

*Old Dominion University*

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# Minors on Campus Program Manual

As referenced in University Policy #3014

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*Administered by:*

*The Office of Risk Management*

*Revised June 15, 2023*

This program manual establishes guidelines for the appropriate supervision of minors involved in programs held on University property, University facilities or University controlled locations as defined in the Clery Act (this includes Study Abroad Programs subject to Clery reporting) in compliance with University Policy #3014, Minors on Campus Policy, as well as the definitions and procedures set forth therein.

### **DEFINITIONS OF TERMS AS USED IN THIS PROGRAM MANUAL**

Abuse or Neglect of a Minor – Has the same meaning as defined in [Code of Virginia Section 63.2-100](#).

Additional Insured - A person or organization that enjoys the benefits of being insured under an insurance policy, in addition to whoever originally purchased the insurance policy.

Authorized Adult – A designation given to any person over the age of 18 who has completed the Authorized Adult Information and Disclosure Form ([see Annex O](#)), the Authorized Adult on-line 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 it also refers to a background check using an FBI approved system to query the NCIC database.

Denied Individual – A person who has been screened through the NCIC query and receives a siren alert directing the operator of the FedCheck system or Youth Programs Coordinator to deny access to the campus youth program.

FedCheck System – The online system to be used by the University to facilitate background check in an FBI approved way by allowing driver’s licenses and official State identification to be scanned without exposing critical Criminal Justice Information Services (CJIS) data to the operator.

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

MAT Certified Individual - Childcare providers who work in licensed or regulated child daycare programs and individuals who work in private schools accredited by the Virginia Council for Private Education who give prescription medications to children who are required by the Code of Virginia to satisfactorily complete the MAT course.

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.

Non-University Youth Program – Those programs and camps held on University property which are not programs of the University. Examples include Coaches Camps and other third-party sponsored and or produced camps and programs.

One-On-One Contact - Unsupervised interaction between any YPS and a participants without at least one other YPS, parent or legal guardian being present.

Participant – A minor enrolled in or attending a youth program.

Real ID - Passed by Congress in 2005, the REAL ID Act enacted the 9/11 Commission's recommendation that the Federal Government “set standards for the issuance of sources of identification, such as driver's licenses.” The Act established minimum security standards for state-issued driver's licenses and identification cards and prohibits Federal agencies from accepting for official purposes licenses and identification cards from states that do not meet these standards.

Recognized student organizations – Those student organizations required to register each year with the university and are entirely student-led, may apply for funding from the Student Government Association to support annual costs, and are advised by an ODU Faculty/Staff member.

Space Authorizing Unit – The administrative unit of the University that gives approval for housing or use of facilities pursuant to [University Policy #3200, Use of Facilities and Grounds](#).

Sponsoring Unit - The academic or administrative unit of the University that offers a program.

Student Support Staff – Those ODU students in unpaid support roles within programs not having child welfare responsibility over participants. See definition of “YPS” for paid student employees.

University Facilities - Buildings, structures, and parking lots owned or leased by the University.

Volunteer – Individuals who volunteer their service in support of a youth program without compensation (not including University Student Support Staff). 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 YPS 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 Program Coordinator - An individual designated by the University Office of Risk Management to develop procedures to implement this policy and best practices for the protection of minors involved in University sponsored and non-university activities involving minors, and to provide coordination, training, and monitoring in order to promote the effective implementation of this policy.

Youth Program Director (YPD) – The person(s) designated by the Sponsoring Unit as the supervising Authorized Adult having primary and direct operational responsibility for participant child welfare, the oversight and management of a program, its YPS as well as student support staff. For non-university youth programs this role is determined by the non-university youth program administration.

Youth Program Staff (YPS) – 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 Youth Program as defined above. This includes, but is not limited to, employees, volunteers, interns, student hourly employees, graduate assistants and independent contractors. For this policy, ODU students in unpaid support roles within programs are not YPS.

## I. COMMUNICATION WITH AND NOTIFICATION OF PARENTS AND GUARDIANS

### A. The YPD is responsible for the following:

1. Establishing a procedure for the notification of the participant's parent/legal guardian in case of an emergency, including medical or behavioral problems, natural disasters, or other significant program disruptions. Please see [Annex C for more details](#). YPD as well as participants and their parents/legal guardians must be advised of this procedure prior to the participation of the minor(s) in the youth program.
2. Providing information to the parent or legal guardian detailing the manner in which the participant can be contacted during the youth program.
3. Obtaining all media and liability releases as part of the youth program registration process. All data gathered shall be confidential, is subject to records retention guidelines, and shall not be disclosed, except as provided by law. Please see Annex I for the [Waiver, Assumption of Risk and Indemnity](#) form and Annex L for the [Photo and Media release](#) form to be used.

## II. MEDICAL

- A. For ODU youth programs occurring on campus or off, the program's YPD is responsible for ensuring Medical Treatment Authorization forms are on file for each participant. In the event an outside organization, such as a high school or other youth organization, participates in an ODU youth program, the ODU YPD can waive this individual requirement when the outside organization has already collected similar Medical Treatment Authorizations on its members participating in the youth program. For more information, please see [Annex H – Medical Information and Authorization](#).

- B. For non-university youth programs occurring on campus, the program's YPD/Administrator is responsible for the collection of medical authorization forms on its participants as well making arrangements for medically trained personnel to oversee the disbursement of medications to its youth program participants. For more information, please see [Annex H– Medical Information and Authorization](#).
  
- C. Forms can be collected on paper or electronically and all forms should include the following:
  - 1. A statement informing the parent/legal guardian that the University does not provide medical insurance to cover medical care for the minor.
  - 2. A statement authorizing the release of medical information (HIPAA) and emergency treatment in case the parent/legal guardian/emergency contact cannot be reached for permission.
  - 3. A list of any health conditions the minor may have, including any allergies that could impact his/her participation in the youth program.
  - 4. All emergency contact information including name, address, and phone number of the emergency contact.
  - 5. Permission for the camp and camp medical personnel to administer medications and permit self-administration of specified medications.
  
- B. For University Youth Programs, the YPD shall follow guidance from Student Health Services concerning communicable diseases, the Virginia Department and CDC.
  
- C. For University Youth Programs, the YPD shall follow guidance from Student Health Services concerning first aid kits and epinephrine (“epi”) pens. YPD shall keep participants' medicines in a secure location. Participants' medicines may be distributed by YPD, under the following conditions:
  - 1. The participant's family provides the medicine in its original pharmacy container labeled with the participant's name, medicine name, dosage and timing of consumption. Over-the-counter medications must be provided in the manufacturer's container.
  - 2. YPD may allow the participant to self-administer the appropriate dose as shown on the container if such permission is provided by the parent or guardian on the Annex H.
  - 3. Any medicine that the participant cannot self-administer must be administered by a licensed health care professional or MAT certified individual associated with the University; if no one is available, arrangements must be made with another health care professional in advance of the participant's arrival. If no other arrangement can be made the YPD is to consult and make arrangements with local medical providers.

III. REGISTRATION of YOUTHPROGRAMS – ODU has an online youth programs registration system to streamline the registration process required under University Policy #3014 Minors on Campus.

- A. YPDs are responsible for registering the youth program with the Youth Program Coordinator located in the Office of Risk Management 30 days prior to the youth program start date. For exceptions to this 30-day registration require please contact the Office of Risk Management. In general, all University youth programs involving minors, on the campus of ODU as well as those which occur off campus must be registered with the University.

For more information on events that need to be registered please see [Annex A, “About Youth Programs / Minors on Campus Registration.”](#)

B. Online Registration of Youth Programs:

- 1. To register a youth program, the YPD or their designee will click the link to access the [online registration page](#), or by coping the link into their computer or mobile device’s internet browser. The link is also available on the ODU Risk Management Website under Youth Programs / Minors on Campus (MOC).
  - a. Upon submission of the registration, a confirmation email titled, “**Your Minors on Campus Event Registration**” will be sent to the program director or their designee registering the event.
  - b. This email should be saved as it contains the MOC Parent Record Number (MOCPRN).
  - c. The MOCPRN will be used by the Program Director to upload any requested additional form or documentation required by ODU Youth Program coordinator.
  - d. The MOCPRN will also be used by the YPS when they individually register and upload their documentation for approval to participate as a program staff member for the MOC event.
- 2. YPD Uploading Documentation
  - a. The process for upload documentation to the system has been simplified and you no longer need to request access to the original submission.
  - b. To upload files to the submission all that is required is access to an email.
  - c. Process:
    - i. Click, [email my registration](#) to open your email service.
    - ii. An email will be open to be sent to: [live-inbox-odu@origamirisk.com](mailto:live-inbox-odu@origamirisk.com)
    - iii. In the subject line add <incident:XX-XXXX>, so it looks like this



Where xx-xxxx is the MOCPRN provided to you in the confirmation email.

- iv. Attach your documentation files (acceptable format include pdf, jpg, xmls etc.)
- v. Write a brief email message to describe the contents.
- vi. Click or press the send email button in your email system.

3. The complete submission shall include:

- a. A list of all YPS having child welfare responsibilities over minors associated with the youth program (See definition).
- b. An indication of which YPS are designated as the programs Authorized Adults (See definition). There must be at least one such person designated for each youth program.
  - i. A spreadsheet is available for your use to list all your program staff.
  - ii. [Click here](#) to download the ODU Minors on Campus Staff Report that you can complete and upload per instructions in B. 2 above.
- c. For University sponsored youth programs:
  - i. The Office of Risk Management has an FBI approved online instant criminal background checking system.
  - ii. An annual criminal background check will be required of all staff with child welfare responsibilities using an FBI approved process. Therefore, a signed copy of the Background Check Authorization form ([please see Annex M for a copy of this form](#)) for each YPD and Youth Program Volunteer Staff with child welfare responsibilities is required.
  - iii. A confirmation email will be sent to the program director or their designee registering the youth program. YPD and YPS will receive an email from the registration system providing a secure link whereby they will upload a copy of their driver license along with a signed copy of Annex M (Backcheck waiver form).
  - iv. In many cases a high-quality copy of the back of their State issued ID is all that is needed to perform the criminal background check.
  - v. Required documents can be uploaded during the registration process or subsequent by using the process described in B.2. above.

- d. Non-university YPD are responsible for ensuring and certifying on the registration form that they have identified and completed a criminal background check on all YPD with child welfare responsibilities.
  - e. Non-university YPD unable to ensure and certify that they have identified and completed a criminal background check on all YPD with child welfare responsibilities will be required to permit University Office of Risk Management staff to query the NCIC database using an FBI approved process for instant criminal background checking on all its YPD. The cost is charged to the non-university group at a rate of \$15 per query.
- C. Registration by email - Those unable to use the online Youth Programs registration system will be required to download and print all forms and then email them to the ODU Youth Program Coordinator at this email address [YouthProgram@odu.edu](mailto:YouthProgram@odu.edu). Please allow an additional 5 days (35 days prior to the start of the youth program or event start date) for manual review of submissions.

#### IV. SUPERVISION

- A. The YPD is responsible for the following:
- 1. Ensuring adequate supervision of minors while they are on University property. All activities involving minors must always be supervised by at least one YPD member having received the designation of Authorized Adult or by their parent(s) or legal guardian(s).
    - a. Some of the factors to consider in determining "adequate supervision" are the number and age of participants, the activities involved, the type of housing if applicable, and the age and experience of the YPS.
    - b. Please see "[Annex E – Supervision and Staffing Ratio Guidelines](#)" for more information.
  - 2. Providing and supervising YPS in accordance with the [American Camp Association guidelines](#) or other nationally recognized guidelines.
  - 3. Consideration should also be given to the ratio of staff designated as Authorized Adults to program participants and should reflect the gender distribution of the participants.
- B. All supervised participants in a University youth program or a youth program taking place on University property are permitted in the general use facilities (e.g. athletic fields, public spaces, academic buildings), but may be restricted from certain areas of the facilities (e.g. storage rooms, equipment rooms, athletic training rooms, staff/faculty offices) or from utilizing certain equipment. See [University Policy #3200, Use of Facilities and Grounds](#) or contact the Space Authorizing Unit for more details. Final approval of Facilities and Grounds usage is made by the Vice President of Administration and Finance in accordance with University Policy #1500.
- C. The YPD shall follow appropriate safety measures for laboratory and research work. Minors in laboratories must always be accompanied/supervised by an Authorized Adult and another adult having been cleared by the FedCheck System, within the limitations of the



workspace.

- D. Licensed Child Care Centers affiliated with the University shall be subject to the applicable Virginia Department of Social Services regulations which may differ from this policy.

V. TRAINING

A. The YPD is responsible for the following:

1. Training the YPS. The training requirements for each YPS must include, at a minimum, information about responsibilities and expectations; policies, procedures, and enforcement; appropriate crisis/emergency responses (Please see Annex D on General Fire Evacuation Procedures);
2. Protection of participants from abusive emotional and physical treatment; awareness of accommodations for and training to address program participants with gender identity disorder also referred to as gender dysphoria.
3. Safety and security precautions; confidentiality issues involving minors; mandate reporting (YPS are considered to be mandated reporters as defined by Virginia Code Section 63.2-1509);
4. University rules: rules established by this manual; behavioral expectations; and University responsibility/liability.
5. Mandatory Reporter Training
  - a. All University sponsored YPS and Youth Program Volunteer Staff are required to take the 3-part Mandatory Reporter Training provided by the Office of Risk Management.
6. Non-university Youth Program Training – The non-university YPS, as well as the individuals designated to serve as the youth programs Authorized Adults are required to take the 3-part training provided by the Office of Risk Management’s SurveyMonkey training program.
  - a. During registration, the YPD or their designee will list all YPS participating in the program. See III. 3. B. ii above for downloadable spreadsheet.

- b. The Youth Program Coordinator will ensure assignment of the 3-part Youth Program Training to all YPS - training must be taken no less than every three (3) years.
  - c. Upon successful completion of the 3-part the training by the YPS and designated Authorized Adults, the Office of Risk Management will attach a copy of the training to the program staff's record to be retained as required the retention policy of the University.
  - d. The non-university YPD is responsible for ensuring all program staff and volunteer staff are trained on University Policy #3014 – Minors on Campus and adhere to its requirements.
7. The YPD should have additional program specific training for their YPS. Some of the required training subjects to be a part of the program specific training is detailed in [Annex K – About Training Requirements](#).
8. YPD as well as program participants must abide by all University regulations and may be removed from the program for non-compliance with rules. Program rules must include the following (Please see [Annex B for YPS code](#) of conduct requirements and [Annex J for Participant Code of Conduct requirements](#)):
- a. The possession or use of alcohol, illegal drugs, fireworks, guns and other weapons is prohibited.
  - b. The operation of a motor vehicle by minors is prohibited while participating in the program. A motor vehicle includes automobiles, buses, trucks and vans licensed for street use, as well as, golf carts, gators and similar vehicles.
  - c. The parking of YPS and Youth Program Volunteer Staff and program participant vehicles must be in accordance with University parking regulations and include rules and procedures governing when and under what circumstances participants may leave University property during the program. Please see this page <https://www.odu.edu/life/parking-and-transportation/parking> or contact ODU Transportation and Parking Services at (757)683-4004 or email [parking@odu.edu](mailto:parking@odu.edu).
  - d. Violence, including sexual abuse or harassment, will not be tolerated. Please see University web page <https://www.odu.edu/sees/sexual-assault-resources> for more details.
  - e. Hazing of any kind is prohibited at Old Dominion University. (See the [University Statement Against Hazing](#) .

- f. Theft of property will not be tolerated.
  - g. Use of tobacco and smoking-related products and electronic cigarettes and vaporizers by participants, YPS and Youth Program Volunteer Staff will not be tolerated during the program or activity. Additionally, smoking is prohibited in all University facilities and within at least 25 feet from facility entrances. Smoking by youth program participants is prohibited. Please see University Policy #3220 at this web page for more details  
<https://www.odu.edu/about/policiesandprocedures/university/3000/3220>
  - h. Misuse or damage of University property is prohibited. Charges will be assessed against those participants who are found responsible for damage or misuse of University property.
  - i. The inappropriate use of cameras, imaging, and digital devices is prohibited, including use of such devices in showers, restrooms, or other areas where privacy is expected by participants. Use of Drones and other unmanned aerial vehicles is controlled by [University Policy# 3015](#) and must be followed at all time.
- B. YPD are responsible for following and enforcing all rules and must be able to provide information included herein to youth program participants and be able to respond to emergencies.

## VI. GENERAL PROHIBITIONS FOR YOUTH PROGRAM DIRECTORS AND STAFF

- A. YPD(s), YPS, Student Support Staff and Volunteer YPS covered by this policy shall not:
- 1. Have one-on-one contact with a minor. However, should one-on-one contact or interaction be required, all one-on-one meetings must be in an open, well illuminated space or in rooms with windows observable by other YPS. The exception to this rule is when the one-on-one interaction is expressly authorized by the YPD or is being undertaken by a physical or mental health care provider or a law enforcement officer.
    - a. Should a Student Support Staff member be accompanying a participant during a campus pre-enrollment visit (campus tours, meals, etc.) then this prohibition does not apply to the Student Support Staff member.
    - b. This does not apply to licensed psychologists providing psychological and counseling services to minors.

Please see "[Annex B– Code of Conduct for Authorized Adults or other YPS](#)" for more information.

- 2. Enter a minor's room, bathroom facility, or similar area, or end up in a situation where there are no others present (such as in an elevator) without another YPS member in attendance, consistent with the policy of not having one-on-one

contact with minors. If a participant is rooming overnight with a Student Support Staff member during a residential program, this prohibition would not apply to the Student Support Staff member.

3. Engage in abusive conduct of any kind toward or in the presence of a minor.
4. Strike, hit, administer corporal punishment to, or touch in an inappropriate or illegal manner any minor.
5. Pick up or drop off minors at their homes, other than the driver's own child(ren), except as specifically authorized in writing by the minor's parent or legal guardian.
6. In compliance with the University Policy #6603, University Drug and Alcohol Policy, beverages containing alcohol must not be provided to minor children.
7. In compliance with the University Policy #6603, University Drug and Alcohol Policy, illegal drugs or controlled substances, provide drugs or alcohol to minor children. See Section II for exceptions for prescription and parent authorized medications. For more information please see <https://www.odu.edu/about/policiesandprocedures/university/6000/6603>.
8. Provide prescription drugs or any medication to any minor unless specifically authorized in writing by the parent or legal guardian as being required for the minor's care or the minor's emergency treatment. Participants' medicines may be distributed by YPS and Youth Program Volunteer Staff, following the conditions outlined in Section II. Medical.
9. Make sexual materials in any form available to minors participating in programs or activities covered by this policy or assist them in any way in gaining access to such materials.

## VII. PROGRAM REQUIREMENTS FOR NON-UNIVERSITY GROUPS OR ORGANIZATIONS

YPD(s) for non-University groups operating programs held at the University or that use University facilities must provide to the space authorizing unit and the Youth Program Coordinator satisfactory evidence of compliance with all requirements of this policy at least 30 days prior to the scheduled use of University facilities, as well as a signed approved agreement for use of University facilities, if applicable.

OFF CAMPUS YOUTH PROGRAMS -- In addition to youth programs held in University facilities, this policy applies to off-campus youth programs whereby rooms, meeting halls, and facilities are temporarily controlled by the University to facilitate the youth program's mission.

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- B. An example of the application of this policy in an off-campus youth program is a hotel or other remote location contracted to rent meeting rooms and banquet halls for a University youth program event. The policy would apply only to the specified rooms and halls under the University's control. Minors participating in the youth program would be subject to protections afforded in this policy when participating in youth program events in University controlled rooms and halls.

VIII. BACKGROUND CHECKS – ODU uses the FedCheck background checking system as the official background checking system required under this policy.

- A. YPDs are ultimately responsible for the child welfare of minor participants in their respective programs.
- B. Individuals with child welfare responsibilities will be required to have a criminal background check.
- C. All University YPDs, Youth Program Staff and Youth Program Volunteers with child welfare responsibilities are required to complete a [Background Check Waiver authorization form](#) (Annex M) to be submitted to the Youth Program Coordinator.
- D. Authorized Adults are required to have completed [Annex O – Personal Information Disclosure for Authorized Adults Participating in Youth Programs](#).
- E. Authorized Adults are required to have completed [Annex O – Personal Information Disclosure for Authorized Adults Participating in Youth Programs](#).
- F. For non-University Youth Programs, the designated non-university YPD is responsible for performing the required criminal background checks on all Youth Program Staff with child welfare responsibilities in accordance with the standards established in University Policy #6021. Should any non-university YPD not be able to ensure background checks have been performed they should contact the Office of Risk Management to arrange for background screening of their Youth Program Staff and Youth Program Volunteer Staff.
- G. Staff Documentation Submission and Upload process
  1. The YPD shall forward a copy of the email titled, “Your Minors on Campus Event Registration” to each potential program staff member.
  2. A link to the [Program Staff Documentation Upload Portal](#) is included in this email.
  3. This email also contains the MOCPRN which will be used by the program staff to when they complete the form mentioned in III. B. 1. and 2 above.
- H. University Youth Program Coordinator will process the Background Screening according to the current process below:
  - a. The Youth Programs Coordinator will use the identification document (State ID or US Gov't Passport) provided by the Youth Program Staff or the Youth Program Volunteer Staff to perform a criminal back-ground check by querying the NCIC database in an FBI approved process.
  - b. Should the background check indicate a Youth Program Staff or Youth Program Volunteer Staff member is ineligible to participate in a youth program, the YPD with oversight of the denied individual will be notified as well as the University Police Department.
  - c. The YPD with oversight of the denied individual will then contact the denied individual and should they have any questions, refer them to the ODU Police

Department, but under no circumstance will the denied individual be

permitted to participate in the Youth Programs at ODU until the matter is satisfactorily resolved and cleared by the University Police.

- d. ODU Police, if contacted, will advise the denied individual, that the matter can only be resolved by the denied individual requesting and paying for an FBI fingerprint background check that clears the denied individual. Please see [Annex M](#) for more details on this process.
- I. All paid University Youth Program Staff and Youth Program Volunteer Staff with child welfare responsibilities over minors are subject to Code of Virginia Code Section 63.2-1509, and are required to comply with University Policy 6021, Criminal Background Checks. For University Youth Programs, the Office of Risk Management processes the Criminal Background Checks via an online system (currently FedCheck) capable of scanning an individual's State issued Driver's License or other State issued Real ID in order to query the NCIC database in an FBI approved process.
- J. Should an individual not have a state issued "Real ID" they have four options to gain criminal background check clearance:
  - a. If a Virginia resident, they can make application to the Virginia Department of Motor Vehicles for a State issued "Real ID", once issued this Real ID can be used to perform the required query to the NCIC database. Once obtain the denied individual should contact the Office of Risk Management for a screening appointment.
  - b. If a resident of another State which uses the "Real ID" system, they can make application to their resident State for a "Real ID" to be used to query the NCIC database. A list of states in compliance with the "Real ID" system is found at <https://www.dhs.gov/real-id>. Once obtain the denied individual should contact the Office of Risk Management for a screening appointment.
  - c. A current US Government issued passport is an additional document which can be scanned to perform the required NCIC database query.
  - d. If they cannot obtain a "Real ID" compliant ID or a US Government issued passport, they may apply and pay for an FBI Fingerprint Criminal Background Check. Information on applying for an FBI Fingerprint Criminal Background Check can be found at <https://www.fbi.gov/services/cjis/identity-history-summary-checks>. Once obtain the denied individual should contact the Office of Risk Management for a review of the report.
- K. The background check requirement also applies to persons volunteering as Youth Program Staff having child welfare responsibilities over minor participants per University Policy #3014 and will utilize a system to scan (currently FedCheck) an individual's State issued "Real ID" to query the NCIC database to perform the background check. See Section F above for information on obtaining an acceptable "Real ID" used to query the NCIC database.
- L. Non-University groups are required to ensure their Youth Program Staff and Volunteer Program Staff have cleared criminal background checks that meet University standards pursuant to University Policy 6021, Criminal Background Checks and will present a copy of



such reports upon request by ODU Officials. The University reserves the right to screen all non-university Youth Program Staff and Youth Program Volunteer staff prior to and or during an event held on University property via an online system capable of scanning (currently FedCheck) an individual's State issued "Real ID" in order to query the NCIC database in an FBI approved way to perform the background check.

- M. Under Code of Virginia code section § 63.2-1509, mandated reporters include any athletic coach, director or other persons 18 years of age and older employed by or volunteering with a private sports organization or team utilizing the facilities of the University regardless of the individual having child welfare responsibility over a minor. As such the University requires any such individuals participating in youth programs on University owned or controlled property to be cleared by a criminal background check in an FBI approved process.
- N. ODU Students volunteering as Youth Program Support Staff in a University sponsored youth program are not required to have background clearance if (all four must apply):
  - e. they are currently enrolled at Old Dominion University and Old Dominion University is Sponsoring the event/youth program;
  - f. they are volunteering for an event on ODU property;
  - g. they are not responsible for a child's welfare; and
  - h. the event is not for minors in the care of a child-care service.
- O. Please see "[Annex G – Quick Information on Background Clearance Requirements](#)" for more information.

#### IX. REPORTING SUSPECTED ABUSE AND NEGLECT

If a youth program participant discloses any type of abuse or neglect (at any time previously or during the youth program) to Youth Program Staff, or should Youth Program Staff have reason to suspect that the participant has been subject to such abuse or neglect, the Youth Program Staff, as a mandated reporter, must report the abuse or neglect to the Child Abuse & Neglect Hotline at 1-800-552-7096, as well as to their supervisor and/or University Police. Failure to report may expose individuals to criminal sanctions under 63.2-1509 of the Code of Virginia.

If an allegation of child abuse or neglect has been made against a YPD, Youth Program Staff member, or student support staff member, the staff member(s) must discontinue any further participation in the program and activities covered by this policy until such allegation has been satisfactorily resolved.

#### X. RESIDENTIAL HOUSING PROGRAMS

For residential housing programs at University facilities, the YPD is responsible for the following:

- A. Providing a list of all program participants and a directory of Youth Program Staff to the Old Dominion University Police Department. This list shall include each participant's name, local room assignment (if applicable), gender, age, address, and phone number(s) of parent or legal guardian, as well as emergency contact information.

- B. Adopting and implementing rules and regulations for proper supervision of minors in University housing for residential(overnight) programs. The following must be included:
1. Written permission signed by the parent/guardian for the minor to reside in University housing. "[Annex F – Participation Agreement / Overnight Permission Form](#)" is an example of a form to be used for obtaining permission from a parent or guardian.
  2. A curfew time that is age-appropriate for the participants, but in no case shall it be later than midnight.
  3. In-room visitation to be restricted to participants of the same gender.
  4. Guests of participants (other than a parent/legal guardian and other program participants) are restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the program.
  5. The program must comply with all security measures and procedures specified by the Office of Housing and Residence Life and the ODU Police Department.
  6. Pre-enrollment visit programs for high school students housed overnight in-residence halls must be registered with the Office of Housing and Residence Life.
  7. For residential (overnight) programs, a Youth Program Staff member who is at least 21 years of age must reside in the housing unit and if in a multi-storied building the Youth Program Staff member must be on same floor and be accessible to participants.
  8. Additional Youth Program Staff will be assigned to ensure one-on-one contact with minors does not occur and that appropriate levels of supervision are implemented.
- C. Separate sleeping room accommodations for adults and minors are required unless it is with the minor's parent(s) or guardian(s). If a student support staff member is hosting a participant during a campus pre-enrollment visit, this prohibition does not apply to the student support staff member.

Separate sleeping accommodation for minors based on gender and gender identity are required.

## XI. INSURANCE

Non-university groups must provide a certificate of insurance to the ODU Office of Risk Management at least 10 days prior to a youth program event. Such certificate shall evidence general liability insurance in the amount of \$1,000,000 per occurrence and a \$2,000,000 annual aggregate naming Old Dominion University and the Commonwealth of Virginia as an Additional Insured. Policy(s) evidenced by the certificate shall not exclude or have sublimit of less than \$1,000,000 coverage for harassment or molestation. Should the non-university group not have the required insurance coverage they are encouraged to purchase coverage through the University Risk Management and Insurance Association. Coverage is available for programs such as sports and academic camps and programs at <https://ucamps.rpsins.com/online-orders/>

Recognized Student Organizations are provided certain benefits such as funding and the use of University buildings and outdoor space without the need to secure insurance for most of their events. However, since youth program Insurance coverage is not provided by the Commonwealth Risk Management Plan, it must be secured if a Youth Program or similar event involving minors is to be held on University owned or controlled property. The [Tulip coverage](#) can be used for this purpose.

Non-university Groups include but are not limited to:

- a) Affiliated organizations (Foundations, Centers etc...),
- b) Unrecognized Student Organizations,
- c) Unrelated Third-Party organizations and individuals.

## XII. EXCEPTIONS

Any exceptions to the application of the requirements outlined in this Program Manual must be approved by the division of Human Resources and the Office of Risk Management, as applicable.