretion of the instructor or supervisor.
- D. Visitors are not permitted in the classroom, including laboratories, without permission of the instructor.
 - 1. Prohibited Areas
 - a. Children and visitors are prohibited from all testing centers and fitness center.
 - 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. Computer laboratories;
 - v. 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.
- E. Employees and responsible adults who bring children to VHCC's properties are responsible for all aspects of the child's behavior.