



Hampton University Youth Protection Policy

Purpose

Hampton University (the “University”) is committed to providing safe environments and meaningful experiences for minors participating in youth programs hosted or operated by the University. To uphold this commitment and comply with applicable laws, the University has established requirements for those who interact with minors.

Scope

This Youth Protection Policy (this “Policy”) applies to all Covered Programs that interact with or cater to individuals under 18 years of age. All members of the University community should familiarize themselves and comply with the provisions of this Policy and applicable procedures.

The reporting obligations set forth in Section II of this Policy apply to all minors on campus. The remaining provisions of this Policy do not apply to:

- Minors admitted or enrolled in classes for academic credit.
- Minors accompanied by a parent, guardian, or chaperone.
- Events on campus that are open to the general public where minors attend presumably with the knowledge of a parent or guardian.
- Minors visiting campus for the purpose of tours or field trips in which the visit is not overnight, and the minors are supervised by visiting staff.

SECTION I: POLICY DEFINITIONS

Campus – The term “campus” includes any building or property owned or controlled by the University within the same reasonably contiguous geographic area of the University and used by the University in direct support of, or in a manner related to, its educational purposes, including residence halls and apartments and any building or property within or reasonably contiguous to the campus that is owned by the University, is frequently used by students, and supports University purposes.

Abused or Neglected Child – Under the [Code of Virginia § 63.2-100](#), an abused or neglected child is any child under 18 years of age whose parent or any person responsible for their care:

- Causes or threatens to cause or allows to be caused a non-accidental physical or mental injury;
- Creates a substantial risk of death, disfigurement, or impairment of bodily or mental functions;
- Has the child present during the manufacture or sale of certain controlled substances;
- Neglects or refuses to provide adequate food, clothing, shelter, supervision, emotional nurturing, or health care;
- Abandons the child or neglects to provide adequate supervision for the child’s age and level of development;

- Commits or allows to be committed any illegal act of sexual exploitation or sexual act upon a child including incest, rape, fondling, indecent exposure, prostitution, or allows a child to be used in any sexually explicit visual material; or
- Knowingly leaves a child alone in the same dwelling with a person, not related by blood or marriage, who is required to register as a violent sexual offender.

Covered Programs – Programs, camps, activities, or events hosted, sponsored, operated, or conducted by the University (including, but not limited to, Research Laboratories and Workforce Development Enterprise Programs) that serve, supervise, or otherwise interact with minors. Covered Programs are classified into three tiers based on the level of risk and interaction with minors:

- Tier I (High Risk): Overnight programs where minors reside on campus; programs involving physical contact activities; programs with a high degree of one-on-one interaction between adults and minors.
- Tier II (Moderate Risk): Day programs with regular, recurring contact with minors; programs conducted over multiple sessions or weeks; programs with limited one-on-one interaction.
- Tier III (Lower Risk): Single-day events, tours, or activities with minimal direct supervision; programs where parents/guardians remain present; large group activities with limited individual interaction.

Covered Persons – All individuals who have direct contact with, supervise, or have access to minors in Covered Programs, including but not limited to:

- Program Directors and coordinators;
- Program Staff (employees, students, volunteers);
- Third-Party contractors or vendors providing services to Covered Programs;
- Guest speakers, instructors, or presenters who interact with minors;
- University employees whose duties involve regular or recurring contact with minors in Covered Programs.

Direct Supervision – The care, custody, control, or supervision of minors.

Mandatory Reporter – Consistent with [Code of Virginia §63.2-1509](#), the following employees or contractors of the University who, in their professional capacity, have a reason to suspect that a child located on the University campus or participating in a University program is an Abused or Neglected Child (as defined above) are required to report their concerns as provided in this Policy and Virginia law:

- All staff;
- All faculty;
- All student employees of the University, including but not limited to resident assistants;
- All licensed health care professionals engaged under a contract with the University to provide services to University staff, faculty, students, or minors on campus; and
- All employees of a third-party entity under contract with the University to provide services to minors on the University campus.

Consistent with [Code of Virginia §63.2-1509.18](#), attorneys who are employed or engaged by the University are not Mandatory Reporters as it relates to information gained in the course of providing legal representation to the University.

Minor – A person under eighteen (18) years of age.

One-on-One Interaction – Unsupervised interaction between any adult and a minor without at least one other authorized adult, parent, or guardian present.

Program Director – University or Third-Party employee responsible for operating the program and ensuring compliance with the Youth Protection Policy.

Program Staff – University employees, students, or volunteers, and Third-Party employees or volunteers who have direct contact with and supervision of minors.

Program Visitor – An adult who participates in a program without supervisory authority, and who must be supervised by Program Staff at all times.

Sponsoring Unit – An academic or administrative department of the University that is responsible for the coordination of program registration, background screening, and training processes.

Third-Party Program – A program or activity involving minors that is operated by an individual or entity not affiliated with the University.

University Program – A program or activity involving minors that is hosted or operated by the University.

SECTION II: MANDATORY REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

Mandatory Reporters who have reason to suspect that a child is an Abused or Neglected Child, have the individual responsibility to report the matter immediately, and in no event more than 24 hours of having reason to suspect. Such reports shall be made to:

- The Hampton University Police Department at (757) 727-5300 or local law enforcement at 911 (for incidents happening off-Campus); AND
- The Virginia Department of Social Services Child Abuse and Neglect Hotline at (800) 552-7096.

Protection for Mandatory Reporters

The University prohibits retaliation or retribution, in any form, against an individual who reports, in good faith, their suspicion or concern that a child is an Abused or Neglected Child. As used in this Policy, reporting “in good faith” means the individual making the report has a reasonable basis to believe that a child may be an Abused or Neglected Child. Anyone who engages in or attempts to engage in retaliation or retribution against an individual who makes such good faith report shall be subject to disciplinary action, up to and including termination of employment.

Additionally, under Virginia law, a person making a complaint or report of child abuse or neglect shall be immune from any civil or criminal liability in connection therewith, unless it is proven that person acted in bad faith or with malicious intent ([Code of Virginia 63.2-1512](#)).

Consequences for Failing to Report

A Mandatory Reporter who suspects that a child may be an Abused or Neglected Child and fails to make a report as required by this Policy shall be subject to disciplinary action, up to and including termination of employment.

Under Virginia law, a person can be fined up to \$500 for the first failure to report and at least \$1,000 for subsequent failures. If a person knowingly and intentionally fails to report sexual abuse, the person may be guilty of a Class 1 Misdemeanor ([Code of Virginia §63.2-1509.20.D](#))

SECTION III: MINIMUM REQUIREMENTS FOR COVERED PROGRAMS

Section III applies to all Covered Programs and Covered Persons, except where excluded. The specific requirements vary based on the tier classification of the Covered Program. Programs may adopt practices that impose additional or higher standards but must in all cases meet the minimum requirements set forth in this Policy.

Sponsoring Unit

Covered Programs must have a Sponsoring Unit and designated contact to coordinate program registration, background screening, and training processes.

Registration

Covered Programs must be registered with Office of Business Operations and Finance for insurance purposes at least ninety (90) days prior to the program start date. Registration must identify the program tier classification.

Screening

Covered Persons are required to clear a background check prior to participation in Covered Programs. The frequency and scope of background checks vary by program tier:

- Tier I Programs: Annual background checks required, including multi-state criminal background check, National Sex Offender Registry check, and reference checks.
- Tier II Programs: Biennial background checks required, including multi-state criminal background check and National Sex Offender Registry check.
- Tier III Programs: One-time background check (valid for duration of program), including state criminal background check and National Sex Offender Registry check.

Program Directors should contact the Office of Human Resources to request background checks for University programs. Convictions for the following offenses shall disqualify an individual from participating in programs involving minors:

- Child abuse, molestation, or other crimes involving the endangerment of a minor
- Felony crimes of violence against another person
- Felony drug possession or distribution
- Any sexual offense

Other offenses, including patterns of misdemeanor convictions, are subject to review and assessment by the Office of the General Counsel or its designee and may disqualify an individual from participating in programs involving minors.

Program Directors must immediately disclose to their direct supervisor any changes in their criminal background, including arrests, convictions, investigations, and reports to Child Protective Services.

Program Staff must immediately disclose to the Program Director any changes in their criminal background, including arrests, convictions, investigations, and reports to Child Protective Services.

Training

Covered Persons are required to complete assigned youth protection training before having contact with minors. The frequency and content of training vary by program tier:

- Tier I Programs: Comprehensive annual training covering child protection, recognizing abuse and neglect, appropriate boundaries, mandatory reporting, and emergency response procedures.
- Tier II Programs: Annual training covering child protection fundamentals, mandatory reporting, and appropriate supervision practices.
- Tier III Programs: Initial orientation training covering mandatory reporting requirements and basic safety protocols.

Sponsoring Units will coordinate with the Office of General Counsel to provide the appropriate youth protection training. Program Directors are responsible for verifying and documenting that all Covered Persons have completed the required training before permitting them to interact with minors. The Sponsoring Unit will maintain records accessible to Program Directors for verification purposes.

Supervision

Supervision requirements vary by program tier to ensure appropriate safeguards:

- Tier I Programs: The “Rule of Three” applies—at least three individuals (two adults and one minor, or two minors and one adult) must be present during all activities. One-on-One Interaction is prohibited except in emergency situations, and must be documented immediately thereafter.
- Tier II Programs: To the greatest extent possible, Covered Persons should avoid One-on-One Interaction with a minor. If One-on-One Interaction is necessary, the interaction must take place in an open, observable, and interruptible location.
- Tier III Programs: Covered Persons should maintain appropriate supervision ratios and avoid isolated, unsupervised contact with minors.

Program Visitors may interact with minors only under the direct supervision of Program Staff.

Incident Reporting

In the event of an adverse incident or injury, Covered Persons must:

- Intervene to prevent or minimize harm;
- Report the incident and all relevant details to the Hampton University Police Department; and
- Make adjustments to prevent recurrence.

For Tier I Programs, incidents must be reported to the Office of the General Counsel within 24 hours.

Records Retention

Program Directors shall maintain documentation obtained from the minor as a prerequisite of participation in a Covered Program for five (5) years after the program end date. All information

collected shall be strictly confidential and shall not be disclosed, except as provided by law. Alternate forms may be approved by the Office of the General Counsel.

Emergency Planning

It is the responsibility of each Program Director to ensure that Covered Persons are familiar with emergency procedures, building evacuation routes, locations of first aid kits and AEDs, and unique building circumstances. Tier I Programs must conduct emergency drills at the beginning of each program session. The Hampton University Crisis & Emergency Committee coordinates the overall emergency planning process and provides strategic guidance at the University. For assistance in planning for emergencies, contact the following resources:

- Hampton University Police Department Campus Safety Office: (757) 727-5524
- Campus Safety Office: (757) 727-5524
- Hampton University Police Department: (757) 727-5300

Compliance

Compliance with this Policy is required as a condition of operating a Covered Program at Hampton University. Covered Persons who have concerns regarding compliance with the Policy are expected to report such concerns to the Office of the General Counsel by calling (757) 727-5233 or emailing at generalcounsel@hamptonu.edu.

SECTION IV: THIRD-PARTY PROGRAMS

In addition to the minimum requirements outlined above, Third-Party Programs operating as Covered Programs must:

- Have a written contract with the University for the use of facilities and/or resources;
- Provide evidence of insurance coverage in accordance with the requirements outlined by the Office of Business Operations and Finance; and
- Certify satisfactory background screening and training completion for all Covered Persons consistent with this Policy and the applicable program tier requirements.
- Designate a primary contact responsible for policy compliance and incident reporting.

SECTION V: PROGRAM REVIEWS

The Office of the General Counsel shall randomly select Covered Programs for review of their compliance with this Policy and will provide recommendations for process improvement. Tier 1 Programs are subject to more frequent reviews. Sponsoring Units and Program Directors are required to provide access to relevant information necessary to assess compliance with this Policy.