

# VCU Minors on Campus Policy Summary

The Virginia Commonwealth University Safety and Protection of Minors on Campus policy applies to all Programs in which any non-matriculated Minor participates. Such Programs are conducted either (1) by the university on or off university property or (2) by others authorized by the university to operate on university property. This policy sets requirements for the screening, supervision, and training of individuals working with Minors.

## Definitions

Minor: An individual under the age of 18 except for when any such individual is participating in a course as a Matriculated Student.

Non-University Program: A Program in which one or more Minors participates that is administered by a non-VCU person or entity authorized to operate on university property or using university facilities.

University Program: A Program administered by the university regardless of location or platform.

## Steps for Compliance

1. Register the Program: [apps.ideal-logic.com/vcuyouth](https://apps.ideal-logic.com/vcuyouth)
    - Programs serving Minors must register with the Protection of Minors Office prior to the start date (recommended 30 days prior to allow time for compliance requirements to be met).
  2. Report Suspected Child Abuse or Neglect
    - All Program Staff are mandated reporters under Virginia law
    - Report suspicions to 800-552-7096 (Virginia DSS) immediately
    - Report to Program Supervisor, VCU Police (804-828-1234) and VCU ICO (804-828-2336).
- Exceptions to further requirements:*
- a. Events on university property that are open to the general public (Minors may be present but are not under the care, custody and control of university employees);
  - b. Campus Visits when Minors are on university property for a temporary visit and are accompanied by a parent, legal guardian, or authorized Chaperone;
  - c. Minors serving as participants in Institutional Review Board approved research studies, only if all Minors are accompanied by a parent, legal guardian or Chaperone;
  - d. Other Programs in which the Minor is participating under the care, custody and control of their parent, legal guardian, or Chaperone;
  - e. Minors of at least 16 years of age as guests of Matriculated Students;
  - f. Minors participating in Programs which take place on the VCU Qatar campus;
  - g. One-time Shadowing Activities not associated with an organized Program.
3. Complete Required Training: [apps.ideal-logic.com/vcuyouth](https://apps.ideal-logic.com/vcuyouth)
    - Safety and Protection of Minors training and CSA training
    - Required for all Tier I or II Program Staff before start date
  4. Perform Background Checks
    - Options include HR hiring check or Sterling Volunteers
    - Required for all Tier I or II Program Staff before start date
  5. Review Operational Requirements
    - Includes communication plans, consent forms, emergency plans, and supervision requirements